

2024-2025 End Committee Report Form

Committee:

Chair:

Chair-Elect for 2025-2026:

Number of Meeting held:

(Please include phone/zip/email if available)

Items of Business Completed 2024/2025

- 1.
- 2.
- 3.

Unfinished Business Items from 2024/2025

- 1.
- 2.
- 3.

New Business Items for 2025/2026

- 1.
- 2.
- 3.

Please email to senate@sjsu.edu by June 14, 2025



Accreditation Review Committee

September 2024 Meeting Agenda

**Tuesday, September 10, 2024, 09:00-10:00 AM, [Zoom](#)
Meeting ID: 833 6019 7006**

- I. Approval of [May meeting minutes](#) (circulated via email on 05/31)
- II. Brief updates on Recommendations # 1, 5, 6, and 8
- III. Fall 2024 timeline, communications, and tasks leading up to report submission
- IV. Other matters

Quick Links:

1. [Accreditation @AIIE SJSU](#)
2. [Accreditation Review Committee Drive](#)
3. [CSU WSCUC Audit and Report Links](#)



Accreditation Review Committee

October 2024 Meeting Agenda

Tuesday, October 08, 2024, 09:00-10:00 AM, [Virtual](#)

- I. Approval of September meeting [minutes](#)
- II. [WSCUC Standards](#) and [Transformation 2030](#) Crosswalk
 - A. Questions for discussion:
 1. Is there congruence between our Strategic Plan T2030 desired outcomes and metrics and the WSCUC CFRs? Where?
 2. Are there any gaps/overlaps?
 3. How will we know if we are making progress on our goals/outcomes?
 - a) What is our capacity for tracking outcomes?
 - B. (Time-permitting) [Activity](#) - Mapping T2030 Desired Outcomes and Metrics to WSCUC CFRs
- III. Other matters

Quick Links:

1. [Accreditation @AIIE SJSU](#)
2. [Accreditation Review Committee Drive](#)
3. [CSU WSCUC Audit and Report Links](#)



Accreditation Review Committee

November 2024 Meeting Agenda

Tuesday, November 12, 2024, 09:00-10:00 AM, [Virtual](#)

Meeting ID: 848 8224 8875

- I. Approval of [October Meeting Minutes](#)
- II. Discussion on Draft sections of Report's Front sections (selected sections); descriptions/instructions excerpted from WSCUC's [Special Visit Institutional Report Guide](#), and the [Student Outcomes Overview Guide](#).
 - A. [Nature of the Institutional Context](#)
 1. Explanation: This section describes the nature of the institution so that the review team can understand the issues in context. It includes the institution's background, mission, and history, including the founding date, year first accredited, geographic location(s), etc
 - B. [Major changes since the last WSCUC visit](#)
 1. Explanation: This section briefly identifies any major changes at the institution in personnel, programs, enrollment, resources, etc., that would affect the review team's understanding of the current situation at the institution.
 - C. [Student Outcomes Overview](#)
 1. Explanation: The Student Outcomes Overview Guide facilitates the understanding of student success metrics and assists all involved in the accreditation process in interpreting key metrics, asking targeted questions, and promoting meaningful conversations. Specifically the Overview supports VP liaisons, review teams, institutions, and

Commissioners in the use of data to 1) understand a standardized set of student outcomes metrics in comparison to peers' and national performance, 2) help identify areas where metrics may fall below peers' or national values, 3) understand and demonstrate compliance with WSCUC Standards, 4) provide metrics that institutions may use to support CFR 2.11 – “the institution analyzes the outcomes of its students following graduation and uses the results for improvement.”

