



## **Accreditation Committee**

November 22, 2021  
11:00am – 12:30pm

### **Meeting Summary**

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#### **Members Present:**

Christopher Howerton (chair),  
Carrie Roberson (2<sup>nd</sup>),  
Van Rider  
Kevin Bontenbal (ACCJC)  
Laura Adams,  
Alicia Lopez  
Robert Steinberg

#### **Members Absent:**

Jeff Lamb (CIO Rep.)  
Jamar London

#### **Guests:**

N/A

#### **1. Committee Procedural Items:**

- Approval of Agenda- **Chair reviewed the agenda and approved by consensus**
- Minutes taken by Carrie Roberson
- Approval of minutes –done via email
- Spring meeting schedule for committee

#### **2. ACCJC and CIO Liaisons Check-In**

- **Update provided by ACCJC: Current President will be leaving and current board is determining next steps for replacement and interim position.**
- **CIO Liaison: No update provided**

#### **3. Plenary Reflection on Hybrid Event**

- **Committee members who attended in person provided feedback on the format and content of the Fall Plenary session. Discussion included perceptions on access, format, nuances, opportunities, and other aspects around the Fall Plenary session. Committee members were interested in seeing the Fall Plenary survey results.**

#### **4. Debrief from “first-read” on draft AI program by ASCCC Executive Committee (11/3/2021) – Howerton & Roberson**

- Chair provided the committee feedback from ASCCC Executive Committee: liked the theme, topics, and ending with a general session. Also shared feedback on the ASCCC Executive Committee recommendations to look at data, standards, and the new Social Justice policy and incorporate more DEI. Chair shared document with infused recommendations and sought committee feedback.

**5. Accreditation Institute Planning** Dates: February 24-26, 2022; Location: Embassy Suites San Francisco Airport-Waterfront Burlingame.

- Chair provided updates and information on the potential change in format for the Accreditation Institute and sought recommendations and ideas from committee members to bring to ASCCC Executive Committee for consideration. Chair discussed items below in **YELLOW**.

- **COMMITTEE DISCUSSION:**

- The ASCCC Accreditation Committee Chair and Second met with ASCCC event staff to discuss logistics on 11/18 and will update the committee on additional considerations to inform our upcoming recommendations.
- Is there a formal recommendation by the committee on the preferred modality for this event that we wish to present to ASCCC Exec with the updated program draft? **Recommendation from committee: The ASCCC Accreditation Committee recommends a fully virtual event.**

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

Month	Activities
October 2021	<ul style="list-style-type: none"> <li>• Program outline was provided by <b>October 15, 2021</b> 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.</li> </ul>
November 2021	<ul style="list-style-type: none"> <li>• Placeholder/ cover sheet for AI program was submitted by <b>November 15, 2021</b> for second reading at December Executive Committee Meeting. This draft will be fully developed with descriptions for approval by the Executive Committee</li> </ul>
December 2021	<ul style="list-style-type: none"> <li>• Presenters list due to Krystinne and Dolores by <b>December 16, 2021</b>.</li> <li>• 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</li> </ul>
January 2022	<ul style="list-style-type: none"> <li>• Final Program to Krystinne by <b>January 10, 2022</b>.</li> <li>• Program to Events Team and Visual Designer <b>January 18, 2022</b>.</li> <li>• All hotel rooms requested by <b>January 23, 2022</b>.</li> <li>• AV and Onsite Event Supply needs to Tonya by <b>January 31, 2022</b>.</li> <li>• Final program to printer <b>January 31, 2022</b>.</li> </ul>
February 2022	<ul style="list-style-type: none"> <li>• Materials posted to ASCCC website <b>February 11, 2022</b>.</li> </ul>

**6. Draft Program Development**

- Committee reviewed and provided feedback on the AI working document noted in link below to develop an additional DRAFT for ASCCC Executive Committee.
- Link to [CURRENT DRAFT AI PROGRAM \(2022\)](#)
- **COMMITTEE DISCUSSION:**
  - i. Number of breakout session per slot if we present in a fully virtual format?
  - ii. Draft session descriptions
  - iii. Committee assignments to sessions and discussion of presenters

#### 7. Announcements – Information/Discussion

- Next ASCCC Executive Committee Meeting, December 3-4 (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 reviewed next steps for Accreditation Institute planning and committee work (finalize program descriptions, determine spring meeting dates)
- Meeting adjourned at 12:31pm

### Status of Previous Action Items

#### A. In Progress –

- a. Drafting program descriptions and secure presenters
- b. Second draft of program for ASCCC Exec review (Dec)
- 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