



## Accreditation Steering Committee Meeting

Tuesday, October 6, 2020

3 - 5 PM, Virtual Meeting

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

### MINUTES

**Members Present:** Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Cynthia Dewar, Kathleen White; **Alternate Present:** Judy Seto

**Members Absent:** Andrea Niosi, Donna Reed, Chris Brodie, Jorge Murillo, Rui (Ray) Wen, Isabel Saylor, John Rizzo, Thea Selby; **Alternates Absent:** Lidia Jenkins, Maria Salazar-Colon

**Guest:** John Kennedy, Pam Mery

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Approval of the September 1, 2020 Minutes	Moved to the next meeting.	Will review the 9/1/2020 minutes at the next Accreditation Steering Committee meeting.
2.	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</li> <li>❖ Student - in progress</li> </ul> </li> <li>• Update on checking with the Chancellor/Cabinet to see if the College should</li> </ul>	<ul style="list-style-type: none"> <li>• Accreditation Steering Committee membership:               <ul style="list-style-type: none"> <li>❖ Classified Staff – Christopher Brodie was checking with the Classified Senate on the latest membership list but was unable to come to this meeting.</li> <li>❖ Students – Kristin attended an Associated Students meeting on September 4 to report on the draft Midterm Report and also talked with the students briefly about student roles and responsibilities in serving on the Accreditation Steering Committee. Associated Students is hosting an upcoming session to showcase all participatory governance committees in an effort to boost student membership on the</li> </ul> </li> </ul>	Chris Brodie will check with Classified Senate for Classified staff membership.  Kristin will attend the upcoming Associated Students meeting on participatory

	<p>change its Board Policies and Administrative Procedures' review cycle 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 toward finding a more sustainable solution.</li> </ul>	<p>committees. Kristin will attend.</p> <ul style="list-style-type: none"> <li>Update on checking with the Chancellor/Cabinet 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, but Kristin will ask to have it included on the next Cabinet agenda.</li> <li>Update on syllabi/SLOs to continue to work towards finding a more sustainable solution – this is a standing item in ensuring syllabi contain SLOs. We hope to use Canvas as a more sustainable way to do this. Discussions are moving forward.</li> </ul> </li> </ul>	<p>governance committee membership.</p> <p>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> <p>The Accreditation Committee will continue to include the topic of syllabi/SLOs on the agenda until we find a more sustainable solution to collecting/storing syllabi centrally.</p>
3.	<a href="#">Letter from ACCJC</a>	<p>ACCJC has placed CCSF on enhanced monitoring; the letter is posted on the Accreditation webpage with a cover note from the Chancellor.</p> <ul style="list-style-type: none"> <li>The College's 2018-19 Annual Financial Report to ACCJC and the audit covering that time period served as the basis for enhanced monitoring, and the letter cites the specific reasons for our enhanced monitoring.</li> <li>Enhanced monitoring is not a sanction, but we are required to respond with plans to address our financial instability by December 4, 2020.</li> </ul>	
4.	<p>Review the Final <a href="#">Mid-Term Report</a></p>	<ul style="list-style-type: none"> <li>The Board accepted the Midterm Report at the September 24, 2020 Board meeting.</li> <li>Judy will send out the Certification Page for signatures tomorrow, October 7, 2020. We will also circulate a clean, final copy of the Midterm Report.</li> <li>The Google document of the draft Midterm Report will still be live with all the footnotes and mark ups.</li> </ul>	

		<ul style="list-style-type: none"> <li>• The adopted budget for FY2020-21 and a Multi-Year Budget and Enrollment Plan (currently in progress) will be completed and adopted after we submit the Midterm Report. Rather than attaching drafts of these documents to the Midterm Report, we will submit them after adoption and in response to the enhanced monitoring letter.</li> </ul>	
5.	Other Items	<ul style="list-style-type: none"> <li>• Agenda items for next Accreditation Steering Committee meeting: <ul style="list-style-type: none"> <li>❖ Expand the Accreditation Committee objectives for FY2020-21 to include an additional item related to monitoring and responding to any requests regarding enhanced monitoring.</li> <li>❖ Review what we received from the Spring 2019 Standard evidence collection.</li> <li>❖ Receive a report from EASE.</li> </ul> </li> <li>• Status update on Standard 1A – Mission/Vision Statement <ul style="list-style-type: none"> <li>❖ There has been talk about modifying the language of the College’s Mission. Doing so must follow Administrative Procedure <a href="#">(AP) 1.00</a>, which needs to be updated to ensure that the process is clear and sustainable.</li> <li>❖ Pam Mery will put AP 1.00 on the next Planning Committee agenda for a discussion of how the College might modify it.</li> <li>❖ The timing of any revisions to the Mission/Vision should also be considered in the context of other planning and evaluation efforts in the College, and the Committee reviewed a draft timeline that shows the optimal sequencing and timing of the Mission/Vision review in concert with other activities such as the Accreditation ISER, current EMP 2018-2025, successor EMP 2025-2032, Board goals, and program review.</li> </ul> </li> </ul>	

**Upcoming Meeting Dates:**

October 6: 3-5 pm, via Zoom (this meeting)

November 3: 3-5 pm, via Zoom

December 1: 3-5 pm, via Zoom

Minutes taken by Judy Seto