## Accreditation Steering Committee Meeting

**Tuesday, September 3, 2019**

**MUB 39, 3 - 5 PM**

### MINUTES (DRAFT)

**Members Present:** Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Donna Reed, Kathleen White, Rui (Ray) Wen, Chris Brodie; **Alternate Present:** Lidia Jenkins, Judy Seto

**Members Absent:** Andrea Niosi, Cynthia Dewar, Jorge Murillo, Isabel Saylor, John Rizzo, Thea Selby; **Alternate Absent:** Athena Steff

**Guest:** Maria Salazar-Colon

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| 1.  | Welcome/Introductions                    | Welcome and introduction of members and guests  
● Maria Salazar-Colon will be attending the Steering Committee meetings on behalf of the Classified Senate  
● SEIU is in the process of cleaning up their list of Standing Committee members.  
● Cynthia Dewar replaces Elizabeth Coria  
● Sheri Miraglia will continue to be the faculty co-chair on this committee – she will confirm with Academic Senate.  
● Kristin will ask Amy Coffey for student members.                                                                 | Kristin will ask Amy Coffey for student appointments for this committee. |
| 2.  | Approval of May 7, 2019 Minutes           | May 7, 2019 minutes approved.                                                                                                                                                                                         |                                                                      |
| 3.  | Follow up items from last meeting:       | Regarding the update of EASE from the last meeting:  
● Currently there is only one class 1490 at each center except for Southeast Center. The 1490 position is vacant at Mission and John Adams Centers. Chinatown could use more 1490s.  
● One 1490 at each center is not enough as they are very busy. Consider re-examining the duties of other classifications or allocate more 1490 to each center. Staff need to be cross trained to help students. This points to the broader issues of how best to offer services at the centers. | Kristin will alert Cherisa Yarkin about the broader issues of services at the centers. |
- Students are often confused by different procedures at different sites, and the Chinatown Center webpage is in need of clarification.
- EASE is considering how to institutionalize its work. Director of Planning Cherisa Yarkin is helping to facilitate EASE conversations.
- Kristin will share these concerns with Cherisa.

4. **ACCJC Update**

- Dr. Richard Winn, President of ACCJC, is retiring in June 2020.
- It will be a big loss to California community colleges. He has made a lot of positive changes to ACCJC and had changed the culture of accreditation.
- ACCJC is in the process of hiring another president.
- There were also policy revisions at the June 2019 meeting that appear positive. Friday, 9/13/19 is the last day for comments on the policies revisions. Kristin will send out the link to the policies revisions to the Accreditation Steering Committee.
- ACCJC is offering a series of Fall 2019 webinars. Kristin will also share the link to those webinars to the Accreditation Steering Committee.

Kristin will send links of the policies revisions and ACCJC webinars to the Accreditation Steering Committee.

5. **Review draft Mid-term Report**

We’re collecting evidence related to the Standards and QFE Action Projects through our online feedback forms annually which serve as the primary sources of information to write the Midterm Report.

The Accreditation Steering Committee reviewed the draft Mid-term Report and had a discussion on the following items:

- **Plans Arising Out of the Self Evaluation Process**
  - ✔ Goal “*Adopt a Board Policy and Administrative Procedures on the award of credit*”
    - The College already reported to ACCJC in October 2016. We’ll remove this from the matrix.
  - ✔ Goal “*Create additional institution-set standards to use when assessing mission effectiveness, particularly related to Equity goals focusing on basic skills sequence completion and transition from noncredit to credit*”
    - The College has created institution-set standards to use, and we just need to address the remaining part related to institutional effectiveness which Kristin will discuss with Pam Mery.
  - ✔ Goal “*Sustain efforts related to collecting syllabi and SLOs and evaluate impacts of new process for providing accurate SLOs and instructions to faculty*”
    - The College is still refining the existing system of

Kristin will talk to Tom Boegel, Edie Kaeuper, and Cynthia Dewar about course syllabi and will invite Sheri to be in the conversation.
collecting syllabi. Kristin will talk to Tom Boegel, Edie Kaeuper, Cynthia Dewar, Darlene Alioto, and Alexis Litzky about this and will invite Sheri to be in the conversation.

