



Accreditation Sub-Committee

Minutes for Thursday, 9/10/20	2:30 p.m.	Zoom
Members Present:	Laurie Cozzolino, Ginger Davis, Debi King, Marne Foster, Stephanie Lewis, Andrei Lucas, Jessica Luedtke (co-chair), Jesus Rivas	
Members not Present:	Karen King, Magda Kwiatkowski, Katie Serbian	
Guest(s):	Brian Palmiter	
Recorder:	Ginger Davis	

AGENDA

1. Call to Order/Approval of Agenda by Jessica at 2:31 p.m.		
<ul style="list-style-type: none"> Approval of agenda was M/S/C by Marne and Debi as is. Abstentions: None 		
2. Approval of Minutes- 6/1/20		
DISCUSSION	<ul style="list-style-type: none"> M/S/C: Jessica and Jesus as is. Abstentions: None 	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
<ul style="list-style-type: none"> File approved minutes in Accreditation Dropbox. 	<ul style="list-style-type: none"> Ginger 	<ul style="list-style-type: none"> Before next meeting.
3. 2020/21 Committee Framework and Committee Members/Chair- All		
DISCUSSION	<ul style="list-style-type: none"> Roundtable introductions made. Welcomed faculty member from Automotive Services, Brian Palmiter. Overview of the sub-committee's history, purpose, current committee membership structure, mid-cycle report and 1-Day visit (April 2021) was shared. An Accreditation Faculty and Planning Coordinator (.30) was advertised for the 2020-2021 academic year; once selected this person will join the committee in late September or early October. It would be ideal to have this person involved up unto the Accreditation Visit in spring 2024. We will announce additional non-classroom assignments in the future. Discussion occurred around having the sub-committee led by a tri-chair structured format. This would include the VP of Instructional Services, the Accreditation Liaison Office (ALO), and Faculty Accreditation Coordinator (AC)). Tri-Chair roles would be defined once the VPI and Faculty AC join the group. M/S/C by Jessica and Laurie to change the membership of the Accreditation Sub-Committee to a Tri-Chair Membership to include the School Principal (VPI), ALO, and Faculty AC. Additional discussion regarding committee membership occurred: <ul style="list-style-type: none"> Would like to include representation from student services (i.e. classified student services representative and a student representative). Student Services representatives to consider: Clark Wilson and Sophear Slaketh. Would like to add additional faculty representation in the future. Reviewed the Mission Statement, Purpose, Goals and Activities, Meeting Details and Membership. 	
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. Mid-Cycle Report Draft Feedback and Vetting Schedule- Jessica		

DISCUSSION	<ul style="list-style-type: none"> • An overview of the Mid-Cycle Chapters were given: <ul style="list-style-type: none"> ○ Chapter 1: Jesus is working on this chapter, which discusses the student community profile. An annual student community profile report is being validated and will be included. ○ Chapter 2: Magda worked on this chapter, which addresses the significant changes at SDCE (i.e. Administrative Offices in Instruction and Student Services, Campus Solutions migration, transition to fully remote offerings). ○ Chapter 3: Focuses on what we have done to monitor the action plan. This chapter outlines the reports we do annually and notes our progress (i.e. deferred or completed). It will also include data from focus groups. ○ Chapter 4: Discusses the accreditation progress on the action plan. It notes our action steps in progress and activities conducted to support objectives. ○ Chapter 5: Addresses the refinement of the action plan. • Goal is to have the report ready for review by the institution in early to mid-October. One idea is to include it in the Accreditation Newsletter as a venue to provide input and feedback. It will be vetted through the five main shared governance committees. 	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
• None	• N/A	• N/A
5. Action Plan Refinement and Planning Focus Groups- Jessica/Jesus		
DISCUSSION	<ul style="list-style-type: none"> • Through focus groups and information on gaps gathered during the writing of the progress report, objectives and activities not yet captured were identified. Some are important and should reflect as contributors to certain objectives. • Jesus and Marne are currently work with focus groups. The focus group conducted with the Office Managers was discussed. A 30-40 minute activity to review activities and objectives that potentially relate to their roles occurred. The Office Managers gave input on current activities not yet reflected in the action plan. • He and Marne will meet with other constituents of our campus community and conduct a similar activity with each group. • Information gathered from the focus groups will be reviewed to identify potential objectives and activities that could still be added to the report. • Currently looking at ways to prioritize information shared (i.e. google documents). • The Action Plan will be made available to the institution for input and feedback. It will go through a similar vetting process as the Mid-Cycle Report. 	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
• None	• N/A	• N/A
6. Accreditation Newsletter		
DISCUSSION	<ul style="list-style-type: none"> • Reviewed the spring 2020 newsletter. • Fall 2020 Newsletter discussion occurred. The committee provided input on what areas to change, update, add or remove. Edits to be made are as follows: <ul style="list-style-type: none"> ○ Update-Progress Highlights on Recommendation #3; Laurie to provide this content. ○ Remove- Got Evidence section ○ Add- Mid-Cycle Report; Jessica to provide this content. ○ Add- 2020/21 Action Plan Refinement to replace the Year 3 Progress Report; Jessica to provide this content ○ Add-Call for Review section ○ Update-Sub-Committee membership ○ Update- Mid-Cycle Timeline of Activities 	

	<ul style="list-style-type: none"> ○ Remove- SDCE Response to COVID-19 Pandemic and replace with Job Developer Services section; Stephanie to provide this content. • Have draft by mid-October. Goal is to have it out early this fall; absolute deadline is December. 	
CONCLUSION	N/A	
Action Item	Person(s) Responsible	Deadline
<ul style="list-style-type: none"> • Prepare fall newsletter draft. Update committee framework (Tri-Chairs, Student Services, and Faculty). • Send waiver form to Stephanie. • Provide content to Ginger by end of September. 	<ul style="list-style-type: none"> • Ginger • Ginger • Laurie, Stephanie and Jessica 	<ul style="list-style-type: none"> • N/A • Before 9/16/20 • By end of September.
9. Meeting adjournment: 3:53 pm		

NEXT MEETING:

Date and Time- October 5 @ 2:30 pm

Location- Zoom

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

Reviewed by Sub-Committee: Yes **Date:** 10/5/20