ACADEMIC SENATE
for California Community Colleges
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Accreditation Committee

December 9, 2021
2:30pm – 3:30pm

MEETING SUMMARY

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

Members Absent: None

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
    -   ASCCC update about webpages

2. **ACCJC and CIO Liaisons Check-In**
    *ACCJC- nothing at this time. Chair reminded ACCJC rep to provide presenter names to get approval from ASCCC President
    *CIO- will be joining later in the meeting

3. **Spring Meeting Schedule for Committee**
    *Chair worked with committee to determine dates for spring 2022. Discussion ensued around conflicts and a general consensus was agreed for Mondays from 12:30 – 1:30. A few committee members are committing with some unknowns in scheduling obligations, and a few are not in attendance to confirm availability. By the end of the meeting all members were present and confirmed the schedule below for our spring meetings.
    January 24ᵗʰ, 2022
    February 14ᵗʰ, 2022
    March 21ˢᵗ, 2022
    April 18ᵗʰ, 2022
    May 16ᵗʰ, 2022

4. **Debrief from "second-read" on draft AI program by ASCCC Executive Committee (12/4/2021) – Howerton & Roberson**
    *Chair reviewed ASCCC Executive Committee feedback on the DRAFT program
    *Chair informed committee that the event will be virtual

*ASCCC Exec suggested a "keynote" speaker- committee didn't provide recommendations for who that might be
*Chair reviewed descriptions and presenters
*Committee discussed possible presenter ideas for who can present DEI work in Accreditation. Alicia suggested a presenter who presented to MiraCosta last year who could be good and relate content to social justice. Chair indicated he would work with ASCCC Executive Director for consideration of a representative from the CCCCO. Dr. Lamb iterated the importance of practical ways of manifesting DEI work in terms of infusing DEI in Accreditation work (being/engaging).
*Chair assigned willing committee members to breakout sessions
*Committee discussed next steps including process, registration, communications with presenters, other
*Chair indicated his thankfulness for participation of members and commitment to the work

5. **Accreditation Institute Planning** <u>Dates</u>: February 25-26, 2022; <u>Location</u>: **Virtual Format**

- **Accreditation Institute Development Timeline (Information)**

Month	Activities
October 2021	• Program outline due October 15, 2021 outlining partnership with ACCJC to Executive Committee for first reading at November Executive Committee Meeting. This draft includes topics for posting on the website so that possible participants have an idea about the institute direction. This draft will should also be fully developed with descriptions for approval by the Executive Committee.
November 2021	• Program DRAFT provided November 15, 2021 for second reading at December Executive Committee Meeting. The draft was fully developed with descriptions for approval by the Executive Committee for feedback.
December 2021	• Presenters list due to Krystinne and Dolores by December 16, 2021. • Program due December 16, 2021 for final reading at January Executive Committee Meeting. This draft will be fully developed with descriptions for approval by the Executive Committee
January 2022	• Final Program to Krystinne by January 10, 2022. • Program to Events Team and Visual Designer January 18, 2022. • All hotel rooms requested by January 23, 2022. • AV and Onsite Event Supply needs to Tonya by January 31, 2022. • Final program to printer January 31, 2022.
February 2022	• Materials posted to ASCCC website February 11, 2022.

6. **Draft Program Development**
   - Link to CURRENT DRAFT AI PROGRAM (2022).
     *Chair also provided a link in the CHAT

7. **Announcements – Information/Discussion**
   - New ASCCC Executive Committee Member
   - Update to ASCCC Website/Committee pages
   - Next ASCCC Executive Committee Meeting, January 7 & 8, 2022 (hybrid)

8. **Committee Meetings (Fall 2021):**

- ~~Sep. 8 (12-1pm),~~
- ~~Sep. 30 (2:30pm-3:30pm),~~
- ~~Oct. 21 (2:30pm – 3:30pm),~~
- ~~Nov. 18 (2:30pm – 3:30pm), Rescheduled for Nov 22 (11am-12:30pm)~~
- Dec. 9 (2:30pm – 3:30pm)

9. **Committee Next Steps and Adjournment**
   *Chair suggested committee members to provide names of potential "keynote" speakers
   *Chair reminded ACCJC that presenter names are needed. Dr. Lamb mentioned the significance of ACCJC participation!

Status of Previous Action Items

A. **In Progress –**
   a. Drafting program descriptions and secure presenters
   b. Third/final draft of program for ASCCC Exec review (Jan)
   c. Working with event staff to finalize institute planning

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