Accreditation Steering Committee Meeting
Tuesday, October 1, 2024
3-5 PM, Virtual Meeting
https://ccsf-edu.zoom.us/j/83897030018

MINUTES

Members Present: Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Andrea Niosi, Stephanie Chenard, Cynthia Dewar, Steven Brown, Gwendolyn Inman, Michael Snider, Tanya Clarkson; **Alternates Present**: Lidia Jenkins, Madeline Mueller

Members Absent: Hing Potter

Alternate Absent: Joseph Reyes

Guest: Maureen Harrington, Judy Seto

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve September 3rd Minutes (Action)	September 3rd minutes moved by Steven Brown, seconded by Gwen Inman, approved by committee with one abstention.	
2.	Public Comments	Tanyan Clarkson is happy to be back as a member of the Accreditation Steering Committee especially when the Chancellor had acknowledged the good work the Committee is doing.	
3.	Accreditation Steering Committee Membership ● Student Members	Judy has reached out to the Associated Students for student membership. They do not have any students for this Committee but will reach out to promote student membership. Kristin will put in a plug to the students again at this Friday's Associated Students Executive Council meeting.	

4.	Follow-up items from last meeting (Discussion):
	● Review BP 2.07 / AP 2.07
		Update BP 2.07 / AP 2.07
		● BP 2.07 / AP 2.07 is related to Participatory Governance Council (PGC). Because we are a standing committee of PGC, we need to be aware of these policies. Kristin will collect all the comments and feedback from the constituent groups and bring them back to PGC. Kristin will be going to the Associated Students meeting this Friday for feedback.
		● The key changes to BP 2.07 are membership. The Chair of PGC is appointed by the Chancellor, who is also a voting member.
		● Feedback from the Accreditation Steering Committee:
		    ○ BP 2.07 – We have a template for all BPs. We need to add BP in front of 2.07 under the Number square box on the top right so it is consistent with all the BPs.
		    ○ AP 2.07:
		        ✔ Section A. The Participatory Governance Council, #2 – Change "designee" to "Executive Council".
		        ✔ Section B. Structure of the Participatory Governance Council, #2 – Change "classified staff" to "classified professionals", #3 – Change "administrators' organization" to "administrators' group", #4 – Add language that alternates do not have the privilege to vote, but once an alternate becomes a member, voting privileges are granted.
		        ✔ Section C. Meetings – Should PGC consider different dates and times of their meetings for more participants? The regular meeting dates and times do not always work.
		        ✔ Section G. #4, Standing committees – The Chair is appointed by the Chancellor for PGC and Standing Committee, administrator whose area of responsibility is most closely aligned with the committee (who has the expertise in the area). Will standardize it on all the standing committee descriptions.
		        ✔ Section H. The following provisions shall apply to both the PGC and Standing Committees, #5 – May want to change the language to read, "CCSF/City of San Francisco community may	

		attend committee meetings," instead of "Any member of the City College community may attend committee meetings."	

5.	Review Participatory Governance Council Community Standards and commit to following them (Action)	PGC Community Standards
		● PGC adopted the Community Standards and Standing Committees will adopt this too.
		● The Accreditation Steering Committee reviewed the PGC Community Standards.
		● There are three components to the Community Standards
		    o Collegiality
		    o Create Safe and Brave Spaces
		    o Self-Awareness, Presence & Patience
		● Comments from a committee member:
		    o We have accomplished collegiality.
		    o We need to be mindful when we are around others. People look and dress differently. We need to be open and listen to as a leader.
		    o The word "I" = my accountable action
		    o We all learn from each other.
		    o Kristin honors the committee members.
		    o We communicate but not yelling. We can talk.
		    o Do not judge others.
		    o Transparency is important. No committees are hiding anything. Eliminate the wall. It is a new day, and everything is changing.
		● The Accreditation Steering Committee is committed to following the Community Standards.	

