

## Joint PIE and Accreditation Steering Committees Minutes

**MINUTES for Monday, March, 13<sup>th</sup>, 2023      Time: 03:30 PM      Location: Zoom**

<b>Members Present:</b>	PIE: Andrei Lucas, Jackie Sabanos, Jessica Luedtke (co-chair), Jesus Rivas, John Bromma (co-chair), Kelly Henwood, Margarita Posner, Marne Foster, Megan Leppert, Minou Spradley, Neill Kovrig, Sean Caruana, Shakerra Carter
<b>Members not Present:</b>	ASC: Dr. Tina King, Desiree Redulla, La Toiya Noles, Michele Madrid Novak, Roberta Krauss, Debi King PIE: Debi King
<b>Guests:</b>	Yvonne Schmeltz
<b>Recorder:</b>	Jesus Rivas

### AGENDA

#### 1. Call to Order 3:33 PM

#### 2. Review Agenda, Approval of Minutes

##### 2.1 Approval of Agenda

DISCUSSION	No discussion.
CONCLUSION	Motion to approve by Desiree and seconded by Sean.

##### 2.2 Approval of Meeting Minutes

DISCUSSION	Not applicable.
CONCLUSION	To be completed at the next PIE committee meeting.

#### 3. Information/Discussion Item(s)

##### 3.1 Welcome/SharePoint Site Access and Review - Updates – Dean Luedtke

INFORMATION	Jessica described the alignment between the PIE committee and the Accreditation Steering Committee and provided a brief description of the roles played by herself, Margarita Posner, and criterion leads in the accreditation process. Jessica provided an overview of the Accreditation SharePoint website.
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##### 3.2 Orientation to Creating Strengths & Growth Areas – Margarita Posner

INFORMATION	Margarita presented a guide to write for accreditation, including advice to 1) prioritize strengths and growth areas, 2) speak to external factors impacting the institution, 3) discuss strengths and growth areas, and 4) listing and prioritizing strengths and growth areas.
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##### 3.3 Place Setting – Margarita Posner

INFORMATION	Margarita commended ASC members for their work in the Accreditation self-study writing. She reminded the ASC and PIE members of the goal for the accreditation self-study project, and provided an overview of the roles in the Accreditation Self-study development process. Margarita described the facilitated activity planned for the meeting. Margarita reviewed the accreditation timeline and Jessica highlighted the importance of meeting a particular deadline, May 12 <sup>th</sup> , which is when the Criteria 1-9 should be completed to enable the lead writer to perform compiling and edition tasks (occurring in summer and early fall 2023).
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##### 3.4 Breakout Groups: Document members & Assess Progress/Effectiveness – all

DISCUSSION	Jessica described the goals of the facilitated activity, including the expected outcomes of the session, opened breakout rooms and attendees joined them based on their criterion membership.
CONCLUSION	Attendees discussed their progress on their criterion based on the materials previously shared.
Action Item	<b>Not applicable</b>

##### 3.5 Criterion Progress Report Outs/Questions – criterion leads

DISCUSSION	Participants asked questions pertaining to the project timeline. Participants asked if it was feasible to collect qualitative data from students to support the writing of criterion 5, Instruction. Participants asked about the logistics of the accreditation group visit and Jessica shared that the visit will be online; still, preparation work will be required.  Jessica thanked everyone for engaging in this work and emphasized the importance of this initiative to the institution.
CONCLUSION	Questions were asked and addressed on a variety of topics related to accreditation self-study writing, including timelines, types of data to use, evidence, and more. A specific request from criterion 5 was made to collect additional qualitative data from students.
Action Item	<b>Jessica to set up a meeting including criterion 5 leads, Neill, Michelle Madrid Novak, and Jesus to discuss the request further.</b>

#### 4. Adjournment Meeting adjourned at 4:58

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**NEXT MEETING:**

Monday, April, 10<sup>th</sup>, 2023 - 3:30 PM

Zoom link: <https://sdccd-edu.zoom.us/j/99858220984>

**Minutes submitted by:** Jesus Rivas

**Minutes approved:** *By Committee on April 10, 2023*