

## Joint PIE and Accreditation Steering Committees Minutes

**MINUTES for Monday, May, 8<sup>th</sup>, 2023**

**Time: 03:32 PM**

**Location: Zoom**

<b>Members Present:</b>	PIE: Andrei Lucas, Dr. Minou Spradley, Dr. Shakerra Carter, Jackie Sabanos, Jessica Luedtke (co-chair), Jesus Rivas, John Bromma (co-chair), Kelly Henwood, Margarita Posner, Marne Foster, Neill Kovrig  ASC Members: Andrei Lucas, Catherine Shafer, Desiree Payne, Dr. Jacqueline Hester, Dr. Lorie Crosby Howell, Dr. Dr. Minou Spradley, Dr. Shakerra Carter, Dr. Stephanie Lewis, Jacqueline Sabanos, Jan Jarrell, Jessica Luedtke (co-chair), Jesus Rivas, John Bromma, Margarita Posner (co-chair), Marne Foster, Michele Madrid Novak, Michelle Gray, Neill Kovrig, Richard Gholson, Roberta Krauss
<b>Members not Present:</b>	PIE: Debi King, Megan Leppert, Sean Caruana, ASC: Carla Grossini-Concha, Debi King, Desiree Redulla, Dr. Tina King, Libbier Bakit,
<b>Guests:</b>	NA
<b>Recorder:</b>	Margarita Posner

### AGENDA

#### 1. Call to Order 3:32 PM

#### 1. Review Agenda, Approval of Minutes

##### 1.1 Approval of Agenda

DISCUSSION	No discussion.
CONCLUSION	For PIE committee: Motion to approve by Jesus Rivas and seconded by Marne Foster.

##### 1.2 Approval of Meeting Minutes

DISCUSSION	Not applicable.
CONCLUSION	To be completed at the next PIE committee meeting.

#### 2. Information/Discussion Item(s)

##### 2.1 2022/23 Final Tasks – Strengths & Growth Areas – Margarita Posner

INFORMATION	Margarita described the Strengths and Growth Areas Writing Rubric and how the ACS WASC training suggestions are consolidated under the three categories of “Main Idea,” “Priority,” and “Language.” She also went through some of the examples given for each of the items. Dr. Spradley asked if all the items mentioned in the first column of the rubric needed to be part of the entries for Strengths and Growth Areas. Dean Luedtke explained that the first column discusses qualities that writers should think of in order to write actionable phrases containing the elements needed for the Visiting Committee to understand each of the items. Margarita mentioned that the rubric is meant to highlight ACS recommendations in order to promote consistency and actionable entries. Dean Jarrell also asked for clarification about the type of entries for this section. Dean Schafer wanted to know when the rubric would be available to writers. It will be sent out after the meeting.
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##### 2.2 Individual Criterion Check-Ins – all

Discussion	No discussion
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##### 2.3 2023/24 Next Steps – Jessica Luedtke

INFORMATION	The presentation included SDCCE’s 7-year Accreditation Cycle, the Tasks accomplished for the Self-Study up to this point, the next steps for 2023/24 to create the action plan based on growth areas, compilation and editing the report, vetting the report, and preparing for the visit. Dean Luedtke announced the Self-Study Lead names for the summer including Dr. Ingrid Greenberg as the Lead Editor; Reviewers, Dean Rubalcaba, Dean Luedtke, the vice presidents, president and public information officer; and Action Plan Development team, Margarita Posner and Jesus Rivas. The appendices, finalizing the Action Plan, and the Self-Study Visit Prep team were also discussed. Classroom observations will be conducted at the self study visit and/or just before in spring 2024. Dean Luedtke mentioned the successful Mid-Cycle visit and the positive sentiments that resulted from everyone’s collaboration and participation in the meeting with the visiting team.
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##### 2.4 Documentation of criteria group participants & thank you – all

DISCUSSION	Dean Luedtke reviewed the large group participants over this past year in writing the self study. Chapter/criterion/focus group leads added some folks not previously accounted for. Thank You’s will be sent to all participants. Dean Howell asked about the number of participants in her group as compared to other groups with more participants. Dean Luedtke explained that it was the focus groups that needed wide representation from across the institution. Other groups could be smaller as long as they contained knowledgeable participants. Dean Jarrell explained how she and Dean Krauss tagged participants who attended their last meeting to encourage wider participation.
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**4. Adjournment Meeting adjourned at 4:42**

**Minutes submitted by:** Margarita Posner

**Minutes approved:**