



Accreditation Committee

October 21, 2021
2:30pm – 3:30pm

MEETING SUMMARY

Members Present: Christopher Howerton (chair), Carrie Roberson (2nd), Jamar London, Robert Steinberg, Kevin Bontenbal (ACCJC)

Members Absent: Laura Adams, Alicia Lopez, Van Rider

Guests: none in attendance

1. Committee Procedural Items:

- Approval of Agenda – approved by consensus
- Minutes taken by Carrie Roberson
- Approval of minutes - done via email

2. Accreditation Institute –

Chair updated committee on timelines and dates for AI planning (see timeline below)

Dates: February 24-26, 2022; Location: Embassy Suites San Francisco Airport-Waterfront Burlingame (We are planning for a F2F event, but also need to consider a back-up strategy if required to move to a hybrid event)

Chair discussed the reality of hybrid event, to also maintain ACCJC partnership (ACCJC only virtual through 2022)

Opportunity to try new things that fits our theme!

- Who will be able to attend in person/virtual?
- Accreditation Institute Development Timeline

Month	Activities
October 2021	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Program due November 15, 2021 for second reading at December Executive Committee Meeting. This draft will be fully developed with descriptions for approval by the Executive Committee
December 2021	<ul style="list-style-type: none"> • Presenters list due to Krystinne and Dolores by December 16, 2021.

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Materials posted to ASCCC website February 11, 2022.

3. Draft Program Development

Committee worked on the program DRAFT.

- Link to [DRAFT AI PROGRAM \(2022\)](#)
- Included suggestions for pre-session, general sessions and breakout sessions, draft descriptions
- 1st read of draft program reviewed by ASCCC on Nov. 3rd (executive meeting)

4. Announcements – Information/Discussion

Chair made announcements to the committee

- Rostrum Articles by the Committee for Consideration
- [ASCCC Events](#) and Important Dates (Fall 2021)
 - Executive Committee Meeting, November 3 (hybrid)
 - 2021 Fall Plenary Session, November 4-6 (hybrid)
 - Executive Committee Meeting, December 3-4 (hybrid)

5. Committee Meetings (Fall 2021):

Chair reminded the committee of future meeting dates. We are awaiting a new CIO appointment and due to the conflicting calendar for many of the committee members we may consider additional committee work “off line” between meetings and reconsider our schedule of meetings in the spring.

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

6. Committee Next Steps and Adjournment

Adjourned at 3:28pm. Committee members are asked to continue to review the draft document and any additional suggestions to forward to the chair. The chair will update the committee on ASCCC Executive Committee feedback at our next meeting.

Status of Previous Action Items

A. In Progress –

- a. Determine ASCCC Pres or VP for welcome @ 2022 Accreditation Institute
- b. Submission of Draft Institute Program

B. Completed –

- a. Crafting Accreditation Institute Marketing Blurb
- b. Determined theme for 2022 Accreditation Institute: *Continuous Improvement During Constant Change*
- c.