



## Accreditation Steering Committee Meeting

Tuesday, November 2, 2021

3 - 5 PM, Virtual Meeting

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

### MINUTES

**Members Present:** Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Andrea Niosi, Cynthia Dewar, Steven Brown, Vinicio Lopez, Chris Brodie, Michael Snider, Victoria Tan; **Alternates Present:** Madeline Mueller, Lidia Jenkins, Judy Seto

**Alternate Absent:** Joseph Reyes, Maria Salazar-Colon

**Guest:** Cherisa Yarkin, Pam Mery, Tom Boegel, Ellen Rayz, Simon Hanson, Dianna Gonzales, Fred Teti

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Welcome and Introductions	Welcomed new member Vinicio Lopez!	
2.	Approval of <a href="#">September 7, 2021 Minutes</a>	Approval of September 7 <sup>th</sup> minutes moved by Steven Brown, seconded by Andrea Niosi, approved by committee with no abstention.	
3.	Follow-up items from last meeting: <ul style="list-style-type: none"><li>• Accreditation Steering Committee membership<ul style="list-style-type: none"><li>❖ Administrator – We have added Vinicio Lopez.</li><li>❖ Student – Stephanie Tang and Edwin Yang are unable to commit to this committee due to our meeting time. We will need 2 more student members and 3 alternates. Kristin will check with Amy Coffey for student membership.</li></ul></li><li>• Update on <a href="#">proposed BP/AP review process</a></li><li>• Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.</li></ul>	<ul style="list-style-type: none"><li>• Accreditation Steering Committee membership:<ul style="list-style-type: none"><li>❖ Administrator – We have added Vinicio Lopez.</li><li>❖ Student – Stephanie Tang and Edwin Yang are unable to commit to this committee due to our meeting time. We will need 2 more student members and 3 alternates. Kristin will check with Amy Coffey for student membership.</li></ul></li><li>• Update on proposed BP/AP review process:<ul style="list-style-type: none"><li>❖ This is a standing items related to one of the suggestions in the previous Visiting Team Report (continuing to update all policies and procedures on a regular basis).</li><li>❖ A BP/AP team (Dianna Gonzales, Kristin Charles, Mildred Ortiz, Linda Shaw, Grace Esteban, and Judy Seto) initially met with the Cabinet Leads on October 8 to review the update process and to prioritize when</li></ul></li></ul>	Kristin will work with Amy Coffey for student membership.

		<p>Cabinet-level leads will review the BP/APs within their area(s) of responsibility.</p> <ul style="list-style-type: none"> <li>❖ Mildred will schedule a “lock in” meeting date for the Cabinet Leads to work with their respect teams in breakout rooms. The task is to review the BPs/APs for which each is responsible and to identify updates. The revised BPs/APs will go through the participatory governance approval process.</li> <li>● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution. <ul style="list-style-type: none"> <li>❖ Syllabi/SLOs is another standing item related to our last accreditation. The goal of this item is to find a sustainable process with syllabi/SLOs using Canvas as a repository so students can find the information in one location.</li> <li>❖ Every syllabus will need to have student learning outcomes.</li> <li>❖ There is a concern raised in Standard 2A: Looking at the ACCJC Guide to Institutional Self Evaluation, one of the review criteria for Standard 2A3 is if the institution has a structure in place to verify all students receive a course syllabus. The College lacks a system in place for this. We need an appropriate syllabus with teaching methodology. To make sure students get a course syllabus containing this information, we need to continue to work on it.</li> <li>❖ Simple Syllabus software looks like a good option and it's about \$30-35k for purchasing and maintaining it. We might be able to get Equity funds.</li> </ul> </li> </ul>	<p>The Accreditation Committee will continue to discuss syllabi/SLOs until we find a more sustainable solution.</p>
4.	<p>Update on Fall 2023 Self Evaluation</p> <ul style="list-style-type: none"> <li>● <a href="#">Timeline</a></li> <li>● Accreditation Standards Writing Teams</li> <li>● Accreditation Kick-Off events for students</li> </ul>	<ul style="list-style-type: none"> <li>● Kristin presented an Accreditation Steering Committee update at the October 7, 2021 PGC meeting. <ul style="list-style-type: none"> <li>✓ Most of the Accreditation Standards Writing Teams have met at least once this semester and have begun to interpret the Standards and collect evidence.</li> <li>✓ To date, we have 79 participants across the 13 Teams (40 administrators, 25 faculty/department chairs, and 14 classified staff. We will need to reach out to the Classified Senate for more classified staff to serve. The classified staff needs to be appointed by the SEIU.</li> <li>✓ During October and November, we have been and will continue to hold accreditation sessions for students that focused on the 4 main standards to inform and engage students about accreditation and the process and to recruit students for</li> </ul> </li> </ul>	<p>Kristin will reach out to Maria Salazar-Colon to send out another call out for more Classified staff participants.</p>