III. Other updates and matters

A. Equity Gaps #5 [preliminary framing work](#)

Quick Links:

1. [Accreditation @AIE SJSU](#)
2. [Accreditation Review Committee Drive](#)
3. [CSU WSCUC Audit and Report Links](#)



Accreditation Review Committee

December 2024 Meeting Agenda

Tuesday, December 10, 2024, 09:00-10:00 AM, [Virtual](#)

Meeting ID: 833 6019 7006

- I. Approval of [November Meeting Minutes](#)
- II. Discussion on Draft sections of Report (section instructions in [Special Visit Institutional Report Guide](#))
 - A. [Integrate DEI and under-represented student success initiatives across the campus to promote equitable student outcomes.](#)
 - B. [Assess the ability of institutional research to effect positive change across the institution and focus institutional research efforts to sustainably support student academic success throughout the institution.](#)
 - C. [San Jose State in partnership with CSU System leadership shall conduct a critical review of the Moss Landing Consortium to include:](#)
 1. [developing and implementing long-range strategic plans outlining the support strategy for the Consortium and clarifying the role and expected outcomes of SJSU's participation](#)
 2. [developing and implementing improvements in the meaning, quality, and integrity of degrees and in student support services](#)
- III. Other updates and matters

Quick Links:

1. [Accreditation @AIIE SJSU](#)
2. [Accreditation Review Committee Drive](#)
3. [CSU WSCUC Audit and Report Links](#)



Accreditation Review Committee

February 2025 Meeting Agenda

Tuesday, February 11, 2025, 09:00-10:00 AM, [Virtual](#)

Meeting ID: 833 6019 7006

- I. Approval of [December 2024 Meeting Minutes](#)
- II. Summary of Activities since last meeting
 - A. [Special Visit Site](#) on SJSU Website with link to report
- III. Previewing ARC@OC, and April '25 OnSite Visits (Campus and ML)
- IV. Other matters

Quick Links:

- 1. [Accreditation @AIIE SJSU](#)
- 2. [Accreditation Review Committee Drive](#)
- 3. [CSU WSCUC Audit and Report Links](#)



Accreditation Review Committee

September 2024 Meeting Minutes

Tuesday, September 10, 2024, 09:00-10:00 AM, [Virtual](#)

The meeting was called to order at 9:02 AM.

Present: Priya Raman, Ronald Rogers, Karthika Sasikumar, Marc d'Alarcao, Kristin Dukes, Isabel Vallejo, Lezlee Matthews, Monica Allen, Marco Antonio Cruz, Ganesh Raman, Rachel Berkowitz, Alice Butzlaff, Reiko Kataoka, Kerri Malloy, Giselle Pignotti, Erin Woodhead, Shawn Whalen

Absent: Michael Kaufman

Guests: Vin Del Casino, craig John Alimo, Eva Chavez, Huyen Pham

Returning members and new members were welcomed and introduced.

I. Approval of [May meeting minutes](#) (circulated via email on 05/31).

A. Approved

II. Brief updates on Recommendations # 1, 5, 6, and 8

A. **Recommendation #1:** Engage in a comprehensive assessment of campus climate and develop measurable goals for positive change.

1. Past reports point to staff morale as the main concern regarding the campus climate.
2. A campus climate assessment is scheduled for Fall 2025, similar to Belong 2020.
 - a) The assessment will focus on the sense of belonging on campus for students, staff, and faculty and developing measurable, positive goals for change.
3. Additional "microclimate" assessments will also take place to dive into smaller items.

B. **Recommendation #5:** Narrow equity gaps in achievement between URM/non-URM and Pell eligible/non-Pell eligible students.

1. Are we looking to reduce *all* equity gaps or is there one particular group we should focus on?
 - a) It is a challenge to close equity gaps across all groups because the demographics change from year to year. The goal is to provide metrics across the various groups and determine where we want to go next as an institution.

C. **Recommendation #6:** Integrate DEI and under-represented student success initiatives across the campus to promote equitable student outcomes.

1. Presentation provided to the Senate ([PPT](#))
2. Ensure that #5 and #6 are aligned

D. **Recommendation #8:** Assess the ability of institutional research to effect positive change across the institution and focus institutional research efforts to sustainably support student academic success throughout the institution.

