

Accreditation Subcommittee Meeting Minutes

Monday, December 17, 2025

9:00 –9:45 AM

Zoom virtual meeting

MEMBERS	Jessica Luedtke, Brenna Leon Sandeford, Ildifonso Carillo, Marne Foster, Franklin Garrett, Jesus Rivas, Kirsten Lollis
Not Present	Shakerra Carter, Masahiro Omae, Debi King
1. Call to Order 9:01 AM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Agenda approved unanimously
2.2 Approval of 10/15/2025 Minutes	
CONCLUSION	Minutes approved unanimously
3. Information/Discussion Item(s)	
3.1 Communications (Newsletter, Outreach)	
INFORMATION /DISCUSSION	<ul style="list-style-type: none"> • Communications subgroup meeting scheduled for 1:00 PM today • Newsletter goal: two per year (one per term); next issue to be sent before end of January) • Past newsletters/templates available in Teams folder (Spring 2022 example shared) • Canva suggested as a more workable approach than updating PDFs • Content to align with the Accreditation Action Plan • Newsletter to be sent from the communications account on behalf of the accreditation group
ACTION ITEMS	<ul style="list-style-type: none"> • Brenna will review prior examples and draft, with input from Marne and Kirsten • Jesus will provide content in early January
3.2 Structure: Evidence and Website	
INFORMATION	<ul style="list-style-type: none"> • Update accreditation evidence website and refresh timelines (remove outdated visit items; shift to broader month-based milestones where appropriate) • Add general announcements/updates and post newsletters and minutes • Post missing reports/materials beyond 2023–24 and include major accreditation-related narratives/reports • Update “Steering Committee” content to reflect the current subcommittee structure
3.3 Annual Reports - Mid-Cycle Report Planning	
INFORMATION	<ul style="list-style-type: none"> • Mid-cycle accreditation report is due Summer 2027 • preparation begins in 2026 due to extensive review/approval processes • 2026 goal: have a working draft underway to allow time for approvals and reformatting for multiple audiences • Jan–Feb: infrastructure plan updates (e.g., communications, distance education, enrollment, facilities, technology), using department updates to reduce workload and requesting brief confirmations/additions from plan leads • Update Strategic Master Plan - use it to update Accreditation Action Plan progress and move toward the mid-cycle report draft • Messaging approach: avoid overwhelming stakeholders with complexity while reinforcing the importance of participation
3.4 AI Data Mining	
INFORMATION	<ul style="list-style-type: none"> • Pilot deferred due to competing priorities; to resume in the new year • Draft framework for AI-supported work discussed (collectors/containers/data/processes/outputs), including duplication, cleaning, assignment to Action Plan areas, and identifying evidence gaps • Emphasis on ethical use and clear considerations (bias, validation, responsible use) • Coordinate with district efforts as appropriate
3.5 Letter to Accreditor Update	
INFORMATION	Need to recreate prior letter requesting an additional year extension to align with credit colleges cycles
ACTION ITEMS	Jessica to consult with VP Omae on next steps
4. Adjournment: Meeting adjourned at 9:51 AM	
Next Meeting: 1/21/2026 at 9:00 AM	

Minutes submitted by: Debi King

Minutes reviewed: By Committee 1/21/2026