SAN DIEGO CONTINUING EDUCATION | SAN DIEGO COMMUNITY COLLEGE DISTRICT

Mission San Diego Continuing Education commits to student success and community enrichment by providing accessible, equitable, and innovative quality education and support services to diverse adult learners in pursuit of lifelong learning, training, career advancement, and pathways to college.

Accreditation Sub-Committee

NOTES for Thursday, 10/17/19	3:30 p.m.	ECC 121
Members Present:	Laurie Cozzolino, Ginger Davis, Marne Foster, Jesus Rivas, Katie Serbian	
Members not Present:	Karen King, Jessica Luedtke	
Guest(s):		
Recorder:	Ginger Davis	

AGENDA

1. Call to Order by K. Serbian at 3:34 p.m.		
2. Approval of Minutes		
DISCUSSION	• Reviewed 9/19/19 Minutes • The minutes were M/S/C by Jesus and Marne with the following edit: o Agenda Item 3, first bullet, 2nd sentence- remove "and evidence boxes".	
CONCLUSION	N/A	
Action Item	**Person Responsible**	**Deadline**
• Send approved minutes to the Sub-Committee.	• Ginger	• After meeting.
3. Review Visiting Team Recommendations		

DISCUSSION	• The five Key Recommendations from the WASC Visiting Committee were discussed. They are as follows:
	    1. Expand and increase access to course offerings, support services, and workforce development opportunities to support student success.
	    2. Increase internal and external communication and collaboration.
	    3. Provide equal access to targeted professional development with mechanisms that track and measure impact.
	    4. Maintain and secure technology in support of data-driven instruction, decision making, and student services.
	    5. Use integrated planning to support institutional and student success.
	 • At the mid-cycle visit (March 2021), our progress on these five areas will be reviewed.
	 • Discussion occurred around evidence we currently have, or are in the process of obtaining, in support of the key recommendations.
	    o Recommendation 2- President's Blog, Consulting Firm, Communications Task Force
	    o Recommendation 3- SDCE has several Professional Development and FLEX opportunities available to their faculty; Program Review can be used as a mechanism to identify professional development experiences. May want to see what our sister college's use to track and measure impact.
	    o Recommendation 4- Program review and resource allocation can be used to drive decision making within our institution.
	    o Recommendation 5- Program review and resource allocation, IEPI visit recommendations (i.e. communication, collaboration) have morphed into this integrated planning process.	

CONCLUSION	N/A	
Action Item	**Person Responsible**	**Deadline**
• None	• N/A	• N/A

4. Review 2018/19 Accreditation Visiting Committee Report			

DISCUSSION	• This report (approximately 6 pages in length) will highlight the evidence we have in response to the recommendations provided by the Visiting Committee.
	• Overall, the college is doing very well; areas that need improvement are not a surprise and are being addressed.
	• Examples of evidence that will be highlighted in the report:
	    o 17 new courses and 8 new programs
	    o Curriculum Analyst created a spreadsheet (with charts and graphs) of all programs noting progress.
	• More to come on this.		

CONCLUSION	N/A		
Action Item		**Person Responsible**	**Deadline**
• None		• N/A	• N/A
5. Scope of Summer work and Campus Labs			
DISCUSSION	• Campus Labs will be used to support the accreditation self-study and mid-cycle. • An overview of Campus Labs' features within the system was previewed. • The report can be electronically sent to WASC. • The criterion we will be reporting on is already in the system. • Currently in the process of organizing the evidence in a document directory.		
CONCLUSION	N/A		
Action Item		**Person Responsible**	**Deadline**
• None		• N/A	• N/A
6. Action Plan Objectives- gap analysis			
DISCUSSION	• Update provided by Jesus. In the last meeting, it was shared that the PRIE Office began work to align applicable content in the strategic plan to the action plan objectives. • The PRIE Office is still in the process of analyzing the data. • Evidence recently added by Katie (in dropbox) will be incorporated in their analysis.		
CONCLUSION	N/A		
Action Item		**Person Responsible**	**Deadline**
• None		• N/A	• N/A
7. Newsletter Content			

DISCUSSION	• The committee reviewed the newsletter from spring 2019.
	• Newsletter content was reviewed for applicability and updates.
	• The committee would like to update/include:
	    o Progress and program highlights
	    o Membership
	    o A "Got Evidence?" section that provides information on how to submit evidence
	    o Institutional Professional Development updates
	    o Campus Lab Tip
	• Selected members were tasked to email content for their assigned areas for coordination of the newsletter to Ginger.		

CONCLUSION	N/A		
Action Item		**Person Responsible**	**Deadline**
• Prepare a fall 2019 newsletter draft for final review at the next Sub-Committee meeting.		• Ginger	• 11/20/19
8. Review committee membership and meetings dates/times; Report to PIE			
DISCUSSION	• Next meeting on November 21. • Jesus will not be present.		
CONCLUSION	N/A		

Action Item	Person Responsible	Deadline
• None	• N/A	• N/A
9. Meeting adjournment: 5:05 pm		

NEXT MEETING:
Date and Time- November 21, 3:30p.m.-5 p.m.
Location- ECC 121

Notes submitted by: Ginger Davis, Administrative Secretary to the VPI

Reviewed by Sub-Committee: Yes_____ **Date:** _11/21/19____