1. The 4 pillars the Institutional Research (IR) team has adopted to democratize SJSU's strategic data assets
 - a) Organization of the IR team to better coordinate with analysts at the division, college, and department levels throughout the university.
 - b) Infrastructure and Data Governance - clarifying operational definitions and the information that is being published, ensuring consistency across platforms, and building infrastructure that is aligned to SJSU's current business needs but remains flexible to future business needs .
 - c) Pivoting the campus culture from a focus on reporting to actionable insights.
 - d) Building an understanding and awareness through active user engagement by honing their communication strategy to key partners.

III. Fall 2024 timeline, communications, and tasks leading up to report submission

A. Important Dates

1. **The end of September 2024:** A draft report to be circulated to the campus communities for their feedback between October and November, and to the President's Office by December 1.
2. **January 29, 2025:** Report submission to meet the WSCUC deadline
3. **April 9-11, 2025:** Special Visit by WSCUC review team
 - a) 2022 Reaccreditation Action Letter ([pdf](#))

B. Upcoming Meeting

1. Work with the goal leaders to provide a final draft of the report.

IV. Other matters

A. Strategic Plan Working Groups ([doc](#))

B. Recommendations from Shawn Whalen, (also a WSCUC Commissioner) from the President's Cabinet.

1. Provide strong evidence that SJSU is a campus that demonstrates it embraces a culture of continuous improvement by not only identifying ways to assess progress but also by evaluating the data and impact of the initiatives and making necessary changes if necessary regardless of the goals the institution had set for itself.
 - a) With the Transformation 2030 strategic plan, there is an important connection between the work of the strategic plan work groups and the way progress is being assessed in the strategic plan as well as any of the nine recommendations. It is important to document that we are setting targets and goals, that we have metrics by which we are assessing those goals, and that we are revisiting those on a regular basis which will provide evidence to WSCUC of our commitment to continuous improvement.

2. Key points of visualizing progress:
 - a) Identify at least 1 to 2 metrics that have available data to be able to illustrate the goal.
 - b) Include the members of each goal group so it is understood who the group consists of and who is ultimately accountable for the progress of each group.
 - c) Identify the budget in each area of the strategic plan.

The meeting was adjourned at 9:56 AM.



Accreditation Review Committee

Meeting Minutes

Tuesday, October 08, 2024, 09:00-10:00 AM, [Virtual](#)

The meeting was called to order at 9:02 AM.

Present: Priya Raman, Karthika Sasikumar, Marc d'Alarcao, Kristin Dukes, Isabel Vallejo, Lezlee Matthews, Michael Kaufman, Ronald Rogers, Marco Antonio Cruz, Ganesh Raman, Rachel Berkowitz, Alice Butzlaff, Reiko Kataoka, Kerri Malloy, Giselle Pignotti

Absent: Erin Woodhead, Monica Allen

Guests: craig John Alimo, Shawn Whalen, Eva Chavez, Huyen Pham

I. **Approval of September meeting [minutes](#).** The September minutes were approved.

II. **[WSCUC Standards](#) and [Transformation 2030](#) Crosswalk**

A. Questions for discussion:

1. What is the congruence between our Strategic Plan Transformation 2030 desired outcomes/metrics and the WSCUC CFR criteria?
 - a) There is value in understanding what a strategic plan does for the WSCUC standards in terms of mission and vision.
 - (1) Do you articulate a mission and mission adequately?
 - (2) What is your institution about?
 - (3) Have you described and defined that well?
 - (4) How do you measure whether or not you're successful in delivering on your mission?

- (5) Do you have the physical and financial resources to be able to deliver?
 - (6) There should be a clear connection between the WSCUC standards and the strategic plan, in which the CFRs can help identify our strengths and weaknesses.
2. Is there value in going through the CFRs to identify whether our strategic outcomes are connecting?
 - a) Rather than focusing on each CFR for the upcoming re accreditation visit, it's best to focus on the CFRs that are in the territory of the 9 recommendations.
 - b) Assessing each CFR will be more critical for the 2028 visit.

