

Accreditation Steering Committee Meeting

Tuesday, October 7, 2025

3-5 PM

<https://ccsf-edu.zoom.us/j/85602299575>

MINUTES

Members Present: Kristin Charles (Co-Chair), Guillermo Villanueva, Stephanie Chenard, Andrew King, Maureen Harrington, Michael Snider, Ed Tang, Judy Seto, Gwendolyn Inman, Andrea Niosi, Lillian Marrujo-Duck

Members Absent: Sheri Miraglia (Co-Chair), Steven Brown, Sasha Akimov

Alternates Absent: Lidia Jenkins, Madeline Mueller

Guests: Megan Sweeney, Kevin Sherman, Jennifer Kienzle

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve May 6th Minutes (Action)	Confirmed in the minutes that library service is part of the 7 core services in EASE. May 6 th minutes moved by Andrea Niosi, seconded by Judy Seto, approved by committee with no abstentions.	
2.	Introductions	Kristin welcomed everyone for the first meeting of the fall semester. All attendees introduced themselves.	
3.	Public Comments	Michael Snider shared that the Classified Senate, Family Resource Center, and the Chancellor are hosting the Annual Holiday Breakfast/Lunch this year again since it was a huge success last year. He hopes to have a date soon and encourages everyone to join and donate a gift/toy to our student parents.	
4.	Accreditation Steering Committee Membership Update <ul style="list-style-type: none">AdministratorsClassified ProfessionalFacultyStudent	Accreditation Steering Committee Membership Update <ul style="list-style-type: none">Administrators – new member - Guillermo Villanueva; new alternates – Andrew King and Maureen HarringtonSheri Miraglia is our faculty co-chair for this committee. This semester she has a conflict with her class scheduled at the same time as this committee meets. Although she is not able to attend this semester's meetings, she is helping with the agenda and planning of this committee.Classified Professional – new members – Ed Tang and Judy Seto; new alternates - Gwendolyn InmanFaculty – new alternates - Lillian Marrujo-Duck	Kristin needs to check in with the Associated

		<ul style="list-style-type: none"> ● Student – Kristin needs to check in with the Associated Students for student membership. ● Membership for administrators, classified professionals, and faculty is complete, and we have alternates from these three constituent groups. 	Students for student membership.
5.	Status of the revised Accreditation Steering Committee Description and Purpose	The Accreditation Steering Committee revised its Committee Description and Purpose back in November 2024. Kristin just needs to bring it to PGC for review to finalize it.	Kristin will bring the revised Committee Description and Purpose to PGC for review.
6.	<p>Accreditation Update</p> <ul style="list-style-type: none"> ● Review update presented to the Board of Trustees <ul style="list-style-type: none"> ○ Reaffirmation of our accreditation ○ Mid-term report due in October 2027 ○ Our next comprehensive review of the Institutional Self Evaluation Report will be in Spring 2030 ○ Focused Site Visit in Fall 2030 ○ Partnership Resource Team 3rd Visit in late October 2025 ● Review Institutional Dashboard on ACCJC website 	<ul style="list-style-type: none"> ● Kristin has been providing Accreditation updates to the Board of Trustees at its regular monthly meeting. The update is posted in BoardDocs, and you can review it. ● Yay for getting our accreditation reaffirmed! We are thankful for the hard work of everyone at the College - everyone is responsible for our accreditation. ● The Mid-term report is due in October 2027. We will look at the template in Spring. ● Our next comprehensive review of the Institutional Self Evaluation Report will be in Spring 2030, and the Focused Site Visit will be in Fall 2030. ● We will have our 3rd Partnership Resource Team (PRT) Visit in November or December 2025. The advice from the PRT served as important evidence for our follow-up visit by ACCJC. ● The PRT provided us with a menu of options on our finance for consideration. We developed an “Institutional Innovation & Effectiveness Plan” (II&E Plan) as a result; Kristin submitted the II&E Plan and we received \$200,000 from the State Chancellor’s Office to help implement this Plan. It focuses on our comprehensive program review this fall. This year’s comprehensive program review is divided into two phases. Academic Affairs has launched; we are working with the Student Affairs division now. ● Many new things are happening in ACCJC. There is an Institutional Dashboard on the ACCJC website that provides data submitted by all community colleges. Data on each college’s membership overview, enrollment, completion, post-completion, and IPEDS outcomes, programs, commission actions, locations, etc. You can also look at the Return on Investment Metric Methodology too. It is a brand-new tool that each CEO 	<p>Kristin will forward our mappings to the PGC Standing Committees, Academic Senate Committees Chairs, and other relevant entities team leads to see where they land and ask them to review and provide feedback.</p> <p>Kristin will need to double check our review dates for the Mid-term report and comprehensive review.</p>

		<p>and ALO has direct access to update any of their college's information on the Dashboard. They can also look at who applied to serve in ACCJC at their college and when their reports are due.</p> <ul style="list-style-type: none"> • Kristin will need to double check our review dates for the Mid-term report and comprehensive review since it is different from what we see in the Dashboard. 	
7.	Regular and Substantive Interaction (RSI) checks project feedback Related to the ACCJC's new Regular and Substantive Interaction rubric	<p>Megan Sweeney provided an update of the College's Faculty Regular and Substantive Interaction (RSI) Alignment Project to the Accreditation Steering Committee.</p> <ul style="list-style-type: none"> • The RSI in Distance Education courses is critical for student success that focus on continuous quality improvements. • It is required by the federal government, and ACCJC monitors compliance through the comprehensive peer review process. • The College's Faculty RSI Alignment Project is identifying ways to support faculty in engaging in RSI. • The College will continue to support improvement in online teaching, ensure online courses provide meaningful faculty-student interaction, and provide data to inform professional development needs. • ACCJC has created a rubric for Distance Education to guide alignment. The rubric provides clear criteria for evaluating interaction in online courses and serves as both a compliance tool and a framework for improvement. • The original proposal to the Distance Learning Advisory Committee (DLAC) in September 2025 was to conduct random checks of a number of courses from the prior semester to see if they are aligned with the rubric for institutional alignment and quality assurance. For example: A random check of 50 courses and 85% of these courses need to demonstrate that they meet RSI standards as set by ACCJC. • Previously ACCJC randomly checked 5% of online courses. We do want faculty to support this. This presentation can serve as evidence that we are working on it. At least the infrastructure has been set up. • Feedback from the Committee is to offer robust training. Get people to be more involved. Provide concrete 	