		<p>participation on teams. There are 4 sessions scheduled, each takes place on a Friday from 11 am – 12:30 pm. Standards I and II took place in October and this Friday, we will have our third session on Standard III and Standard IV will be on 11/12/21.</p> <ul style="list-style-type: none"> <li>✓ We distributed a participation form to students with a deadline on 11/15/21. So far, 15 students have expressed interest in serving on ISER Teams.</li> <li>✓ Student incentives for participating: <ul style="list-style-type: none"> <li>▪ Students may be able to earn extra credit in participating in the writing teams. This will vary by instructor/course.</li> <li>▪ Students could also get involved by enrolling in work experience to earn 1 unit of credit (60 work hours).</li> <li>▪ Students can earn service credit through the Inter-Club Council.</li> <li>▪ Students who are appointed by Associated Students to serve on teams will qualify for priority registration.</li> <li>▪ Thanks to Amy Coffey for engaging students to participate in the College's self-evaluation process!</li> </ul> </li> <li>✓ December 22, 2021 is the initial deadline for the draft responses to the Standards. To date, we are largely on track with respect to our working timeline.</li> <li>✓ We need to determine the best approach for the Quality Focus Essay.</li> </ul>	
5.	Team Facilitators provide brief updates/discuss how the process is going	<p>Team Facilitators provided brief updates on their respective Standards.</p> <p>Cherisa Yarkin on Standard IA (Mission):</p> <ul style="list-style-type: none"> <li>✓ Standard IA Writing Team is on track with collecting evidence and interpreting the Standard.</li> <li>✓ They are happy that the Planning Committee is reviewing and planning to update the <a href="#"><u>Administrative Procedures for District Vision and Mission</u></a> (AP 1.00) due to questions raised at their meetings that relates to Standard I.A.2, how effectively the institution uses data to determine the College is accomplishing its mission and Standard I.A.4., the mission statement is periodically reviewed and updated as necessary.</li> <li>✓ There are segments that need to be fleshed out more for the clarity of AP 1.00. There may be a need to have separate procedures addressing I.A.2 and I.A.4.</li> </ul>	

	<p>Pam Mery on Standard IB (Assuring Academic Quality and Institutional Effectiveness):</p> <ul style="list-style-type: none"> <li>✓ The Planning Committee has had some discussions on the clarification of AP 1.00. Recommended language will be put forward in January and February 2022 for participatory governance approval process.</li> <li>✓ Standard IIB has 9 sub-elements. They got a good range of members from different areas of the College.</li> <li>✓ The team is going through each element individually and come back for a discussion. They have worked up to Standard IB6 now. On November 12, they will start on Standard IB7.</li> </ul> <p>Kristin Charles on Standard IC (Institutional Integrity):</p> <ul style="list-style-type: none"> <li>✓ Standard IC Writing Team is coming along, collecting evidence, and will start analyzing the evidence at the next meeting.</li> <li>✓ Standard IC Writing Team is a fun and small, but mighty group.</li> <li>✓ They are on track to have the first draft in 12/22/21.</li> </ul> <p>Tom Boegel on Standard IIA (Instructional Programs):</p> <ul style="list-style-type: none"> <li>✓ Sheri Miraglia is the Co-Lead on this standard.</li> <li>✓ There are 16 sub-elements to this standard.</li> <li>✓ This standard covers all sort of things, instructional, degrees, certificates, student learning outcomes, curriculums, etc.</li> <li>✓ The team started meeting in September 2021 and looked at the work done in 2017 and the SLO assessments.</li> <li>✓ Although the team got a lot of great evidence, there is evidence that can be improved, e.g., validating the effectiveness of department wide test bias. There is no specific list. Implementing a department wide list will be helpful. We will need to engage with our research folks especially on assessment.</li> <li>✓ The rubrics at the end of the ACCJC Guide for Institutional Self Evaluation is very helpful.</li> <li>✓ The SLO webpage on the new CCSF website needs to be fleshed out more especially when the archive SLO webpage contains a lot of evidence needed.</li> <li>✓ The team is in good progress and is aiming for completing the first draft by Thanksgiving.</li> </ul> <p>Cynthia Dewar on Standard IIB (Library and Learning Support Services):</p> <ul style="list-style-type: none"> <li>✓ Andrea Niosi is the Co-Lead on this Standard.</li> <li>✓ There are 4 sub-elements to this Standard.</li> </ul>	
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	<ul style="list-style-type: none"> <li>✓ They are in the process of gathering evidence.</li> <li>✓ Andrea created a great spreadsheet for evidence.</li> <li>✓ Pivot online seamlessly, well on their way.</li> <li>✓ The College has always been strong in the areas of library and learning support services.</li> <li>✓ Learning support services has a connection with technology and resources. They need to decide where Canvas belongs – don't want to repeat in multiple standards.</li> <li>✓ Ensuring equitable access to services is another tricky one that overlaps with other Standards (e.g., library and tutoring are part of our EASE work that is captured in IIC). The team doesn't want to repeat this somewhere else.</li> <li>✓ There will be crosswalk conversations in Spring 2022 on the standards to eliminate some of the overlaps and to make sure we don't have any gaps.</li> </ul> <p>Lisa Cooper-Wilkins on Standard IIC (Student Support Services):</p> <ul style="list-style-type: none"> <li>✓ Vinicio Lopez, who is a member of this team, represented VC Cooper-Wilkins and shared their team status with the Committee.</li> <li>✓ Standard IIC Writing Team had their initial meeting. They went through their assignments and watched the videos on Interpreting the Standards.</li> </ul> <p>Clara Starr on Standard IIIA (Human Resources):</p> <ul style="list-style-type: none"> <li>✓ She was not able to attend this meeting.</li> </ul> <p>Alberto Vasquez on Standard IIIB (Physical Resources):</p> <ul style="list-style-type: none"> <li>✓ He was not able to attend this meeting.</li> </ul> <p>Ellen Rayz on Standard IIIC (Technology Resources):</p> <ul style="list-style-type: none"> <li>✓ Standard IIIC Team has been meeting weekly until last Friday, they changed to meeting every two weeks.</li> <li>✓ The College has just completed the draft Tech Plan.</li> <li>✓ There is a challenge with some evidence – some intertwines. The team needs to decide where it fits best. They need to pull some documents from the CCSF archive pages and make some improvements to them and repost.</li> <li>✓ The team is moving along and in progress.</li> </ul> <p>John al-Amin on Standard IIID (Financial Resources):</p> <ul style="list-style-type: none"> <li>✓ John was not able to attend this meeting, but he sent Kristin a formal report of the team's status.</li> </ul>	
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- ✓ The team is on track and should have a draft ready by December 3<sup>rd</sup>.
- ✓ They have posted the meetings and correspondences on their Teams folder.
- ✓ They're at their evidence gathering stage and tasked a leader for each group with a set of sub-elements to work on.
- ✓ There might be some sub-elements that the College doesn't meet but the Team is gathering information to support their analyzes.
- ✓ A team member commented that it's useful to have someone like John al Amin who understands the visiting team and process to lead this team.
- ✓ It is best for the College to keep track of things that emerge. We need to make notes and be transparent with the process.