B. Activity - Mapping T2030 Desired Outcomes and Metrics to WSCUC CFRs

1. A ChatGPT-produced crosswalk ([doc](#)) was generated informally to help identify and map the WSCUC Standard CFRs to the Transformation 2030 goals.
2. Committee members were randomly divided into 5 groups and each assigned one goal. Each group was to discuss and comment on whether the ChatGPT-generated crosswalk of CFRs connecting to the T2030 goals was properly mapped. If the listed CFRs under each outcome did not fit, the group was to discuss what other CFRs might fit better.
3. Discussions/Feedback:
 - a) Some connections were not aligned in the ChatGPT-generated crosswalk, but it did give the members an outline of solving the blank space problem.
 - b) Outcomes overlapped in many places.
 - c) One crucial aspect missing from the generated crosswalk is the "why". Given that the generated crosswalks were missing metrics and indicators, this could be a factor in the improper mapping in some cases.

III. Other matters

- A. According to the reports and concerns in previous years, there has been a pattern of similar concerns that has yet to be addressed or improved. The framework of the upcoming report for the 2025 Special Visit should assuage the concerns from the 2021 visit and show evidence of continuous improvement with a long-term vision while preparing for the next visit in 2028.
- B. Next steps; Continue working on the crosswalk offline - investigate an in person session to do this work together.

The meeting was adjourned at 10:00 AM.



Accreditation Review Committee

Meeting Minutes

Tuesday, November 12, 2024, 09:00-10:00 AM, [Virtual](#)

The meeting was called to order at 9:02 AM.

Present: Priya Raman, Karthika Sasikumar, Erin Woodhead, Marc d'Alarcao, Kristin Dukes, Lezlee Matthews, Michael Kaufman, Monica Allen, Ronald Rogers, Ganesh Raman, Rachel Berkowitz, Reiko Kataoka, Giselle Pignotti

Absent: Isabel Vallejo, Marco Antonio Cruz, Alice Butzlaff, Kerri Malloy

Guests: craig John Alimo, Vin Del Casino, Eva Chavez, Huyen Pham

I. Approval of [October Meeting Minutes](#)

II. Discussion on Draft sections of Report's Front sections (selected sections);

A. The institutional leadership involvement is currently under full swing. In other words, institutional leaders and cabinet members are actively taking each of the nine recommendations to review and flesh out what has happened since the last visit and fill in the missing pieces.

B. **Descriptions/instructions excerpted from WSCUC's [Special Visit Institutional Report Guide](#), and the [Student Outcomes Overview Guide](#).**

1. [Nature of the Institutional Context](#)

a) **Explanation:** This section describes the nature of the institution so that the review team can understand the issues in context. It includes the institution's background, mission, and history, including the founding date, year first accredited, geographic location(s), etc

b) **Feedback:**

- (1) The section provides a rather positive overview of the university. There may be more value added to the section if the storytelling reflects more holistically to highlight both strengths and potential challenges.
- (2) While it is not necessary to dive deep into the potential challenges in this section, it could be important to the narrative to provide a segue into the entire report, rather than introducing the challenges later in the report.

2. **Major changes since the last WSCUC visit**

- a) **Explanation:** This section briefly identifies any major changes at the institution in personnel, programs, enrollment, resources, etc., that would affect the review team's understanding of the current situation at the institution.

b) **Feedback:**

- (1) It may be worth connecting recognitions from external groups (e.g. Wall Street Journal rankings) back to this section without repeating the same context from the Nature of the Institutional Context section.

3. **Student Outcomes Overview**

- a) **Explanation:** The Student Outcomes Overview Guide facilitates the understanding of student success metrics and assists all involved in the accreditation process in interpreting key metrics, asking targeted questions, and promoting meaningful conversations. Specifically the Overview supports VP liaisons, review teams, institutions, and Commissioners in the use of data to 1) understand a standardized set of student outcomes metrics in comparison to peers' and national performance, 2) help identify areas where metrics may fall below peers' or national values, 3) understand and demonstrate compliance with WSCUC Standards, 4) provide metrics that institutions may use to support CFR 2.11 – “the

institution analyzes the outcomes of its students following graduation and uses the results for improvement."