✔ Goal “New ILO for quantitative reasoning”
   - The College already reported to ACCJC in October 2016. We’ll remove this from the matrix.

✔ Goal “Analyze SENSE results to determine whether the results suggest a need for any changes related to services for incoming students”
   - The College already reported to ACCJC in October 2016. We’ll remove this from the matrix.

✔ Goal “Develop clear directions for the appropriate use of computers and the appropriate use of classroom technology through a Computer and Classroom Technology Use Policy and procedures”
   - The College already reported to ACCJC in October 2016. We developed BP/AP 7.41 on District Use of Computer and Network. We’ll remove this from the matrix.

✔ Goal “Evaluate the RRP Handbook both as a tool and the processes themselves”
   - The RRP Handbook update is in progress. Cherisa Yarkin has compiled the feedback survey findings with Kristin’s findings; the next step is to share findings with the Chancellor/Cabinet and then engage governance stakeholders in making refinements

• 6.A Response to Recommendations for Improvement - Suggestions from the Fall 2016 Restoration/Reaffirmation Evaluation Visiting Team Report

1. It is suggested the college update all policies and procedures following the established college cycle.
   - Board Policy establishes a cycle for reviewing and updating all policies and procedures. We want to make sure we’re on track.

2. It is suggested the college continue to focus on a realistic, responsive, and responsible enrollment management plan.
   - Enrollment needs to be tied to our budget. We need to ensure that the schedule aligns with our budget.

3. It is suggested the college focus on realistic budget reductions tied to the outcome of enrollment management.
4. It is suggested the college enhance all employee evaluations in a systematic and timely manner.
   - HR is making sure all employees are evaluated.

5. It is suggested the college consider annual updates to published information on course sequencing and time to completion that takes into account ongoing curricular changes and completion data.
   - The College has been doing this.

6. It is suggested the college set up the schedule of classes in a format that lists courses by location and also includes a section on distance education.
   - The College has been doing this.

7. It is suggested the college institutionalize the work of the Equal Access to Success Emergency Taskforce so that its work and review of services at all the centers continues into the future.
   - EASE meetings had lapsed due to leadership transitions but individual conversations have been taking place to reinvigorate and institutionalize EASE.

• 6.B Reflection on Improving Institutional Performance: Student Learning Outcomes and Institution Set Standards (for colleges reviewed after Spring 2016)
  ✔ The College is ahead of the curve in SLO assessment.
   Sheri is leading the development of this section with SLO team input.
  ✔ This question requires us to use the most recent Annual Report to reflect on its trend data on institution-set standards for course completion, certificate completion, degrees awarded, and transfer. Since our Annual Report is due in April 2020 and it looks at a 3-year trend line, there will be a time lag in responding to 6.B.

• 6.C Report on the Outcomes of the Quality Focus Projects (for colleges reviewed after Spring 2016)
  ✔ Project 1 Objective B: Evaluate the impacts of implementing the recommendations and the process for implementation
    - We will talk about how the process went.
  ✔ Project 1 Objective C: Create a sustainable process that, going forward, facilitates the ability to address future recommendations
    - We will write about the process as we’re going.
  ✔ Project 2 Objective A: ESL Mission Pathway – Increase the number of underrepresented minority students who move from noncredit ESL to credit coursework
• The dates have shifted a little to give us more time for the constituent groups to review the draft Midterm Report and at the same time to better align with the PGC and BOT meeting schedules.  
• The Accreditation Steering Committee will have a first peek on the draft in November 5, 2019 through Google Docs. |
| 7. | **Other Items** | • Kristin and Sheri will schedule a date 2 weeks later to go over the plan for institutional SLO assessment.  
Kristin will schedule a date 2 weeks later to go over institutional assessment with Sheri. |

**Upcoming Meeting Dates:**  
September 3: 3-5 pm, MUB 39  
October 1: 3-5 pm, MUB 39  
November 5: 3-5 pm, MUB 39  
December 3: 3-5 pm, MUB 39

Minutes taken by Judy Seto