

**Accreditation Steering Committee**

**January 16, 2019**

**11:30 a.m. - 12:30 p.m.**

**Alder 1004A**

**MINUTES**

**Attendees:** Donna Accardo (AFT 1521); Anna Bruzzese (AS President); Michael Gend (APC Representative); Yvonne Grigg (Faculty Accreditation Coordinator); Shannon Krajewski (UMCE); Jennifer Moses (College Outcomes Coordinator); Susan Rhi-Kleinert (Dean, Academic Affairs); Brian Walsh (PCC Chair); Amari Williams (Dean of IE); Mark Henderson (Resource, IT); Lauren Saslow (Resource, Library); Tanya Miller (Minutes).

1.	<b>Call to Order</b> Y. Grigg called the meeting to order at 11:32 am.
2.	<b>Approval of Agenda</b> The agenda was approved unanimously. (Moses/Marmolejo)
3.	<b>Approval of the November 28, 2018 Minutes</b> The minutes were approved unanimously with one abstention. (Moses/Krajewski)
4.	<b>Update: SAO Admin. Services</b> This item is in progress. A meeting that had been scheduled with Administrative Services this morning regarding this matter will need to be rescheduled owing to extenuating circumstances.
5.	<b>Discussion: Team Status Reports</b> Team 1 needs evidence curated but otherwise should be complete. Team 2 has a significant amount of evidence uploaded, including for the QFE; the data may require more information gathering. Team 3 has all information uploaded regarding the QFE, although some data may still be needed. Team 4 has information for certain recommendations but others are missing documents, including the recommendation for improvement #1. Plans arising also have not been fully documented. Certain plans are done, like #5 and #7, but others require further data still. Each item is discussed and pertinent data, like minutes and master plans, are identified and designated to be uploaded by relevant parties.
6.	<b>Discussion: Writing Kickoff Event</b>

	<p>A Kick-Off event will be held to commence the writing portion of the midterm report on March 8, 2019 from 11am-1pm in building 600. The template and formatting for the writing portion will be discussed at the event.</p>
7.	<p><b>QFE Report</b>  M. Henderson gave a report on QFE3 – Technology.</p> <ul style="list-style-type: none"> <li>• The Office 365 email migration is happening mid-February and its implementation is a major focus</li> <li>• Evidence should be submitted, like minutes from District meetings, detailing when District determined to take over the email migration which had previously been a Pierce-specific goal</li> <li>• Items from the report need to be addressed, but do not necessarily need to have been completed or even implemented. Where funding sources have shifted, or implementations became more generalized (e.g. District has decided to steer implementation, etc.), the story of what has happened in these cases should be detailed</li> </ul>
8.	<p><b>Guided Pathways Update</b>  A sorting activity was started to look into how to cluster degrees and certificates into overarching categories. Stipend applications have gone out for two different tasks: one for mapping out degree and certificate requirements in anticipation of the program mapper software implementation, and one for scheduling analysis to look at the pattern of how courses have been scheduled to ensure students are able to complete their chosen programs. Eight maps so far have been completed.</p>
9.	<p><b>Announcements</b>  “Outcomes Day” is Friday, January 25, 2019 and starts by 9am. The theme is doing PLO assessment reports, as well as course reports. UTLA is still striking and can use ongoing support.</p>
10.	<p><b>Adjournment</b>  The meeting adjourned at 12:25 pm.</p>

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<http://pshare.piercecollege.edu/committees/pcc/asc/layouts/15/start.aspx#/SitePages/Home.aspx>