



Accreditation Sub-Committee

Minutes for Monday, 5/3/21	2:33 p.m.	Zoom
Members Present:	Laurie Cozzolino, Michelle Fischthal (tri-chair), Ginger Davis, Debi King, Marne Foster, Karen King, Jessica Luedtke (tri-chair), Margaret Posner (tri-chair), Jesus Rivas	
Members not Present:	Lisa Cork, Stephanie Lewis, Andrei Lucas, Katie Serbian, Sophear Slaketh, Clark Wilson	
Guest(s):	None	
Recorder:	Ginger Davis	

AGENDA

1. Call to Order/Review of Agenda by Jessica at 2:32 p.m.		
2. Review Meeting Minutes from 4/5/21		
DISCUSSION	<ul style="list-style-type: none"> Reviewed minutes from April. Edits to make before filing: <ul style="list-style-type: none"> Adjust action item under agenda Item #2 to None, N/A, N/A Adjust attendees per edits made from Jessica. See Dropbox copy for correct version. 	
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. Outcome of Mid-Cycle Visit- All		
DISCUSSION	<ul style="list-style-type: none"> Overall visit went very well. Participants shared their experiences from the visit: <ul style="list-style-type: none"> Visiting team asked more personable and reflective questions. Why are you here in this meeting? Why were you invited? What is your role? Why do you think you are sitting in this room to speak for your institution? Mid-term report was exceptional. Questions they had for the SDCCE team were non-traditional. Gave us an opportunity to brag on how we contribute to student success, our achievements and why SDCCE is a great place to work. Visiting Team also asked: What are you most proud of? Testimonial sharing was very insightful and meaningful. Highlight was sharing how we change student's lives. Accreditation members reiterated that the Mid-term report was well done. This allowed the visiting team to have a more personal approach in meeting with SDCCE participants. Schedule was modified since the report was very thorough. Impressed by the innovation of our faculty and classified professionals across the entire institution. Mid-cycle progress report was given back within an hour of the visit. President Cortez will be sharing more about it in his next news address. Visiting team was impressed with our SLO webpage. Overall feedback was positive. Suggested to continuing working on the five key areas of growth; did not note any new areas of growth to address. We will be able to add this feedback in our upcoming newsletter. 	
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
4. Renewal of Anthology module for accreditation- Self-Study- Jessica		

DISCUSSION	<ul style="list-style-type: none"> Background provided on the Anthology module. Had a pilot for accreditation. After developing it and entering data, we learned it was not set up for the needs of ACS WASC. Recommendation to the committee is to not renew the software. This will save the institution about \$10,000. In the meantime, we've built our evidence boxes and whole system on DropBox. The mid-term is part of the self-study. Building off of that infrastructure would be the best. Some of the evidence will be used but the majority of the self-study will be about the last three years. <p>A motion to forgo the accreditation software renewal and continue using of the current mid-cycle process was M/S/C by Jessica and Margaret.</p> <p>Discussions: None Favor: Moved unanimously Abstentions: None</p>		
CONCLUSION	N/A		
Action Item	Person Responsible	Deadline	
<ul style="list-style-type: none"> Notify budgeting to update the software within the PRIE Department. 	<ul style="list-style-type: none"> Jessica 	<ul style="list-style-type: none"> After meeting. 	
5. Accreditation Newsletter- All			
DISCUSSION	<ul style="list-style-type: none"> Reviewed the fall newsletter to discuss format of the spring 2021 newsletter. Dedicate the newsletter strictly to the accreditation mid-cycle visit. Accreditation Newsletter sections to include: <ul style="list-style-type: none"> Overview of the Mid-Cycle Visit Impressions/excerpts from participants during and after the visit Comments from the WASC Visiting Team report (i.e. no new recommendations, next steps). Comments from email responses Jessica received from the visit. Mid-Cycle Report as a link (include picture) KEEP: Header, Opening/Mission statements, Five Visiting Committee Key Recommendations, Sub-Committee Membership, Accreditation Sub-Committee (Add Lisa Cork), Dates, Want to Serve on a Visiting Team? Timeline of Activities Goal is to have it completed by the end of May. Margaret to lead on this assignment; Ginger to support. 		
CONCLUSION	N/A		
Action Item	Person(s) Responsible	Deadline	
<ul style="list-style-type: none"> Reach out to Accreditation participants for items to include in the newsletter. Mid-cycle Report Image and Link 	<ul style="list-style-type: none"> Margaret Debi 	<ul style="list-style-type: none"> After meeting. After meeting. 	
6. Next meeting/meeting schedule for 2021/22- All			
DISCUSSION	<ul style="list-style-type: none"> June 7th meeting is cancelled. Proposed an every other month meeting to start in October 2021. 		
CONCLUSION	N/A		
Action Item	Person(s) Responsible	Deadline	
<ul style="list-style-type: none"> Calendar invites to be sent. 	<ul style="list-style-type: none"> Jessica 	<ul style="list-style-type: none"> After meeting. 	
7. Meeting adjournment: 3:21 pm			

NEXT MEETING:

Date and Time- June 7 @ 2:30 pm

Location- Zoom

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

Reviewed by Sub-Committee: ✓ Date: October 4, 2021