MEETING SUMMARY

Members Present: Christopher Howerton (chair), Carrie Roberson (2nd), Laura Adams, Jeff Lamb (CIO Rep.), Jamar London, Robert Steinberg, Van Rider, Kevin Bontenbal (ACCJC)

Members Absent: Alicia Lopez

Guests: N/A

1. Committee Procedural Items:
   - Approval of Agenda - approved by consensus
   - Minutes taken by Carrie Roberson
   - Approval of minutes - done via email
   - Spring meeting schedule for committee - Chair reviewed updated meeting dates/times (see below on agenda)

2. Committee Check-In
   - Committee members provided individual updates as we launch into 2022
   - CIO discussed expansion of baccalaureate degree programs and connections to accreditation

3. Debrief from “final read and approval” of draft AI program by ASCCC Executive Committee (1/7/2022) – Howerton & Roberson
   - Chair updated committee on ASCCC support for the final program and discussed next steps

4. Accreditation Institute Planning Dates: February 25-26, 2022; Location: Virtual Format

   - Accreditation Institute Development Timeline (Information)

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
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<tr>
<td>February 2022</td>
<td>• Materials posted to ASCCC website February 11, 2022.</td>
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5. Draft Program Development
   - Link to Approved Program
   - Chair reviewed final program and shared some determinations for the event. Chair sought input on some aspects of format and reviewed processes for presenters; including:
i. Finalize Committee assignments to sessions
ii. Discuss formal communication to presenters
iii. Next steps

6. Announcements – Information/Discussion
   - Update to ASCCC Website/Committee pages
   - Next ASCCC Executive Committee Meeting, Feb 4-5, 2022
   - Part-time Faculty Institute, February 10-11, 2022 (Virtual)
   - Legislative and Advocacy Day, February 23, 2022 (Virtual)
   - Accreditation Institute, February 25-26, 2022 (Virtual)
   - ACCJC webinars available for spring 2022 posted

7. Committee Meetings (Spring 2022): - All meetings from 12:30pm-1:30pm
   - February 14, 2022
   - March 21, 2022
   - April 18, 2022
   - May 16, 2022

8. Committee Next Steps and Adjournment
   - Chair thanked the committee for work and commitment to the Institute
   - Committee member asked for ideas on planning, committee members shared ideas and realities of preparing
   - Meeting adjourned at 1:07pm

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Status of Previous Action Items

A. In Progress –
   a. Working with event staff to finalize institute planning/program

B. Completed –
   a. Crafting Accreditation Institute Marketing Blurb
   b. First draft Institute Program presented to ASCCC Exec Nov. 3
   c. Theme and structure for institute approved
   d. Second draft Institute Program presented to ASCCC Exec Dec. 4
   e. Third and final draft of Institute Program presented and approved by ASCCC Exec. Jan. 7
   f. Secured key note speaker and partnership presenters