

**SDCE Accreditation Steering Committee Meeting  
December 15, 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, Ingrid Greenberg, Michelle Fischthal, Cynthia Rico, Marne Foster, Danielle Williams, Esther Anthony-Thomas

**Additional Attendees:** David Holden, Ginger Davis

Called to order by Corinne Layton at 3:10 pm.

1) Review of Minutes – Corinne Layton

- A hard copy of the 11/17/16 Minutes DRAFT was reviewed for approval.
- The minutes were M/S/C by Magdalena Kwiatkowski and Richard Weinroth as is.
- Abstained: Ingrid, Greenberg, Michelle Fischthal, Esther Matthew
- DISCUSSION: With regards to the October 2016 minutes, Ingrid Greenberg expressed concern about use of the word “recommendations.” Language used is from Self-Study Action Plan and the mid-term report which describe three action items (Technology, SLO’s and Delivery of Services in relation to budget) and the five areas for growth identified by Visiting Team, e.g. continue to expand participatory governance structure with more input from students and community and continue to build on relationships with the community colleges to strengthen understanding of SDCE programs and promote transitional pathways.

2) ALO Update – Dr. Kate Alder

- Self-Study Update- Vice Chancellor feedback
  - Our self-study report draft was approved at the Board meeting last Thursday.
  - Vice Chancellor’s feedback was positive. Draft was well written and organized.
- Self-Study- Board Meeting feedback
  - Kats Gustafson, Dean of Online & Distributed Learning, was a reader for Lynn Neault and shared that our report was well written and the citations had a very nice flow.
- Accreditation Visit Update/Chair-
  - Martha Young-Jones is the Accreditation Chair. There are questions and concerns about our current draft with

regards to format. Meeting minutes from June referenced the college was using standards and there was concern we were using the college standards. Kate will speak with Martha on Tuesday to follow up and clarify.

- Self-Accreditation Self Study Format group has met and several edits are occurring.
- Fully published report to WASC chair by end of January.
- Pre-visit is tentatively on January 9, 2017.
- Dr. Alder reviewed the list of the WASC Accreditation visiting team. Total of 8 individuals will be visiting.

### 3) Preparation for WASC Visit- Corinne Layton

- Update on Campus Showcase Planning
  - Program updates were shared regarding showcase projects:
    - David Holden- High School (ECC)- Incorporated biology and earth science items; 2D/3D visuals, videos for economics projects; “I love a Clean San Diego” project. Plan to have Marne Foster speak at the Program Review meeting to align course SLO related to HSE. **ACTION: Connect David with Jane regarding showcase set-up.**
    - Corinne Layton- ESL (Mid City)- With regards to a common area, maybe a classroom could be showcased in one room. Looking to balance/digitalized and hard-copy work of students. Will be using student ambassadors and/or student volunteers. President Cortez wants to do a video showing Past, Present, Future for each program; unclear if a video for each program or one video for all programs. Will have a meeting in January to discuss incorporation of faculty and staff.
    - Cynthia Rico suggested showcasing student services work.
  - Would like to have a showcase in a common area for the WASC visiting team. This will also allow all students, faculty, and staff to experience the showcases as well. A suggestion was to have set-ups in a classroom and common area.
  - Great marketing tool for our students. (i.e. Mid-City, off-site Emeritus program).
  - Faculty should make sure they have their course outline, syllabus, and lesson plan available for the visitors as well as an agenda on the board. Program Chairs will get this out in early January. This will be addressed at the Spring Flex days. **ACTION: Corinne will send something out in January with clear communication to the Program Chairs, cc: Deans. Add an agenda item to next**

**Program Chairs meeting to make this an agenda item.**

- To make this more consistent, the Office of Communications is offering to create any types of marketing support that can be provided.
- The theme is “Past, Present, Future”. In conversation with President Cortez, Dr. Alder shared that the “present” is the theme to focus on. We can also showcase our plans for the future. 5 year college goals could be presented. The action plans are a sub-set of the strategic plans.
- Corinne Layton presented a document from the October 2016 meeting providing ideas and suggestions on what to include in our self-study (i.e. Technology, SLO’s, New Ways to Deliver Services, Expand participatory governance with more input from the community and student stakeholders, etc.). Goal is to tie our prior self-study report with our current self-study report.

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

- Update on the Formation of a Subcommittee
  - Subcommittee group will meet on Tuesday, January 3, 2017.
  - Danielle Williams is a new addition to this subcommittee.
- Accreditation Flex Activity Planning
  - Activity will be titled, “OMG, what if they ask me a question?”
  - Kate will do a 10 minute introduction and then participants will break and head to the designated campus rooms. Each room will have a lead that is part of the subcommittee.
  - Questions will be determined by the subcommittee.
  - Activity will be 30 minutes in length.
  - Participants will then go back to main room for report out on experiences.
  - Mary LeDuc will send out meeting information to staff to gain Classified participation.

*Next Accreditation Meeting: January 19, 2017, 3:00 p.m. to 5:00 p.m., ECC, Room 186*

Meeting adjourned by Dr. Kate Alder at 4:05 pm.

Minutes taken and submitted by Ginger Davis, Sr. Secretary, VP, Instruction  
Approved on: 1/19/17