- (1) The Provost will continue to work alongside this team to dig through the data provided by WSCUC.
- (2) Note that this section does not include or mention graduate student outcomes. The WSCUC data only includes four to six-year graduation rates (undergraduate student outcomes). In respect to what is asked of the report, the focus should be on the data that is provided.
 - (a) To still be able to include graduate student outcomes, it can be briefly mentioned across other recommendations.

III. Other updates and matters

A. Equity Gaps #5 [preliminary framing work](#)

1. Despite success in many areas, the gap still remains. The next questions to assist in the narrative and connective pieces are what is the strategy, who are the people, what is the timeline, and what groups are we looking at?

2. Feedback:

- a) Find the terminology to fit the CSU language while also fitting the WSCUC language without mischaracterizing or misinterpreting who and what we are referring to.

B. Timeline:

1. **November 25, 2024** - First draft in response to the 9 recommendations is due
2. **January 29, 2025** - Interim report to WSCUC is due
3. **Special Visit Dates: April 9-11, 2025** (MLML Visit date is yet to be released).

The meeting was adjourned at 9:55 AM.



Accreditation Review Committee

Meeting Minutes

Tuesday, December 10, 2024, 09:00-10:00 AM, Virtual

The meeting was called to order at 9:02 AM.

Present: Priya Raman, Karthika Sasikumar, Erin Woodhead, Marc d'Alarcao, Kristin Dukes, Lezlee Matthews, Michael Kaufman, Monica Allen, Ronald Rogers, Ganesh Raman, Rachel Berkowitz, Reiko Kataoka, Giselle Pignotti, Marco Antonio Cruz

Absent: Isabel Vallejo, Alice Butzlaff, Kerri Malloy

Guests: craig John Alimo, Vin Del Casino, Eva Chavez, Huyen Pham

I. **Approval of [November Meeting Minutes](#).** The meeting minutes were approved unanimously.

II. Updates

A. Most drafts have been completed, except for the Collaboration Process Chapter and the Conclusion Chapter.

B. Site Visit Timeline:

1. Moss Landing Visit: April 7, 2025
2. Main Campus Visit: April 9-11, 2025

III. **Discussion and Feedback on Draft sections of Report (section instructions in [Special Visit Institutional Report Guide](#))**

A. The committee members collectively review the drafts for recommendations 6, 8, and 9 and provide feedback.

B. **#6 - DEI and Under-represented Student Success Initiatives ([Draft Response](#))**

1. Recommendation: *Integrate DEI and under-represented student success initiatives across the campus to promote equitable student outcomes.*
2. The committee agreed on the need for clear assessment measures to demonstrate program effectiveness (e.g., adding impact metrics for DEI-related student services and incorporating new majors in Asian American Studies & Women, Gender, and Sexuality Studies).
3. The report currently focuses heavily on institutional efforts while lacking classroom and college-level initiatives.
4. There is an inconsistency in the use of terminology: "Underrepresented Minorities (URM)" versus "Historically Marginalized Students" – the language used should align with the CSU & WASC standards.

C. #8 - Institutional Research and Data Systems (Draft Response)

1. Recommendation: *Assess the ability of institutional research to effect positive change across the institution and focus institutional research efforts to sustainably support student academic success throughout the institution.*
2. The report details the new model for IRSA which prioritizes strategic data needs at the institutional level and standardizes methodologies.
 - a) The previous "data shopping" model allowed users to duplicate data requests across multiple offices and seek data from multiple sources, which led to inconsistencies in reporting and analyses.
 - b) "Data shopping" was supporting building offline datasets that met local needs, had not undergone review and prioritization at the department/college/division, and were labor-intensive.
 - c) IRSA is focusing on building data infrastructure managed by the institution rather than relying on supporting offline datasets. Increasing communication and coordination with strategic and operational leadership is pivoting the culture.
3. WASC will expect a structured plan for evaluating IRSA's effectiveness
 - a) Faculty and staff's feedback on dashboard usability will be developed.

