



Accreditation Sub-Committee

NOTES for Friday, 5/18/18		2:00 p.m.	ECC, PDC 106
Members Present:	Barbara Pongsrikul, Jessica Luedtke, Magdalena Kwiatkowski, Marne Foster		
Members not Present:	Karen King		
Guest(s):	N/A		
Recorder:	Ginger Davis		

AGENDA

1. Call to Order/Roll Call by J. Luedtke at 2:03 p.m.			
2. Action Item(s) N/A			
2.1 Approval of Minutes			
DISCUSSION	None		
CONCLUSION	Approved by consensus.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
• NONE		• N/A	• N/A
3. Review EGC Report in Relation to Data in Campus Labs			
DISCUSSION	<ul style="list-style-type: none"> • Brief discussion occurred regarding the purchasing of Campus Labs. A vote will be done electronically to purchase the system by August 2018. • PowerPoint worked on last week was presented and reviewed for content. It will be presented to EGC on May 23, 2018. • Topics highlighted in the PowerPoint were: <ul style="list-style-type: none"> ○ The current status of the Accreditation Committee, which is now a sub-committee of PIE, and members involved in the Accreditation Sub-Committee. ○ High-level by growth areas. ○ Unit-Level Strategic Plan Participation and Progress by Completion (or On-going), In Progress and Deferred. ○ Planning Accomplishments ○ Challenges ○ Lessons Learned ○ Next Steps • Additional slide that will be added will highlight: <ul style="list-style-type: none"> ○ Administrative/Committee Accomplishments 		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Resend Campus Labs webinar link to the sub-committee to review Campus Labs webinar. • Schedule Campus Labs training for PIE and Accreditation Committee. • Post Final Action Plan on Accreditation Website. 		<ul style="list-style-type: none"> • Jessica Luedtke • Jessica Luedtke • Jessica Luedtke 	<ul style="list-style-type: none"> • After meeting. • After meeting. • After meeting.
4. Draft Newsletter			
DISCUSSION	<ul style="list-style-type: none"> • A hardcopy of Miramar College’s Accreditation Newsletter was shared. • An SDCE template of areas the sub-committee would like to highlight was presented and worked out. • Areas that will be included are: <ul style="list-style-type: none"> ○ Welcome and Purpose 		

	<ul style="list-style-type: none"> ○ Accreditation Sub-Committee ○ Sub-Committee Membership with Picture of Members ○ Action Plan Progress ○ Sub-Committee Meetings 		
CONCLUSION	<ul style="list-style-type: none"> ● Newsletter draft will be emailed to the sub-committee for feedback. Magda will review for final edits. Goal is to send it to the CE DL by next Thursday, May 24, 2018. 		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ● Finish Accreditation Newsletter draft and send to the sub-committee for review. 		<ul style="list-style-type: none"> ● Jessica Luedtke 	<ul style="list-style-type: none"> ● N/A
5. Adjournment: 3:44pm			

NEXT MEETING:
Date and Time- TBD
Location- TBD

Notes submitted by: Ginger Davis, Sr. Secretary to the VPI **Reviewed by Sub-Committee:** _____ **Date:** _____

DRAFT