



Accreditation Sub-Committee

Minutes for Monday, 3/7/22	2:33 p.m.	Zoom
Members Present:	Laurie Cozzolino, Michelle Fischthal (tri-chair), Ginger Davis, Marne Foster, Debi King, Karen King, Andrei Lucas, Jessica Luedtke (tri-chair), Margaret Posner (tri-chair), Katie Serbian	
Members not Present:	Lisa Cork, Stephanie Lewis, Sophear Slaketh, Jesus Rivas	
Guest(s):	None	
Recorder:	Ginger Davis	

AGENDA

1. Call to Order by Jessica at 2:37 p.m.		
2.1 Review of Agenda		
DISCUSSION	<ul style="list-style-type: none"> M/S/C by Ginger and Andrei with the removable of Agenda Item 3.4 District Led Writing. Abstentions: None Nay: None	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
2.2 Review Meeting Minutes from 10/4/21		
DISCUSSION	<ul style="list-style-type: none"> M/S/C by Margaret and Debi as is. Abstentions: None Nay: None	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
<ul style="list-style-type: none"> File edited minutes in Accreditation Dropbox. 	<ul style="list-style-type: none"> Ginger 	<ul style="list-style-type: none"> Before next meeting.
3.1 Accreditation Timeline		
DISCUSSION	<ul style="list-style-type: none"> Reviewed and updated the time line preparations steps for the 2024 Self Study (Summer 2021-Spring 2024). 	
CONCLUSION	N/A	
Action Items	Person(s) Responsible	Deadline
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
3.2 Identify Workgroups & Taskforce		
DISCUSSION	<ul style="list-style-type: none"> Discussed expanding the committee. Important to have representation from AS Senate and all programs. Used the last list of individuals involved in Accreditation to develop the 2022/23 Focus Groups and Chapter/Criterion Writers. Organized by the Self-Study Chapters. New piece that is required is the designation of a Programmatic Group. This group of individuals include content experts that provide information, materials and evidence. They may assist in writing specific content or be invited to meet with focus groups. This group of individuals do not attend all meetings. We have some structural things we did not have during the last accreditation visit (i.e. Distance Education Committee). Discussed best approach on how to fill the focus group roles. May want to bring this to a Management Team Meeting for further discussion and perspective on the best faculty/staff/management to participate. 	

	<ul style="list-style-type: none"> Discussed having a lead writer to help with the self-study report. The District Office will be providing a piece of the report. May want to have someone compare the last self-study and the mid-cycle reports. Former President and VPA Sabanos approved a .8 position leading up to the self-study. If Margaret stays as a .6, we will have .2 available for a self-study writer position. As a committee, we can put together a list of themes the lead writer(s) can reference that will be important to have throughout the self-study (i.e. equity). 	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
<ul style="list-style-type: none"> Bring this to a management meeting. 	<ul style="list-style-type: none"> Jessica Luedtke 	<ul style="list-style-type: none"> At next available date.
3.3 Accreditation Newsletter		
DISCUSSION	<ul style="list-style-type: none"> Reviewed a draft of the spring 2022 Accreditation Newsletter. Suggested moving the data section to first page and professional development section to page 2. 	
CONCLUSION	N/A	
Action Item	Person(s) Responsible	Deadline
<ul style="list-style-type: none"> Send out a draft to the committee for feedback. 	<ul style="list-style-type: none"> Ginger 	<ul style="list-style-type: none">
4. Adjournment: 3:57 pm		

Minutes submitted by: Ginger Davis, Administrative Assistant to the VPI