D. #9 - Moss Landing Consortium Review (Draft Response)

1. Recommendation: *San Jose State in partnership with CSU System leadership shall conduct a critical review of the Moss Landing Consortium to include:*
 - a) *developing and implementing long-range strategic plans outlining the support strategy for the Consortium and clarifying the role and expected outcomes of SJSU's participation*

- b) developing and implementing improvements in the meaning, quality, and integrity of degrees and in student support services*
- 2. The CSU System Review was completed and confirmed SJSU as the lead institution for MLML.
 - a) CSU Monterey Bay will now transfer tuition funds to SJSU to balance financial responsibilities.
 - b) Students must receive degrees from the campus where they interact with faculty.
- 3. Concerns were raised about clarity in student services provided by SJSU versus Monterey Bay.
- 4. Some MLML faculty have also expressed disconnection from the main campus.
 - a) The committee suggests that the report should add a section on how SJSU supports MLML faculty, students, and research initiatives.

IV. Action Items

- A. Incorporate feedback and finalize chapters 6, 8, and 9 using stronger assessment models and quantitative evidence.
- B. Cross-referencing and ensuring alignment between chapters 5, 6, 7, and 8.
- C. In preparation for the MLML portion of the site visit, ensure faculty and staff engagement, and develop a clear presentation of student services and inter-campus coordination.
- D. The committee members will continue to review and refine the accreditation report drafts as they come in.

The meeting was adjourned at 9:58 AM.



Accreditation Review Committee Meeting Minutes

Tuesday, February 11, 2025, 09:00-10:00 AM, Virtual

The meeting was called to order at 9:02 AM.

Present: Priya Raman, Karthika Sasikumar, Erin Woodhead, Marc d'Alarcao, Kristin Dukes, Lezlee Matthews, Michael Kaufman, Monica Allen, Ganesh Raman, Reiko Kataoka, Isabel Vallejo, Marco Antonio Cruz, Kerri Malloy, Craig John Alimo

Absent: Alice Butzlaff, Ronald Rogers,

Staff: Eva Chavez, Huyen Pham

- I. **Approval of [December 2024 Meeting Minutes](#).** Approved by acclamation. Any corrections to the minutes should be provided by the members directly in the document in suggestion mode, or comments. Please email Raman with any other questions. .
- II. **Summary of WSCUC Special Visit 2025 Activities since last meeting**
 - A. [Special Visit Site](#) on SJSU Website, and [SOO Report](#)
 - B. Overview of hospitality and logistics arrangements (in progress)
- III. **Previewing ARC@OC, and April '25 OnSite Visits (Campus and ML)**
 - A. SJSU is well represented at [ARC April 2-4, Orange County](#) right before the week of the Special Visit. Some of our competitively selected papers:
 1. Revising Enrollment Cancellation for Non-payment as a Student Success Strategy - Melinda Jackson
 2. One Student Affairs Division's Experience of Implementing an Equity-Centered Co-Curriculum for Student Success - Lezlee Matthews

3. Building Middle-Skill Pathways to Civic Engagement: How Colleges and Universities Can Link Trades Education to Degree Programs - Kathleen McConnell and Priya Raman
4. It's Me, Hi. I'm the Problem, it's Me: Making Systemic Institutional Changes to Support Student Academic Success and Retention Shonda Goward and Priya Raman
5. Measure Twice, Spend Once: Is there Merit to Partnering with Institutional Effectiveness from the Start? - Priya Raman and Shonda Goward

Matthews is also co-leading a SIG session titled "Strategizing On and Enacting Professional Civic Engagement and Justice Work at This Time: In Service of Our Students, Institutions, and Ourselves."

- B. **April 7, 2025** - Moss Landing Site Visit (Kaufman will be present at the site). Dr. Sharlene Sayegh, Director of Institutional Assessment & ALO, California State University, Long Beach, will represent the review team.
- C. **April 9-11, 2025** - Main Campus Site Visit. ARC members are requested to block dates on their calendars, and stay tuned for the visit schedule, and meetings especially pertinent to them. ALO (Rogers) and AIIE staff will keep ARC and other constituents informed about the schedule and meetings requests (in play and yet to be finalized)..
- D. Whalen is working with the President's Office to arrange for meetings with a trustee(s) and/or the Chancellor, in case the visitors request to meet with those specific members.

