Accreditation Steering Committee Meeting
Tuesday, October 4, 2022
3 – 4:30 PM, Virtual Meeting
https://cccconfer.zoom.us/j/9055741625

MINUTES

Members Present: Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Amy Coffey, Cynthia Dewar, Andrea Niosi, Steven Brown; **Alternates Present**: Lidia Jenkins, Madeline Mueller, Judy Seto, Maria Salazar-Colon

Members Absent: Chris Brodie, Michael Snider

Alternate Absent: Joseph Reyes

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve September 6, 2022 Minutes (Action)	September 6th minutes moved by Steven Brown, seconded by Andrea Niosi, approved by committee with no abstentions.	
2.	Public Comments	None.	

3.	Follow-up items from last meeting (Discussion):
	● Update on student membership
	● Update on proposed BP/AP review process
	● Update on storage of syllabi/SLOs (ensuring that all faculty are using Canvas to store syllabi).
		● Student membership:
		  o Amy Coffey had checked in with the Student Chancellor Brandt about recruiting new student members. Student Chancellor Brandt has reached out to the students.
		  o Kristin will also put in a plug for student membership at the upcoming Oct. 7 Associated Students Executive Council meeting.
		● Update on proposed BP/AP review process:
		  o Some chapters of BPs (parts of Chapter 1, 2, and 3) are undergoing expedited review.
		  o The College is still identifying someone to coordinate the BP/AP review process since we no longer have an in-house attorney. We have been referencing the Community College League of California's (CCLC) templates, relying on the expertise of the Cabinet-level administrators, and following Education Code/Title 5 in updating the BPs/APs.	

		o One of the global changes to the BPs/APs is changing to gender-inclusive pronouns (they/their/them). Mitra Sapienze has been reviewing closely with an equity lens as well. o Most California community colleges use the CCLC templates and numbering. (A committee asked whether ACCJC has templates; it does not.) ● Update on storage of syllabi/SLOs: o Department Chairs are responsible for ensuring that their faculty include accurate SLOs on their syllabuses. This is critical because during the peer review process, team members may spot check syllabuses in Canvas. o Madeline and Steven shared their experiences on using Canvas to the Committee. - Madeline is getting help from her secretary. - Steven has logged into Canvas to check if faculty in his department have posted their syllabuses and that they contain SLOs. He was able to check the syllabus but found some discrepancies in the SLOs that are not current. - This is a timing issue related to when course outlines get reviewed/updated/approved v. when they are posted. - This issue is on Tom Boegel's radar. o ReadyGo training has been taking place; Joe Reyes said it's going well.	The Accreditation Committee will continue to discuss syllabi/SLOs until we ensure that the solution, we've found is sustainable.
4.	Finalize Accreditation Steering Committee Objectives for 2022-23 (Action)	● The Accreditation Steering Committee reviewed/finalized the objectives for 2022-2023 below: o Monitor the timeline and process for developing the Institutional Self Evaluation Report and ensure that there is broad participation, including collecting and incorporating Collegewide feedback and obtaining endorsements. *(This goal is an expansion of our prior goal #1 - a way to document the ISER process.)* o Finalize ISER and submit to ACCJC in December 2022. *(This is a replacement of goal #3 of last year.)* o Monitor and support the development of responses to core inquiries during Spring 2023 as needed. *(This is the formative-summative review process during which ACCJC will ask for additional evidence, clarification, etc.)* o Prepare and submit annual and fiscal *r*eports to ACCJC. *(We submit annual and fiscal reports to ACCJC annually in April and you can access these reports from CCSF's Accreditation webpage.)* o Monitor the need to respond to requests from ACCJC related to being on enhanced fiscal monitoring.	

		(We will still need to monitor this until we're off enhanced fiscal monitoring.) ● The 2022-23 Accreditation Steering Committee objectives moved by Sheri, seconded by Andrea, approved by the Accreditation Steering Committee.	

5.	Fall 2023 Self Evaluation Update (Discussion):
	● [Timeline](#) - note adjustments
	● [Draft Standards and sections available for viewing](#)
	● [2023 ISER Feedback Form](#) and feedback received to date - discuss further feedback from the Steering Committee
	● Update on Improvement Plans
		● Timeline:
		
		   o We have adjusted the timeline for the 1st and 2nd reads of the ISER. New dates for Academic Senate 1st and 2nd read: 10/5 and 10/19 respectively. 1st read in PGC this Thursday, 10/6 and 2nd read on 10/20. All constituent groups sign the ISER.
		   o We are still on track for the Board to conduct 1st read on 11/10 and 2nd read on 12/8. We will finalize ISER and submit to ACCJC by 12/15. The site visit is scheduled for the week of 10/2/23. They will only focus on areas of concern and/or commendations.
		
		● Draft Standards and sections available for viewing:
		
		   o Sections of the draft ISER are ready for viewing on the [Accreditation website](#). We most recently posted the ISER Introduction with student data on enrollment, labor market, demographic, CTE, socio-economic, etc.
		   o A Committee member expressed concerns about the currency of the data - we will update the narrative to reflect where we are. It is also important for us to show that we have evidence of processes, practices, policies in place, e.g., we do have a system for student participation.
		   o The Eligibility Requirements is to make sure the College has authority 1) to operate as a post-secondary educational institution; 2) it's operational with students actively pursuing its degree programs; 3) educational offerings are programs that lead to degrees; 4) there is a CEO appointed by the Board; and 5) the College undergoes an external financial auditor annually and demonstrate compliance with federal requirements.
		   o Commission Policies – a lot of them are addressed in the Standards.
		   o We will need Tom Boegel's input for the number of degrees and certificates.
		   o We'll continue to post the different sections of the ISER on the website as they're ready for review. Standard IIIA – Human Resources and Standard IIIC – Technology Resources are the two Standards left for posting.	

		- Andrea informed the Committee that ACCJC has made changes to the draft Standard 2 - Student Success after the initial public comment from the field by pointing out the different types of services, i.e., library and learning resources, academic counseling and support, disability services, and other services. 2023 ISER Feedback Form and feedback received to date - discuss further feedback from the Steering Committee - We have not received any feedback from the current draft 2023 ISER feedback form to date. - Although the deadline for filling out the feedback form was 9/26, the form is still live on the Accreditation webpage. - Kristin encourages committee members to review the draft ISER and provide any feedback via the feedback form. - Improvement Plans to Date: - Kristin walked through the improvement plans written in each draft Standards that are posted on the Accreditation website with the Committee.	
6.	Other items	None	

Fall 2022 Meeting Dates: 11/1, 12/6 from 3-5 pm

Minutes taken by Judy Seto