

## Accreditation Advisory Committee Meeting Minutes

May 2022

In-person attending: Jessica, Sandra, Alan, Kim, Rusty Gilpin, Health Programs Coordinator Gordon Cooper, Cori Gray, Shawna Nord, Katlyn Dickerson, Barbara Hagy, Director of Instructional Services Tulsa Tech, and Kevin Terronez.

Virtual attendance: Doug Hall, Deputy Superintendent Kiamichi, Traci Thorpe, Superintendent Pioneer Tech, Mike Lindley, BIS Director Wes Watkins, Patrick Clanin, Jeff Huffman, Director of Full-Time Programs Autry Tech, Carol Hall, Margi Cooper, Becki Foster, Millisa Ellefson, Dir of Community Outreach & Communications EOC, Shelly Mounce, Executive Assistant to the Superintendent NE, Nancy Rodriguez, Jo Ann Simon, HR Director Southern, Tracy Boyington.

- I. Welcome & Introductions
- II. NACIQI update – Jessica has started the 2 year process. NACIQI will observe a visit, a board meeting, and trainings. February 2024 is when Jessica will make the trip to Washington DC for the approval hearing.
- III. 2023 Schedule – hybrid visit again this year
- IV. Skills Centers – they are to be accredited this year. A survey is being sent to the Skills Centers staff, DOC, and stakeholders.
- V. Civil Rights Update – Alan reported that the Department of Education, is still working on and trying to get out the new Title IX regulations prior to the end of the year. The new Title IX regulations were supposed to be released in April of this year but have been delayed until further notice. Alan then discussed the Accreditation Pre Safety visits he conducted at the five technology centers up for Accreditation this year. Various items were noted to be corrected before the school's onsite visits. Alan will follow up on them during the onsite visits. Jessica said that the safety pre visits were more than the Guidelines required and she wanted to make sure the schools were okay with it. Doug Hall thought the pre-visit was a great help at Kiamichi. Jeff Huffman had Alan come up for a visit before their opening of new facilities and caught a few issues. Traci Thorpe had similar situation. Barbara Hagy had the same positive comments. Jeff believes the travel and pre-visit by Alan was a needed item.
- VI. Financial Aid Update/Distance Education – not many differences since last meeting with FA. Still taking 2 peer FA's on visits. Spring 2021 began non-optional FA pre-visits. DE – one question always being asked is when do the temporary DE flexibilities run out? March 1, 2023 unless the President cancels the declaration sooner. Spring/Summer 2021 KTC and NWTC and Central all had DE. Currently pending is Southern and Central.
- VII. 2021-2022 Improvements – CYou had a statements database added where examiners could put in comments and others could comment also on the statements. Margi has created an Examiner Checklist for examiners to use when reading and evaluating the technology center applications for this fall. Jeff Huffman said it sounds like a good tool. Shelly Mounce and Kevin Terronez like this idea also.
- VIII. Institutional Accreditation Small Group Topics – Jessica put the virtual group in small break out rooms and those attending in person gathered together to discuss the topics. Some of the comments are:

- Exit Reports – good with 2-3 strengths & OFIs and the format is liked. OFIs are obtainable. Concerns had been expressed by examiners about needing to “soften” the OFI’s. Jessica wanted the committee to discuss options. It was suggested to change the name to Exit Summary instead of Exit Report. Great idea! Stress we don’t have full scope yet, not a “gotcha”, must be a non-threatening approach, and this is strictly an overview of common findings. No surprises for the school. Remind examiners that the schools invites anyone they want and sensitive topics should be addressed how the superintendent chooses.
- Safety pre visits – YES! Continue
- Hybrid visits – like this unless it’s too hard on the state dept & examiners. Small is better – a smaller campus could be in a hard spot if technology wasn’t up to speed. Virtual group interviews is easier for schools stakeholders to participate. Also, multi campus schools require less travel when they can participate from their locations. It was suggested to assign questions prior to interviews. Another suggestion was to suggest examiners do the virtual parts from home or some other place where they won’t be disturbed or as tempted to multi-task. Dedicated breaks are needed. Have interviewees stay in their own office instead of all in the same room. This will help with the issues of not being able to hear everyone in the room. This could also help examiners with names and making sure everyone participates. Another recommendation was to put a sign on the door out of office or on a virtual meeting do not disturb.
- Interview questions vs rubric. Committee members thought new checklist will help connect the dots between standards examiners need to score and what to ask during their interviews. Suggested an examiner buddy system be implemented. A new examiner is paired with a seasoned examiner while reading and taking notes and preparing for the virtual prep day.
- Online Training Series for technology centers writing their applications. Jessica said they plan to continue the training online if it works. It allows schools to complete on their own time and can go back to reference if necessary. This replaces the previous Boot Camp that all schools have now been through. Jessica said that hopefully schools now will just be updating and making any corrections to previous applications. Is voice over going to need to be added for ADA compliance on the online training series? Yes, and it will added for next year’s schools.
- New database for strength and opportunity for improvement statements. Jessica went over the process and let the committee know it is working well. The team does make adjustments from visit to visit when things need changed. She asked for any suggestions. There were none at this times. Once again, they loved the comment database.
- Jessica asked the committee what else they would like to see from the Accreditation team. Members said to increase the communication on why accreditation is important and focus on what accreditation means for our schools. That it is critical to have and huge advantage for us to be able to accredit our own schools. Continue to seek feedback.