



## **Accreditation Committee**

December 9, 2021  
2:30pm – 3:30pm

### **ConferZoom**

Join from PC, Mac, Linux, iOS or Android:

<https://cccconfer.zoom.us/j/97521779934?pwd=RzUUb3pQYm5SNGxPMnFIQTF2Skk5UT09>

Or iPhone one-tap (US Toll): +16699006833,97521779934# or +12532158782,97521779934#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 975 2177 9934

Password: 754729

## **AGENDA**

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

**Members Absent:**

**Guests:**

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

- Approval of Agenda
- Minutes taken by Carrie Roberson
- Approval of minutes –done via email
- Spring meeting schedule for committee

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

### **3. Spring Meeting Schedule for Committee**

### **4. Debrief from “second-read” on draft AI program by ASCCC Executive Committee (12/4/2021) – Howerton & Roberson**

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

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

Month	Activities
October 2021	<ul style="list-style-type: none"> <li>• Program outline due <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>• Program due <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**

- Link to [CURRENT DRAFT AI PROGRAM \(2022\)](#)
- **COMMITTEE DISCUSSION:**
  - Review Session Descriptions
  - Time Blocks for Program Content
  - Committee assignments to sessions
  - Any other suggestions
  - Next steps

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

### 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
- d. Second draft Institute Program presented to ASCCC Exec Dec. 4