

**SDCE Accreditation Steering Committee Meeting**  
**November 17, 2016**  
**3:00 to 5:00 p.m. Room 186**

**Minutes**

**Members Present:** Kate Alder (ALO), Barbara Pongsrikul (Co-Chair), Corinne Layton (Co-Chair), Magdalena Kwiatkowski, Mary LeDuc, Leslie Quinones, Richard Weinroth, Marne Foster, Laurie Cozzolino

**Additional Attendees:** Pat Mosteller, Richard Gholson, David Holden, Ranessa Ashton, Holly Leahy

Called to order by Dr. Kate Alder at 3:12 pm.

- 1) Review of Minutes – Corinne Layton
  - a. A hard copy of the 10/20/16 Minutes DRAFT was reviewed for approval.
  - b. The minutes were M/S/C by Richard Weinroth and Mary LeDuc as is.
  
- 2) Preparation for WASC Visit- Corinne Layton
  - Refer faculty/staff to Accreditation Monthly Updates in SDCE Newsletter to help prepare for WASC Visit.
  
  - Update on Campus Showcase Planning
    - The theme is “Past, Present, Future”.
    - President Cortez had made a suggestion to make a video with this theme. It was also suggested to include photos of our off-campus programs/students.
    - The goal is to best showcase a program at each campus of excellence.
    - Each campus has a designated lead and identified program to highlight/showcase.
    - Sub-committee of all campus leads/programs:
      - Emeritus/Parent (CE Mesa)- Dean Leslie Quinones, Pat Mosteller, Linda Osborn
      - ESL (Mid City)- Dean Barbara Pongsrikul, Corinne Layton; (Miramar) - Magdalena Kwiatkowski
      - BIT (North City)- Dean Carol Wilkinson
      - Hospitality & Consumer Sciences (West City)- Dean Lorie Howell
      - CTE (ECC)- Dean Jane Signaigo-Cox
      - High School (ECC)- David Holden

- Student Services/DSPS (ECC)- Acting Dean Cynthia Rico
- Healthcare Careers (Chavez)- Dean Robin Carvajal
- In addition to showcasing the program, each campus should emphasize history, diversity, community
- Examples of marketing materials from various programs used in the past were shared. The Public Information Office will provide ideas to the sub-committee leads to distribute this information to their campuses.
- A suggestion was to have these showcases up a week or two before the actual visit so students/staff/faculty can be engaged prior to the visit.
- Goal is to increase community and student involvement.

### 3) Spring 2017 Flex-Accreditation Planning – Dr. Barbara Pongsrikul

- Formation of a subcommittee
  - Flex activity will take place after guest speaker on Tuesday morning. Break out into separate rooms by campus. Role-playing activities will occur to prepare the staff, and faculty to feel more comfortable during the visit.
  - Need questions, format, and structure of this activity.

### 4) ALO Update – Dr. Kate Alder

- Self-Study Update
  - 1<sup>st</sup> Draft was presented.
  - Public Information Office is currently working on the final format.
  - The Self-Study will be approved at the December 8<sup>th</sup> Board of Trustees meeting.
- WASC Chair Pre-Visit
  - This year's WASC Co-Chair is Martha Young-Jones. Her background is in healthcare.
  - Pre-visit is scheduled for Thursday, December 8, 2016.
  - Idea is to pair the visiting team members with our Continuing Education programs according to the background of the visitors.

*Next Accreditation Meeting: December 15, 2016, 3:00 p.m. to 5:00 p.m., ECC, Room 186*

Meeting adjourned by Dr. Kate Alder at 4:11 pm.

Minutes taken and submitted by Ginger Davis, Sr. Secretary, VP, Instruction  
Approved on: 12/15/16