IV. Upcoming Meetings

- A. **March 11** - We should have more clarity in terms of what is to be expected of us at the WSCUC Special Visit and a finalized schedule for the visit by March, tentatively.
- B. **April 8** - This ARC monthly meeting may be canceled due to the WSCUC Special Visit - please hold on to the invite on your calendars until further communication.

The meeting was adjourned at 9:50 AM, followed by individual consultations with various ARC members till 11:30 AM.



Accreditation Review Committee Meeting Minutes

Tuesday, April 8, 2025, 09:00-10:00 AM, Virtual

The meeting was called to order at 9:00 AM.

Present: Priya Raman, Karthika Sasikumar, Erin Woodhead, Kristin Dukes, Isabel Vallejo, Lezlee Matthews, Michael Kaufman, Monica Allen, Ronald Rogers, Marco Antonio Cruz, Alice Butzlaff, Reiko Kataoka, Kerri Malloy

Guests: craig John Alimo, Vin Del Casino, Shawn Whalen

Absent: Marc d'Alarcao, Ganesh Raman,

Staff: Eva Chavez, Huyen Pham

The Chair noted the purpose of the meeting would be to provide status updates on the WSCUC Special Visit and clarifications to ensure a smooth visit.

I. General Updates

- A. Visit will officially begin tomorrow, April 9 with a meeting between the University President, the CSU Chancellor, and the WSCUC Review Team Chair.
- B. The Moss Landing Marine Lab (MLML) site visit, which occurred on Monday, April 7 has completed successfully.
 1. Positive impressions were reported by Ron Rogers and Michael Kaufman.

II. Communication & Logistics

A. Email Clarifications:

1. Clarification sent to the Staff Listserv. to clarify that the Staff open forums are for *staff only*, not MPPs.
2. All outgoing communications are complete. There will be no additional outgoing communications planned unless issues arise.

B. Meeting Schedules:

1. 8-9 major meetings scheduled over the visit.
2. Possible minor schedule changes anticipated (e.g., additional subject-matter meetings).

3. Exit meeting time on Friday may shift based on team logistics.
- C. **Preparation Materials:**
1. Summary report prepared and shared (includes key links and documents).
 2. Transformation 2030 website updated with dashboards and data visuals.
- D. **Meeting Support:**
1. All meetings scheduled via Google Calendar, with reminders.
 2. Internal document tracks who escorts each team member (not publicly shared).

III. Technical Readiness

A. **Open Fora (Staff/Faculty), 4/9-4/10):**

1. Each session will be hybrid (Zoom and in-person).
2. Moderators: Allie, Carrie (Staff); Leslie, Edmund (Faculty).
3. No recording allowed for fora; moderators to ensure AI features are disabled.

B. **Exit Meeting (4/11):**

1. The meeting will be hybrid (Zoom and in-person).
2. Reception to follow, hosted by President's Office.

IV. Visit Team & Meeting Guidance

- A. One review team member (Michael Jackson) has dropped out. Stephanie Hui, the liaison from WASC will fill in.
- B. Team members will guide their own meetings. Committee members should:
- C. Be concise and focused on assigned WASC recommendations (e.g., shared governance).
- D. Avoid tangents or unrelated issues, as those confuse the visit purpose.
- E. Refer non-agenda concerns to the official WASC feedback email box.
- F. Senate Exec should be ready to discuss staff additions to governance structures, with timelines and next steps.

V. Future Planning

- A. Committee discussed post-visit next steps:
1. Immediate debrief to reflect on process effectiveness.
 2. Begin preparation for 2028 full accreditation cycle—writing starts now.
 3. Consider forming subcommittees aligned to WASC standards for long-term readiness.
 4. Leverage momentum and cabinet-level support for continuity.
 5. Suggested SMART-goal integration (as in departmental accreditation) for progress tracking.

The meeting was adjourned at 10:00 AM.