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| Minutes | April 12, 2019 | Dini Conf Rm |
| **2018-19 Committee Members Present** | Mandy Billings (chair), Jayna Conkey (recorder), Darla Dodge, Kim Desroches, Brenda Yenkole. | |
| **Members Absent** | Deborah Alves, Cathy Fulkerson, Scott Morrison | |
| **Guests** | none | |

**WNC Accreditation Committee Minutes April 12, 2019**

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| **Summary of Actions Taken** | Meeting called to order at 1:30 pm |
| **Agenda items for next meeting** | Final reports will be reviewed. |

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| **Agenda Topic** | **Approval of Minutes (February and March 2019)** |
| **Action Taken** | Jayna moved to approve the minutes from the February 8 and March 8 minutes with the corrections. Kim Desroches seconded. Motion carried unanimously. |
| **Summary of Discussion** | There were some typographical errors but the content was accurate.  Future minutes will be recorded during meetings using the standard minutes template. |
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| **Agenda Topic** | **Review of Accreditation Response Report Drafts** |
| **Action Taken** | Discussion |
| **Summary of Discussion** | 1. **Year One Mission and Core Themes Report (with Rec. 2 and 3 responses).**   Mandy reported the Ad Hoc Report and Year 1 Report will overlap in material.  Year 1 Report:  Mandy said we need to explain our Mission and Core Themes. For the Institutional Overview, she and Scott can keep it the same. Scott will update this section. The Preface will be a brief update on institutional changes. Mandy was not sure what the full scope of what this should be and asked the Committee if she should add minor updates on committee changes, software changes, positions or other things.  She wanted to know how detailed should it be. The Committee discussed adding the following to the report:   * VPIIE hire * CESSO * Ongoing changes with executive leadership * Security/UNR police (but don’t include POST), * CTE changing to Professional and Applied Technology (July 1) - Darla * Don’t include NSHE changes. * Starfish Implementation – ask Scott or Dianne * Faculty Advising beginning Fall 2019 – Chris Ryan * New Standing Committees? * Nevada Promise Program - Ashley Osborne * Course redesign participation - Josh * Website updates * RNL Consultation Updates Recommendations,   Website Application Process.  **Recommendation 2:**  Mandy reported she wrote up a bulleted summary as a placeholder for Craig’s response. Craig sent materials this morning so the Committee reviewed them during the meeting.  The Committee felt that Craig’s information was sufficient but needed a few changes/updates and could include a new template or some exhibits. Some of the changes Committee discussed were changing the order of items and addressing the fact that we did have emergency response in place but our year seven report did not reflect it. Mandy asked the Committee we are addressing Recommendation 2 effectively and if we need other exhibits. The Committee said maybe the website should have a landing page for COOP and EHS.   Overall, the Committee felt Craig did a good job on his report. It is adequate and meaningful.  **Recommendation 3:**  Mandy reported she took the outline we wrote before and rewrote it in paragraph form.  She said we should add to the report the development of the new workgroup which will continue to maintain and keep the assessment cycle functional.  Mandy asked if there was anything missing that address Recommendation 3 comprehensively, or if we needed any exhibits? Kim asked about how we were going to represent Appendix B. Mandy said the updated form could be included as an example. Kim thought that was a good idea.   The Committee was happy with with the response on Recommendation 3.    Mandy reported the Executive Summary and Eligibility Requirements 2 and 3 were just updated and pretty standard. The Mission area is standard.  Kim asked about adding the alignment with NSHE goals.  Core Themes:  Mandy asked the Committee how much should be put in there and said we are limited and can’t exceed 3 pages. The table in there now would not work. Instead of using tables, Mandy said all could be part of the narrative (flip it around).   The Committee agreed. Mandy said she could check in with Northwest to see if they would be ok with that. The Committee asked Mandy to contact Northwest to find out how to best handle it. Mandy will play with the formatting.  The Committee feels the Year 1 Report layout is good and the content is solid and it looks like we will meet our deadline to complete it by the end of the semester.   1. **Ad Hoc Report for Rec. 1**   Ad Hoc Report – Mandy reported she just followed what other institutions have done. She created bulleted content and asked the Committee what they thought about the structure she has created.  (Some of this content is in Recommendation 3 area.) The Committee felt the preliminary report is excellent and commended Mandy on an excellent job listing everything the institution has completed in the last year. Everything she listed is ongoing, sustainable and WNC can report on it.  The Committee thanked Mandy for her hard work.  Mandy will include some assessment reports such as course level reports, division mission/goals, maybe even HR’s as an example.  It would be good to have initial then follow up reports to create a narrative.   1. **Timeline and next steps**   Mandy’s goal is to have both drafts completed by the end of April so the Committee can review them before the final May 10 meeting. |
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| **Agenda Topic** | **Updates/progress/challenges on Recommendations 1, 2, 3.** |
| **Action Taken** | None |
| **Summary of Discussion** | This agenda item was all discussed in the previous Agenda Topic. |
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| **Agenda Topic** | **New Business** |
| **Action Taken** | None |
| **Summary of Discussion** | Jayna reported committees are not up to date on WestNet. They are not posting updated meeting dates, agenda items and minutes.  The Committee will recommend SPFIE oversee committee required postings on Westnet (or whatever takes the place of WestNet) in a timely manner. |
| **Assignments/Potential Agenda Items** |  |
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| **Agenda Topic** | **Public Comment** |
| **Action Taken** | N/A |
| **Summary of Discussion** |  |
| **Assignments/Potential Agenda Items** |  |
| **Agenda Topic** | Adjourn 3:30 pm |