



## Accreditation Steering Committee Meeting

Tuesday, November 3, 2020

3 - 5 PM, Virtual Meeting

<https://cccconfer.zoom.us/j/9055741625>

### MINUTES (DRAFT)

**Members Present:** Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Andrea Niosi, Cynthia Dewar, Donna Reed, Chris Brodie, Jolene Huey; **Alternate Present:** Judy Seto

**Members Absent:** Kathleen White, Jorge Murillo, Rui (Ray) Wen, John Rizzo, Thea Selby; **Alternates Absent:** Lidia Jenkins, Maria Salazar-Colon

**Guest:** Cherisa Yarkin, Peijue Chen, Marie Osborne

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Introductions	Welcome to new student member Jolene Huey!	
2.	Approval of <a href="#">September 1, 2020</a> and <a href="#">October 6, 2020</a> Minutes	The Committee approved the September 1, 2020, and October 6, 2020 minutes.	
3.	Follow-up items from last meeting: <ul style="list-style-type: none"> <li>● Accreditation Steering Committee membership               <ul style="list-style-type: none"> <li>○ Classified Staff - report from Chris Brodie</li> <li>○ Student - Welcome Jolene Huey</li> </ul> </li> <li>● Update on checking with the Chancellor to see if the College should change its Board Policies and Administrative Procedures' review cycle</li> </ul>	<ul style="list-style-type: none"> <li>● Accreditation Steering Committee membership:               <ul style="list-style-type: none"> <li>○ Classified Staff – the Classified Senate is still assessing committee memberships overall. Chris will let us know once he hears from the Classified Senate. In the meantime, we will remove the current members, Jorge Murillo and Rui Wen.</li> <li>○ Students – Jolene Huey is now a student member; we are hoping for additional student members.</li> </ul> </li> <li>● Update on checking with the Chancellor to see if the College should change its Board Policies and Administrative Procedures' review cycle from 5 to 7-years to align with the accreditation cycle:               <ul style="list-style-type: none"> <li>○ The Cabinet agenda has been full. Kristin will have to circle back to this item back for more discussion.</li> </ul> </li> </ul>	Kristin will check with Chancellor Vurdien and Cabinet to see if the College should change its Board Policies and Administrative Procedures' review cycle from 5 to 7-years to give more time and to align with the accreditation cycle.

	<p>from 5 to 7-years to align with the accreditation cycle.</p> <ul style="list-style-type: none"> <li>● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.</li> </ul>	<ul style="list-style-type: none"> <li>● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution – see item 5 below.</li> </ul>	<p>The Accreditation Committee will continue to discuss syllabi/SLOs until we find a more sustainable solution.</p>
3.	<p>Accreditation Committee Goals for FY2020-21</p> <ul style="list-style-type: none"> <li>● Expand by adding a goal – monitor and respond to any request re enhanced monitoring</li> </ul>	<p>The Accreditation Steering Committee added another objective to its goals for FY2020-21 (see also <a href="#">September 1, 2020</a> minutes for the original goals):</p> <p>Respond as necessary to requests from ACCJC related to being on enhanced monitoring.</p>	
4.	<p>Report from EASE</p>	<ul style="list-style-type: none"> <li>● The 2016 CCSF Visiting Team report suggested the College to continue to institutionalize Equal Access to Success Emergency (EASE) Taskforce so that its work and review of services at all the centers continue into the future.</li> <li>● Now EASE stands for Equitable Access to Success Evaluation and it's a workgroup that provides evaluation updates with considerations for continuous quality improvement addressing Standards II.C.1-5 to the Accreditation Steering Committee.</li> <li>● EASE Workgroup meets twice a year or more as needed.</li> <li>● Cherisa Yarkin gave a report on EASE: <ul style="list-style-type: none"> <li>○ EASE Workgroup ensures that core student services are equitably provided across all CCSF Centers.</li> <li>○ The EASE Workgroup has re-introduced the tri-chair model (with member each from classified staff, faculty, and administration) and made changes to the leadership and membership of the group.</li> <li>○ The new additional chairs are James Wong (Counselor) and Chieu Hien Van (1490, Student Services Specialist).</li> <li>○ During its October 20, 2020 meeting, EASE reviewed/discussed the survey instrument to assess the seven core services at each of the eight sites.</li> <li>○ The survey instrument focuses on what services are offered now and post-pandemic planning.</li> <li>○ Survey results will be reviewed with the workgroup at the next scheduled meeting on December 1.</li> </ul> </li> </ul>	
5.	<p>Craft a Resolution on SLOs and syllabi to the Academic Senate</p>	<ul style="list-style-type: none"> <li>● To sustain efforts related to collecting syllabi and ensuring SLOs are accurate (our own plan that arose out of our Institutional Self Evaluation Report related to Standard II.A.3.), the Accreditation Committee has drafted a</li> </ul>	

		<p>Resolution on SLOs and syllabi to recommend to the Academic Senate.</p> <p>In every class section, students receive a course syllabus that includes learning outcomes from the institution's approved course outline.</p> <p>The College's current method for collecting course syllabi and ensuring that they meet CCSF and accreditation standards is very labor-intensive.</p> <p>CCSF has Canvas course shells available to every instructor.</p> <p>We suggest that the Academic Senate recommends that Canvas be the official repository for course syllabi and faculty will provide accurate SLO in the active course outline of record in Canvas to students.</p> <ul style="list-style-type: none"> <li>● There are some questions raised for Distance Education that need to be discussed with Cynthia as to the drawbacks and impact on Distance Education. <ul style="list-style-type: none"> <li>○ Sheri will set up a meeting with the Distance Education Team for a discussion.</li> <li>○ Sheri will bring this item back to the Accreditation Committee for further discussion if it's needed it.</li> </ul> </li> </ul>	
6.	Review <a href="#">Multi-Year Budget and Enrollment Plan</a>	<ul style="list-style-type: none"> <li>● At the last Accreditation Committee meeting, we agendized a review of the Standards alignment and evidence collected during Spring 2019.</li> <li>● Given that it was a more pressing matter for the College to collect feedback on the Multi-Year Budget and Enrollment (MYBE) Plan, we substituted MYBE for the review of Standards alignment/evidence, which we will review instead during our next meeting.</li> <li>● Kristin gave an overview of the Multi-Year Budget and Enrollment (MYBE) Plan for the Committee, focusing on key elements and assumptions, particularly those related to maintaining a 5% reserve and keeping personnel expenditures to less than 90% of total U-fund expenditures.</li> <li>● Feedback on MYBE included: <ul style="list-style-type: none"> <li>○ Enrollments are down but we still have the same number of Centers – we need a cost analysis of the Centers.</li> <li>○ Constant leadership change results in new plans from new leaders.</li> </ul> </li> </ul>	Review Spring 2019 Standard evidence collection at next meeting.

		<ul style="list-style-type: none"> <li>○ Structural problems – low enrollments but number of employees remain constant.</li> <li>○ We need to look at the faculty obligation.</li> <li>○ We need to predict the State allocations coming forward.</li> <li>○ Negative press hurts CCSF.</li> <li>○ We need to look at programs that drive enrollments.</li> </ul>	
7.	Other Items	None	

**Upcoming Meeting Dates:**

November 3: 3-5 pm, via Zoom (this meeting)

December 1: 3-5 pm, via Zoom

Minutes taken by Judy Seto