		<p>examples for faculty. Getting a sense of what it is like will be helpful. Are they providing comments in grading their assignments? Are they doing it consistently or periodically? ACCJC is not looking at which level we are in but “Did we do this?”</p> <ul style="list-style-type: none"> • The feedback from DLAC is that there needs to be more education before any review process. There were lots of ideas. Faculty get self-assessment and professional development. The random checks feel more like a faculty evaluation instead of an institutional effectiveness improvement. • A Committee member mentioned that looking at the Distance Education rubric and language, it does look like a faculty evaluation. • DLAC recommended the College to focus first on giving faculty education, workshops, and resources on RSI before piloting this project. • Now, the plan is: <ul style="list-style-type: none"> ○ Spring 2026, provide workshops and training on RSI rubric, and resource development (Communication Plan templates) ○ Fall 2026, instead of random checks, review of faculty communication plans and build faculty confidence and shared understanding before any potential alignment checks. • Training has been revised. Only 1 class is required to be reviewed per faculty member. Some faculty got their training from other colleges, so CCSF did not get a chance to review those faculty’s classes. • Faculty needs to be mindful that there is a new RSI from ACCJC that we need to meet. • The Accreditation Steering Committee will be identifying additional ways to promote understanding of RSI. 	
8.	<p>Review status of the 2024 Standards crosswalk with the PGC Standing Committees, Academic Senate Committees, and other entities</p> <ul style="list-style-type: none"> • 2024 Standards Mapped to Committees and 	<ul style="list-style-type: none"> • At the last Spring 2025, May 6 meeting, the Committee reviewed ACCJC’s 2024 Accreditation Standards and mapped all the standards to the PGC Standing Committees, Academic Senate Committees, and other entities as relevant. • Next step, Kristin/Sheri will be communicating the results of the mapping exercise to the appropriate chairs of those 	

	Entities	<p>committees this fall. The PGC Standing Committees should be aware given that we asked them to revise the accreditation references in the description and purpose of their committees (among other elements).</p> <ul style="list-style-type: none"> ● Academic Senate Committees are part of the mapped entities and should also be familiar with the 2024 ACCJC Standards. ● Kristin will cc Lillian and Katia when she sends out the message to the Academic Senate Committees. Kristin will be in contact with Lillian on this. 	Kristin will cc Lillian and Katia when she sends out the message to the Academic Senate Committees re the mapping.
9.	<p>Adopt Accreditation Steering Committee Objectives for 2025-26</p> <p>Previous Accreditation Steering Committee Objectives for 2024-25:</p> <ol style="list-style-type: none"> 1. Review and recommend the Follow-Up Report due to ACCJC by March 1, 2025. 2. Support follow-up site visit activities. 3. Review annual and fiscal reports to ACCJC. 4. Crosswalk the 2024 Standards with the PGC Standing Committees, Academic Senate Committees, and other entities as relevant. (rolled over from 2023-24) <p>Proposed Accreditation Steering Committee Objectives for 2025-26:</p> <ol style="list-style-type: none"> 1. Raise awareness and understanding of the 2024 Standards by the PGC Standing Committees, Academic Senate Committees, and other entities as relevant. 2. Promote Regular and Substantive Interaction 	<p>All the PGC Standing Committees adopt their objectives each year as a report framework to PGC. Thus, the Accreditation Steering Committee has reviewed its objectives for 2025-26 and has adopted as below (moved by Stephanie and 2nd it by Andrea):</p> <ol style="list-style-type: none"> 1. Raise awareness and understanding of the 2024 Standards by the PGC Standing Committees, Academic Senate Committees, and other entities as relevant. 2. Promote Regular and Substantive Interaction (RSI) for Distance Education classes. 3. Review annual and fiscal reports to ACCJC. <ul style="list-style-type: none"> ● Objective 1. The Committee members have already started to familiarize themselves with the ACCJC's 2024 Accreditation Standards during Spring 2025 and mapped the PGC Standing Committees, Academic Senate Committees, and other entities as relevant. The Accreditation Steering Committee Chairs will communicate the results of the mapping with Committee Chairs and entities. ● Objective 2. At this meeting, Distance Education Director, Megan Sweeney, and her team shared their faculty RSI Alignment Project update with us and wanted feedback from the Accreditation Steering Committee. Megan will continue to share their update with us as they move forward with the faculty RSI Alignment Project. <ul style="list-style-type: none"> ○ A question from a committee member: How is the Accreditation Steering Committee involved with RSI? We receive updates re RSI from the Director of Distance Education to help shape the narrative. ● Objective 3. We review the annual and fiscal report to 	

	(RSI) for Distance Education classes. 3. Review annual and fiscal reports to ACCJC.	ACCJC during the month of April.	
10.	Other Items	<ul style="list-style-type: none"> • The November 4 Accreditation Steering Committee meeting is canceled due to Kristin being out of town. • The December 2 meeting will be held in person as the Committee has agreed to hold an in-person meeting at the end of the semester. 	

Fall 2025 Meeting Dates: 11/4 (canceled), 12/2

Minutes taken by Judy Seto