

Accreditation Sub-Committee

Minutes for Thursday, 10/5/20	2:30 p.m.	Zoom
Members Present:	Laurie Cozzolino, Ginger Davis, Debi King, Marne Foster, Karen King, Stephanie Lewis, Andrei Lucas, Jessica Luedtke (tri-chair), Jesus Rivas, Sophear Slaketh, Clark Wilson	
Members not Present:	Michelle Fischthal (tri-chair), Katie Serbian	
Guest(s):		
Recorder:	Ginger Davis	

AGENDA

1. Call to Order/Approval of Agenda by Jessica at 2:32 p.m.		
- Approval of agenda was M/S/C by Stephanie and Laurie as is. - Abstentions: None		
2. Approval of Minutes- 9/10/20		
DISCUSSION	- M/S/C: Marne and Debi with the following edits: - Remove Eddie Madrid from Student Services representatives to consider. - Abstentions: None	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
File approved minutes in Accreditation Dropbox.	Ginger	Before next meeting.
3. 2020/21 Committee Members Update- All		
DISCUSSION	- VPI, Michelle Fischthal has confirm her role as tri-chair for the committee. - We still need faculty representation. - Magda is no longer on the committee. - Roundtable introductions were made; welcomed new committee members, Sophear Slaketh and Clark Wilson.	
CONCLUSION	N/A	
Action Items	Person(s) Responsible	Deadline
None	N/A	N/A
4. Planning Focus Groups- Jesus/Marne		
DISCUSSION	- Background was given on the purpose and use of focus groups. Information gathered will assist in the development of the accreditation mid-cycle report. - Activities were developed using the main five growth areas. - Activities included: (review of action plan, sharing on progress of different activities, identified activities currently done or not included, created a prioritized list of activities to add in the plan). - Activities were hosted with multiple groups (i.e. Office Managers, CE Management, Curriculum Committee, Academic Senate, Classified Senate, ASB). - Since timing was limited, focus groups were approached using 17 objectives in a form of a survey to help guide activities. This ultimately helped identify activities currently being completed or not yet captured. Tailored approaches were made based on the group the activity applied to. - A document was shared that tabled the "New Activities that could be added to the Accreditation Action Plan and/or Strategic Plan". It included information such as: objectives, activity descriptions, stakeholder groups who participated, priority rankings, plan locations, appendices, etc.	

	Final recommendation of focus group output and activities captured will be forwarded to the leadership group and EGC for review and approval.		
CONCLUSION	N/A		
Action Item		Person Responsible	Deadline
None		N/A	N/A
5. Action Plan and Mid-Cycle Report Committee Review- Jessica			
DISCUSSION	- An overview of next steps in finalizing the Accreditation Action Plan and Accreditation Mid-Cycle Reports were shared. - In order for the campus community to give feedback/input on the Action Plan and Mid-Cycle Report, the documents will be presented to the five main governance committees and verbiage will be added to the Accreditation Newsletter. Ultimately, it will be presented to EGC for final approval and then to the Board of Trustees. - Brief discussion on how this committee will or can support these two main reports occurred.		
CONCLUSION	N/A		
Action Item		Person(s) Responsible	Deadline
None		N/A	N/A
6. Accreditation Newsletter- All			
DISCUSSION	- Ginger provided overview and updates of edits to be included in the fall 2020 newsletter. Committee feedback was provided. - Once newsletter instructions are finalized, information will be forwarded to Luisa in the Office of Communications to draft the fall newsletter. - The goal is to send the final newsletter out by mid-October/early November.		
CONCLUSION	N/A		
Action Item		Person(s) Responsible	Deadline
None		N/A	N/A
7. Meeting adjournment: 4:03 pm			

NEXT MEETING:

Date and Time- November 2 @ 2:30 pm

Location- Zoom

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

Reviewed by Sub-Committee: Yes **Date:** 11/2/20