



## Accreditation Subcommittee

**MINUTES - Thursday, April 14, 2025**

**11:00 – 12:30 PM**

**Zoom virtual meeting**

<b>Members Present:</b>	Jessica Luedtke, Shakerra Carter, Masahiro Omae, Jesus Rivas, Juan Salcedo, Marne Foster, Sarah Boswell, Kirsten Lollis, Debi King
<b>Not Present:</b>	
<b>AGENDA</b>	
<b>1. Call to Order 3:42 PM</b>	
<b>2. Action Items</b>	
<b>2.1 Approval of Agenda</b>	
<b>CONCLUSION</b>	agenda approved unanimously by members
<b>3. Information/Discussion Item(s)</b>	
<b>3.1 Integration Between Strategic Plan &amp; Accreditation Plan</b>	
<b>INFORMATION /DISCUSSION</b>	<ul style="list-style-type: none"> <li>• How are we leveraging program review, strategic planning, etc. for evidence?</li> <li>• Make less manual</li> <li>• Use AI to process information from committee minutes</li> <li>• Email out to faculty to drop evidence</li> <li>• Identified leads: Jesus, Juan, Jessica and research team</li> </ul>
<b>3.2 Communications</b>	
<b>INFORMATION /DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Newsletter, President's Weekly, outreach</li> <li>• Identified leads: Sarah B and Marne leads with Jesus and Brenna supporting</li> </ul>
<b>3.3 Structure for SharePoint Site and Evidence folders</b>	
<b>INFORMATION /DISCUSSION</b>	<p>Discussed folders structures and challenges in last cycle in naming, saving evidence.</p> <p>Identified leads: Debi with support from Jesus &amp; Jessica</p>
<b>3.4 Annual Reports</b>	
<b>INFORMATION /DISCUSSION</b>	<ul style="list-style-type: none"> <li>• leads, timelines</li> <li>• Update of the Annual Strategic Plan/Accreditation Plan Matrix – how we do it more effectively</li> <li>• Identified leads: Jessica, Masa, Jesus, Shakerra</li> </ul>
<b>4. Adjournment: Meeting adjourned at 12:32 PM</b>	
<b>Next Meeting: TBD</b>	

**Minutes submitted by:** Debi King

**Minutes approved:**