



## 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</a> Minutes	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</li> <li>❖ Student</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 o=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 and 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="#">Administrative Procedures for District Vision and Mission</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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6.	Other Items	<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