



### Accreditation Sub-Committee

<b>Minutes for Monday, 2/1/21</b>	<b>2:30 p.m.</b>	<b>Zoom</b>
<b>Members Present:</b>	Laurie Cozzolino, Michelle Fischthal (tri-chair), Debi King, Marne Foster, Stephanie Lewis, Jessica Luedtke (tri-chair), Margaret Posner (tri-chair), Jesus Rivas, Clark Wilson	
<b>Members not Present:</b>	Ginger Davis, Karen King, Andrei Lucas, Katie Serbian, Sophear Slaketh	
<b>Guest(s):</b>		
<b>Recorder:</b>	Ginger Davis	

#### AGENDA

<b>1. Call to Order/Review of Agenda</b> by Jessica at 2:32 p.m.		
<b>2. Review of Minutes- 11/2/20</b>		
DISCUSSION	<ul style="list-style-type: none"> <li>No longer approving since this is a sub-committee.</li> <li>Adjusted the following: <ul style="list-style-type: none"> <li>Accreditation Newsletter: <ul style="list-style-type: none"> <li>In Discussion section: Removed specific details of edits for the Accreditation Newsletter and replaced with: "The committee provided feedback and editing."</li> <li>In Conclusion section: 1<sup>st</sup> bullet; change wording to read as "was" shared.</li> </ul> </li> </ul> </li> </ul>	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
<ul style="list-style-type: none"> <li>File edited minutes in Accreditation Dropbox.</li> </ul>	<ul style="list-style-type: none"> <li>Ginger</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting.</li> </ul>
<b>3. Faculty Membership- All</b>		
DISCUSSION	<ul style="list-style-type: none"> <li>Although we have a more robust accreditation Sub-Committee, we still do not have faculty membership from all of the areas.</li> <li>Reviewed current faculty membership and discussed when expansion should occur.</li> <li>As we approach our visit, it will be good to have faculty who have served on an Accreditation team.</li> <li>May want to reach out to the Academic Senate for faculty representation or directly reach out to faculty in mind.</li> <li>Faculty for Consideration: <ul style="list-style-type: none"> <li>Sub-Committee: Lisa Cork (Healthcare), Brian Perrin (CTE, DE), Emeritus</li> <li>Meetings in Preparation for 1 Hr. Visit: Various Faculty noted; potential faculty are listed under Faculty Zoom in agenda item 4 on page 2.</li> </ul> </li> </ul>	
CONCLUSION	N/A	
Action Items	Person(s) Responsible	Deadline
<ul style="list-style-type: none"> <li>Reach out to faculty to inquire about their interest in joining the sub-committee.</li> </ul>	<ul style="list-style-type: none"> <li>Jessica Luedtke</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>4. Mid-Cycle Progress Visit Details- Jessica/Michelle</b>		
Emery-	<ul style="list-style-type: none"> <li>Reviewed the ACS WASC Mid-Cycle Progressive Visit Schedule for April 29, 2021.</li> <li>Two individuals on the visiting team: One is a practitioner in the adult education field; one is a ACS WASC employee.</li> <li>Visiting Committee will lead questions in the following virtual meetings: <ul style="list-style-type: none"> <li><u>Leadership Team Zoom (1.5 Hours)</u>- VC to talk with 4-5 people who can best verify/speak to the parts of the action plan/mid-cycle report and its impact on students.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Team Membership: Executive Team- Carlos, Star, Michelle, Jackie, Jessica</li> <li>▪ Faculty to consider joining the Executive Team: Rachel Rose- Chair of Chairs, Academic Senate Presidents (John Bromma and/or Neil Kovrig)</li> <li>○ <u>Student Zoom (1 Hour)</u>- 6-8 students- How did they end up in the program and what the areas of growth are focused on. Sometimes possible questions: What would they change at the school? What was their best experience at the school? <ul style="list-style-type: none"> <li>▪ Faculty Coordinator to work with Michele Madrid Novak (ASB) to recruit and schedule students.</li> </ul> </li> <li>○ <u>Faculty Zoom (1 hour)</u>- VC to talk to 6-8 faculty. May ask questions about the report and if the answers demonstrate the goals are truly being achieved, or there is progress. <ul style="list-style-type: none"> <li>▪ Potential Faculty to participate in this: <ul style="list-style-type: none"> <li>• Richard Gholson (Curriculum Chair, DE/ICOM, CTE, ASB Executive Team)</li> <li>• Laurie Cozzolino (PD)</li> <li>• Marne Foster (SLO, Accreditation, Basic Skills, CC&amp;R)</li> <li>• Veleka Iwuaba (FELI, PC, ICOM)</li> <li>• Margaret Posner (ESL, Accreditation)</li> <li>• Brian Perrin (CTE, DE Mentor)</li> <li>• Debbie Flores (Emeritus)</li> <li>• Cat Prindle (Counseling, Program Chair)</li> </ul> </li> </ul> </li> <li>○ <u>Leadership team (30 minutes)</u>- VC to talk about how the mid-cycle went and preface for self-study.</li> <li>• Moving forward, we will be working on the details of the visit. This is to include setting up the Zoom meetings, building out the teams, preparing documentation for the visit, etc.</li> </ul>
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CONCLUSION	N/A
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Action Item	Person Responsible	Deadline
• None	• N/A	• N/A

**5. Board Accreditation Sub-Committee Presentation Highlights- Margaret/All**

DISCUSSION	<ul style="list-style-type: none"> <li>• Presented draft of slides (5) that will go into the PowerPoint for the Board Accreditation Sub-Committee for committee review and feedback.</li> <li>• The slides are highlights from the ACS WASC Progress Report (pg. 18- where objectives and growth areas start).</li> </ul>
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CONCLUSION	N/A
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Action Item	Person(s) Responsible	Deadline
• Send Margaret a blurb to add to the slides on Career College Transitions.	• Stephanie Lewis	• N/A
• Edits to go to EPC for review and feedback.	• Jessica Luedtke	• N/A

**6. Accreditation Newsletter- All**

DISCUSSION	• Did not discuss.
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CONCLUSION	N/A
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Action Item	Person(s) Responsible	Deadline
• None	• N/A	• N/A

**7. Meeting adjournment: 4:02 pm**

NEXT MEETING:

Date and Time- March 1 @ 2:30 pm

Location- Zoom

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

**Reviewed by Sub-Committee:** Yes **Date:** 4/5/21