



Accreditation Steering Committee Meeting

Tuesday, November 1, 2022

3 – 4 PM, Virtual Meeting

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

MINUTES

Members Present: Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Amy Coffey, Chris Brodie, Michael Snider;
Alternates Present: Judy Seto

Members Absent: Andrea Niosi, Cynthia Dewar, Steven Brown

Alternate Absent: Joseph Reyes, Lidia Jenkins, Madeline Mueller, Maria Salazar-Colon

Guest: Cherisa Yarkin, Carol Liu, Chad Stephenson

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve October 4, 2022 Minutes (Action)	October 4 th minutes moved by Sheri Miraglia, seconded by Judy Seto, approved by committee with one abstention.	
2.	Public Comments	None	
3.	Follow-up items from last meeting (Discussion): <ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> Student membership: <ul style="list-style-type: none"> Nothing to report. Amy will let us know when students are appointed to serve. Update on proposed BP/AP review process: <ul style="list-style-type: none"> We continue to have an improvement plan in the Institutional Self Evaluation Report (ISER) for this item. The College is still looking for someone to serve as coordinator in collaboration with Cabinet leads. Chapters 1, 2, and 3 policies have undergone expedited review; updated Chapter 1 BPs are now posted on the CCSF Policies and Administrative Procedures website. To date, the College has been focusing on those BPs that are past due for review. The College will expedite the review process for sections of the chapters that are out of date on a more regular basis. 	

		<ul style="list-style-type: none"> ○ The Community College League of California's (CCLC) has been sending us the policy updates and we have been using them as a guide to update our policies since we no longer have a legal counsel who used to help with updating all the policies. ○ Kristin will meet with the Chancellor to discuss this item. ● Update on storage of syllabi/SLOs: <ul style="list-style-type: none"> ○ Faculty are required to produce a syllabus for their classes that contain current SLOs, and the College needed to find a better way to monitor this, which is ReadyGo. ○ We want to make sure that faculty are doing it to meet ACCJC requirements. ○ The Committee would like to know what percentage of faculty/department chairs are using the tool and whether faculty are putting SLOs in their syllabi in the right place to ensure easy access for accreditation purposes. ○ If only a few department chairs are using it, perhaps we (OLET or the Steering Committee chairs?) should reach out to them informally to find out what challenges they are facing and what additional support they need to use ReadyGo. ○ This is important because three colleges are required to submit follow-up reports on this specific standard due to not showing their SLOs in their syllabi. We want to pay close attention to this item so that we do not get in trouble with our accreditation. ○ Sheri will draft something and let Kristin review and then send it to OLET. Judy moved this action and Chris seconded it. 	<p>The Accreditation Committee will continue to discuss syllabi/SLOs until we ensure that the solution, we have found is sustainable.</p>
4.	Update from EASE	<p>Cherisa, Carol, and Chad gave the Accreditation Steering Committee an update on the Equitable Access to Success Evaluation (EASE) Workgroup:</p> <ul style="list-style-type: none"> ● Center Deans and core service leads came together to talk about the services provided in the pandemic. They developed a conceptual framework to address Standard IIC3 and assess the core services at the Centers. ● As a result, EASE did an assessment last year – an evaluation conducted by the Office of Research and Planning. ● The purpose of the assessment is to get an understanding of the core services during the COVID-19 pandemic AY2020-21 and AY2021-22, and address how CCSF meets Accreditation Standard IIC.3. ● The core services (Admissions and Enrollment, Bookstore, Counseling/DSPS, Financial Aid, Library and 	

Learning Resources, Student Conduct/Discipline, and Student Government) were evaluated by services and by center across six City College Centers (Chinatown/North Beach, Downtown, Evans, John Adams, Mission, and Southeast).

- The key assessment points used to connect with Standard II.C.3 were Information, Access, and Use.
- Bookstore services were identified in the evaluation as a focus for EASE improvement collaboration this semester.
- The overall findings were:
 - Core services were provided primarily virtually with some in-person offerings and were available to credit and noncredit students across the CCSF Centers.
 - Services were reliable in multiple languages and across a wide range of appointments and drop-in hours.
 - Admissions and Enrollment, Counseling, DSPS, Financial Aid, and Library and Learning Resources were via a combination of in-person and virtual services.
 - Access to and use of the Bookstore, Student Conduct/Discipline, and Student Government was entirely virtual.
 - Virtual services were available early in the pandemic, while in-person services were gradually added at some Centers.
 - Core services requiring access to physical resources, like the library building, were not able to offer all services, transitioning to virtual services when possible.
- Committee members gave kudos to the Chinatown/North Beach Center student support specialist who developed a “[How to ...](#)” video series with Chinese captions to help student navigate online resources.
- Note that the Southeast Center is listed due to the timing of when this assessment took place.
- There are conversations that the EASE workgroup should do an actual site visit soon.
- Center Deans will produce Comprehensive Program Reviews for their Centers this year; EASE will review these.
- For more information, see [EASE evaluation findings](#).

5.	<p>Fall 2023 Self Evaluation Update (Discussion):</p> <ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Timeline: <ul style="list-style-type: none"> ○ The Board of Trustees will receive an introduction to the ISER on 11/10/22 and accept the ISER on 12/8/22. Mitra has volunteered to review and provide edits of the ISER. After her review, Kristin will be going through the draft and accept the edits. The ISER sections will be posted to BoardDocs. ○ Changes made to the ISER post-PGC recommendations are global changes - expanding references to equity as “diversity, equity, inclusion, belonging, and anti-racism” throughout. ○ There are changes here and there in the ISER, mainly clarifications and ensuring consistency. ● Draft Standards and sections available for viewing: <ul style="list-style-type: none"> ○ The complete draft ISER is posted on the Accreditation website. Judy will also post the BoardDocs link of the latest draft ISER submitted for the 11/10/22 Board review on the Accreditation Web page once the Board agenda is live. ● 2023 ISER Feedback Form and feedback received to date - discuss further feedback from the Steering Committee <ul style="list-style-type: none"> ○ We have received one feedback from the draft 2023 ISER feedback form to date. ○ The feedback was related to Standard IIIB (Physical Resources) and Sheri Miraglia, Mitra Sapienza, Steven Brown, Madeline Mueller, and Kristin Charles met to discuss the feedback and make changes. ○ Improvement Plans to Date: <ul style="list-style-type: none"> ○ Semi-global changes included adding a brief description of outcomes and timelines to improvement plans (for those Standards that have them) ○ For IIIB (Physical Resources) - Will clarify the language on what was meant regarding consolidating class scheduling to help ensure maintenance coverage balanced with scheduling classes in the right space for the right purposes, etc. ○ For IIID (Financial Resources) – Change improvement plan to focus more on providing more meaningful opportunities for input into budget development and edit narrative accordingly and remove prior recommendation regarding Other Post-Retirement Benefits (OPEB) given that we have addressed those concerns. ○ IVC (Governing Board) – Remove Board Policy regarding expanding conflict of interest in improvement plan. 	
6.	Other items	None	

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

Minutes taken by Judy Seto