Mission San Diego Continuing Education commits to student success and community enrichment by providing accessible, equitable, and innovative quality education and support services to diverse adult learners in pursuit of lifelong learning, training, career advancement, and pathways to college.

Accreditation Sub-Committee

NOTES for Friday, 5/16/19	3:30 p.m.	ECC 121
Members Present:	Jessica Luedtke, Jesus Rivas, Marne Foster, Katie Serbian, Barbara Pongsrikul, Ginger Davis	
Members not Present:	Karen King	
Guest(s):	N/A	
Recorder:	Ginger Davis	

AGENDA

1. Call to Order by J. Luedtke at 3:38 p.m.	
• Last meeting in January 2019.	
• Magda Kwiatkowski will no longer be on the committee. Katie Serbian has joined as an official committee member.	
• Roundtable introductions were made.	

2. Approval of Minutes

DISCUSSION	• Last few meetings were canceled. • Jesus has agenda and minutes from the last meeting; he will send to Jessica.	
CONCLUSION	N/A	

Action Item	Person Responsible	Deadline
• Send a copy of the agenda and minutes from the last meeting to Jessica.	• Jesus	• Before next meeting.

3. Review EGC Annual Accreditation Update Report

DISCUSSION	**Full Report** • Jesus provided an overview of the full report which goes to EGC. Presented to the sub-committee for feedback. • Highlights data pulled from our strategic plan and the Campus Labs system. • Report notes growth areas being met. • Last year we were only able to highlight activities from the strategic planning process. This year we took it a step further by pulling information from the strategic and program objectives. • Planning and Institutional Effectiveness Committee requested this report to include the institutional goals, goal update, accreditation plan update, executive summary; formerly there was only an institutional goals update provided. • Goal of this committee is to look at each objective to identify what objectives are not being met and where the gaps are. A communication plan to the institution will then be made to address the results identified. • The WASC mid-cycle visit will be where we show our institution's progress on the action plan and the recommendations they made. Mid-cycle visit will be in the spring of 2021. • Mid-study addressing action items. Last two accreditations were so different due to the template. Two most challenging chapters were the sections on accounting and community partnerships. May want to look into ways we are gathering this information now so it will not be as much of a challenge at the time it is due; it could be an annual update provided. Summer non-classroom assignments are being structured to support these types of projects.

| | • An overview of the introductory piece of the presentation was shared. A diagram with the institutional goals and objectives and the accreditation growth areas were shown and discussed to reflect how they are connected. Goal is to highlight how the institutional goals are related to the accreditation growth areas and how the institutional objectives are related to the accreditation growth area objectives.
• Planned activities were discussed. Included activities related to the IEPI visit, the accreditation sub-committee, from PIE and Program Review.
• Progress with persistence measures has already been made. This is something that will be worked on over the summer; looking to see if it can be reported to MIS. Persistence measures are being piloted with the CTE programs first.
• Accreditation growth areas section was presented. This section shows the results completed for each of the accreditation growth areas and how they are related to the unit objectives, as well as the institutional objectives.
• Tables and color changes to some text will be added to the presentation to make it more visible and presentable to the viewer.
• The Institutional goals section was also presented. This section shows the progress with institutional goals using the same information but is displayed in a different format to emphasize different overall counts.
• The word unit is used rather than department to minimize confusion.
• Strategic Goals are then presented. The actual goal is stated, the progress of that specific goal and the unit objectives related to that goal are displayed. Will add a marker for each goal that is an accreditation growth area. This will be helpful if we are looking at it from an accreditation perspective.
• Objectives and action plans canceled have been a challenge because not everyone noted why the cancelation occurred.
• Another challenge has been the use of the category "other". This may be a result of a how certain activities are related to specific objectives or goals. There is a need to dive into this and have discussions around why "other" is being selected.
• Another thing to consider is, "does everything need to be related to an institutional objective?"
• Infographics would be a nice addition.
• Anytime we can relate this data to students, in language, is very powerful. This makes the data meaningful.
• Next section discussed was Achievements and Improvements. In this section, completed activities, related to each objective were highlighted. Additional text will be added to expand this section. Goal is to highlight things completed towards these objectives in the year.
• The final presentation will be given at the June 12th EGC meeting.
• Next section discussed was Gaps and Barriers. In this section, activities that have been canceled or deferred are presented.   The challenge with this section is minimal data and a lack of context with the reasoning provided. It might be better to present this section at a higher level than at a granular level. May want to add a statement indicating that due to minimal data collected, we are unable to accurately report reasons for these barriers at a high level. Also include next steps in improving the process where more people are providing reasons for why their gaps and barriers are occurring.
• The final sections will address: The Strategic Goals and Next Steps.

PowerPoint
• A quick overview of the PowerPoint was presented. Format of presentation used was from last year. Information highlighted:
  o Accreditation Sub-Committee Members
  o Accomplishments (from planning areas) |

	o Progress (strategic plans) o Instructional Accomplishments o Administrative and Committee Accomplishments o Barriers to make progress o Operational Challenges o Next Steps o Campus Labs and Reports
CONCLUSION	N/A

Action Item	Person Responsible	Deadline
• Align activities with the institutional objectives and accreditation growth areas. • Add a marker for each goal that is an accreditation growth area and note growth area objective (i.e. growth area objective # 1).	• Jesus	• N/A

4. Scope of Summer Work

DISCUSSION	• Assignments will begin this summer 2019 to help prepare for the next self-study.
	 • Scope of work will include:
	     o Building out of the calendar
	     o Reviewing past internal self-studies and WASC information to identify what might be added to Program Review.
	     o Will need to determine where we are collecting evidence and what model to use for collection of evidence.
	     o In terms of evidence: identifying what we need and how we are going to get it? Proposed timeline? Structure?
	     o Build out Campus Labs Accreditation Module (Mid-term, Evidence Database, Self-Study Template)
	 • Once funding is identified, the goal is to have faculty support this work continuously each academic year.

CONCLUSION	N/A

Action Item	Person Responsible	Deadline
• NONE	• N/A	• N/A

5. Draft Newsletter

DISCUSSION	• Content to include:
	     o A note to add the SDCE mission statement to all meeting agendas and minutes. By doing this, the goal is to have accreditation be part of our culture.
	     o Accreditation Mid-term Report
	     o New Faculty Co-Chair
	     o Summer Work

CONCLUSION	N/A

Action Item	Person Responsible	Deadline
• NONE	• N/A	• N/A

6. Co-chair, other recommendations to PIE

DISCUSSION	• Need a co-chair for the sub-committee; ideally a faculty member. • Responsibility will be to co-lead the Accreditation Sub-Committee meetings. • Will need to inform PIE of the decision.
CONCLUSION	• A motion for Katie Serbian to serve as faculty co-chair on Accreditation Sub-Committee for 2019-2020: M/S/C by Barbara and Marne.

Action Item	Person Responsible	Deadline
• NONE	• N/A	• N/A

7. Set next meeting dates/times

DISCUSSION	• 2019-2020 meetings will be monthly on the 3rd Thursday, 3:30p-5p in ECC 121.		
CONCLUSION	• Dates are as follows: 9/19, 10/17, 11/21, 12/19, 1/16, 2/20, 3/19, 4/16, 5/21		
Action Item		**Person Responsible**	**Deadline**
• NONE		• N/A	• N/A
8. Adjournment: 5:05pm			

NEXT MEETING:
Date and Time- September 19, 3:30p-5p
Location- ECC 121

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

Reviewed by Sub-Committee: Yes   **Date:** 9/19/19