Kristin Charles on Standard IVA (Decision-Making Roles and Processes):

- ✓ Simon Hanson is the Co-Lead and Steering Committee member Chris Brodie is a member of this team.
- ✓ This team's approach in collecting evidence is very different.
- ✓ They started out with a robust conversation about the Standard.
- ✓ There are a ton of overlaps and the core evidence for Standard IVA is the Roles and Responsibilities and Processes (RRP) Handbook.
- ✓ The team is trying to wrap up the evaluation work on RRP. There were separate conversations with the different constituent groups. This Team helps tie up the loose ends on the RRP Handbook.
- ✓ Cherisa was able to attend the Standard IVA meetings and walked through the changes on the RRP Handbook with the Team.
- ✓ This is essentially a "living" Standard. We will write that this is what we are implementing.
- ✓ RRP Handbook and BP/APs 2.07 (CCSF Participatory Governance) and 2.08 (CCSF Collegial Governance; Academic Senate) all serve as evidence for this Standard.

Dianna Gonzales on Standard IVB (Chief Executive Officer):

- ✓ This Standard has a meeting scheduled weekly to delicate time for the team members to work.

Kristin Charles on Standard IVC (Governing Board):

	<ul style="list-style-type: none"> <li>✓ This standard was originally assigned to David James but he is no longer with the college and Kristin has taken over this standard.</li> <li>✓ Fred Teti is the Co-Lead for this standard.</li> <li>✓ The Team is beginning to collect evidence this week.</li> <li>✓ Kristin is also serving on the ACCJC Standard IV Writing Team in rewriting the standards to remove the lack of clarity and repetition in the standards.</li> </ul> <p>Some notes/clarification that came up during the presentations:</p> <ul style="list-style-type: none"> <li>✓ If there is a link to the evidence, we need the link to be embedded to the standard template where appropriate and download a copy to the Teams Evidence Folder.</li> <li>✓ The document stored in the Evidence Folder needs to be the latest version.</li> <li>✓ ACCJC has changed the way we submit our ISER and evidence. There will be a portal for us to enter in our responses for the ISER and a repository for evidence. CCSF is the first college to try out this portal and we will know better as we get closer to submission.</li> </ul> <p>Kristin will handle the Eligibility Requirements and will also write to the Commission Policies (calling on College experts for each as needed). The College will need to identify areas for the Quality Focus Essay.</p>	
6.	<p>Other Items</p> <ul style="list-style-type: none"> <li>● Accreditation process for the college?</li> <li>● Work for the Accreditation Steering Committee?</li> </ul>	

**Upcoming Meeting Dates for Fall 2021:**

December 7: 3-5 pm, via Zoom

Minutes taken by Judy Seto