		● The Committee members appreciate the Community Standards. The tone and context are good. Some suggested to put these standards up in the office, or even turn it into a zoom background. Judy will also link it to our Accreditation Steering Committee webpage.	
6.	Review Accreditation Steering Committee Description and Purpose (Potential Action)	● The Accreditation Steering Committee conducted an initial review of the changes to the Description and Purpose and will share with PGC later this semester once recommended by the Committee. ● Currently, the Accreditation Steering Committee description shows that we have 2 trustees on the membership which no other Standing Committee does. Kristin will take it out since it is inappropriate for them to be on the committee. Will also add alternate member language in the membership section. ● PGC is created by the Board of Trustees, so it needs to follow the Brown Act. The Chancellor creates Standing Committees, so it does not require us to follow the Brown Act. Chairs of the PGC and Standing Committees are appointed by the Chancellor (e.g., the Chancellor appointed Kristin Charles, the Accreditation Liaison Officer, as the Chair of the Accreditation Steering Committee since she has the role in accreditation). However, it could also not be limited to the role. The Committee may elect a co-chair if desired. ● All the Standards written in the Standing Committees are outdated and need to be updated. ● Will add on the purpose and description that the Accreditation Steering Committee will reach out to resources. ● For consistency, we are making global changes to the Standing Committees' description and purpose. ● We will see what PGC will say after the general verbal saying. No action at this point. We can make additional changes when it comes back to the Committee.	

7.	Discuss annual committee objectives for 2024-25 (Potential Action):
	● PGC and Standing Committees - Objectives for 2023-2024
		● The Accreditation Steering Committee developed and adopted the proposed objectives for 2024-25.
		  o The previous objectives were stroked out and added the new 2024-25 objectives.
		  o Here are the approved 2024-25 objectives by the Committee:
		    ✔ Review and recommend the Follow-Up Report due to ACCJC by March 1, 2025.	

	● Proposed Accreditation Steering Committee Objectives for 2024-25	✔ Support follow-up site visit activities. ✔ Review annual and fiscal reports to ACCJC. ✔ Crosswalk the 2024 Standards with the PGC Standing Committees, Academic Senate Committees, and other entities as relevant. (rolled over from 2023-24)	

8.	Accreditation Update
	● Review Progress Update Presented to the Board of Trustees
	● Review updates to the Timeline for the Follow-Up Report to address the 2024 sanction
		● Review Progress Update Presented to the Board of Trustees Kristin's report on the 9/26/24 Board meeting:
		   o Kristin is supporting the Board with the draft follow-up report, and they are in the process of generating tangible evidence. ACCJC will also look at the Board's behaviors, tone, language, and relationship for less tangible evidence as well.
		   o Kristin provided a written report on the progress and plans related to the follow-up report along with the current timeline for completing the ACCJC follow-up report.
		● Review updates to the Timeline for the Follow-Up Report to address the 2024 sanction.
		   o The timeline is listed by month.
		      ✔ October – Ad Hoc Committees finalize recommendations, and Kristin completes the initial draft follow-up report.
		      ✔ November – Kristin circulates the initial draft follow-up report to constituent groups, Accreditation Steering Committee, BOT, and Academic Senates for 1st read.
		      ✔ December – Conduct actual follow-up report to Academic Senate 2nd read/recommendation, and PGC 1st and 2nd read/recommendation.
		      ✔ January – BOT 1st read of the Final Follow-Up Report during Retreat and 2nd read/acceptance at the regular meeting.
		      ✔ February - Kristin provides BOT with summary of any substantive updates to the ACCJC follow-up report.
		      ✔ March – Kristin submits follow-up report prior to March 1, 2025.
		      ✔ Date to be Determine - Site Visit
		   o A question from the Committee member – How are we going to sustain this work when you have new board members? We will have to create systems and processes that will work. The Board Ad Hoc	

		Committee on Budget will be sunsetting in mid-October and the Board Ad Hoc Committee on Policy will be in November. There will be orientation for new board members. We will identify external resources for them in governance, collegiality, and budget decisions.	
9.	Other Items	● Agendize for next meeting – Discuss how we will crosswalk the 2024 Standards with the PGC Standing Committees, Academic Senate Committees, and other entities as relevant.	

Fall 2024 Meeting Dates: 10/1, 11/5, 12/3 from 3-5 pm

Minutes taken by Judy Seto