



Accreditation Steering Committee Meeting

Tuesday, November 5, 2024

3-5 PM, Virtual Meeting

<https://ccsf-edu.zoom.us/j/83897030018>

MINUTES

Members Present: Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Andrea Niosi, Stephanie Chenard, Cynthia Dewar, Steven Brown, Michael Snider; **Alternates Present:** Hing Potter, Lidia Jenkins, Madeline Mueller

Member Absent: Gwendolyn Inman, Tanya Clarkson

Alternate Absent: Joseph Reyes

Guest: Maureen Harrington, Judy Seto

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve October 1st Minutes (Action)	October 1 st minutes moved by Cynthia Dewar, seconded by Andrea Niosi, approved by committee with no abstentions.	
2.	Public Comments	None	
3.	Accreditation Steering Committee Membership ● Student Members	<ul style="list-style-type: none">Kristin attended the 10/4/24 Associated Students Executive Council meeting and asked for student membership. Student Trustee Brandt will help with encouraging students to become members. Kristin will continue to promote student membership at this Friday's 11/8/24 Associated Students Executive Council meeting.Hing Potter suggested Kristin contact Geisce Ly and have him also make a plug for student membership at tomorrow's Associated Students Council meeting at the Downtown Center.	

4.	<p>Follow-up items from last meeting (Discussion):</p> <ul style="list-style-type: none"> Review BP 2.07 / AP 2.07 	<p>Update BP 2.07 / AP 2.07</p> <ul style="list-style-type: none"> Kristin brought this to the Associated Students Executive Council meeting on 10/4/24 to get feedback and the students requested more time to review it. She will bring them back to the students this Friday, 11/8/24. Kristin will bring them to PGC for first read on 11/21/24. Then it will go to the Board Student Success and Policy Committee and then to the full Board. 	
5.	<p>Conduct first read of the Accreditation Steering Committee Description and Purpose (Possible Action)</p>	<ul style="list-style-type: none"> Global changes were made to make sure that the committee descriptions are unified and consistent across all Participatory Governance Council Standing Committees. <ul style="list-style-type: none"> Added the last updated date on top of the committee description and purpose. Removed trustee membership as it is not appropriate, and no other Standing Committee has it. Some standing committees have resource members, and this is ok. Changed the title of constituent membership: <ul style="list-style-type: none"> From Students Executive Board to Students Executive Council. From Academic Senate to Academic Senate Executive Council. From SEIU to SEIU Officers From Administrative Council to Administrator Association Executive Council. Rewrote the language for section VII so that it is in line with the 2024 Accreditation Standards. Added the meeting time. The Committee adopted the Accreditation Steering Committee Description and Purpose and Kristin will share with PGC this semester. 	
6.	<p>Accreditation Update</p> <ul style="list-style-type: none"> Review Progress Update Presented to the Board of Trustees Review updates to the Timeline for the Follow-Up Report to address the 2024 sanction 	<ul style="list-style-type: none"> Review Progress Update Presented to the Board of Trustees - Kristin's report on the 10/24/24 Board meeting: <ul style="list-style-type: none"> Both the Board Ad Hoc Committees on Budget and Policy are still in effect. They are yielding tangible evidence which is helpful in writing the follow-up report. Review updates to the Timeline for the Follow-Up Report to address the 2024 sanction. <ul style="list-style-type: none"> November 2024: <ul style="list-style-type: none"> 11/5 – Accreditation Steering Committee conducts 1st read of the Follow-Up Report 	

		<p>11/6 – Kristin circulates initial draft to constituent groups</p> <p>11/7 - Kristin presents the initial draft to the Board of Trustees at the regular meeting</p> <p>11/15 – Kristin presents to AAEC & Associated Students Executive Council for feedback</p> <p>11/19 – Kristin presents to Classified Senate for feedback</p> <p>11/20 – Kristin presents to Academic Senate Executive Council for feedback</p> <p>11/21 - PGC conducts 1st read of the Follow-Up Report</p> <ul style="list-style-type: none"> ○ December 2024: <p>12/3 - Accreditation Steering Committee conducts 2nd read of the Follow-Up Report and provides recommendation</p> <p>12/4 – Academic Senate Executive Council conducts 2nd read of the Follow-Up Report and provides recommendation</p> <p>12/5 – PGC conducts 2nd read of the Follow-Up Report and provides recommendation</p> ○ January 2025: <ul style="list-style-type: none"> - BOT 1st read of final Follow-Up Report during retreat. - BOT 2nd read of final Follow-Up Report and acceptance during regular meeting. ○ February 2025: <ul style="list-style-type: none"> - Kristin provides BOT with a summary of any substantive updates to the ACCJ Follow-Up Report ○ March 2025: <ul style="list-style-type: none"> - Kristin submits Follow-Up Report prior to March 1, 2025 <p>3/28 - Site Visit</p>	Kristin needs to add in the site visit date in the Timeline.
7.	<p>Read and Discuss Draft Follow-Up Report to ACCJC (First Read)</p> <ul style="list-style-type: none"> ● Key Points of Chancellor's Submittal Cover Letter 	<p>Kristin walked the Committee through the draft Follow-Up Report.</p> <ul style="list-style-type: none"> ● The Report is written with the Follow-Up Report template provided by ACCJC to show how the institution has resolved the stated deficiencies. ● The Report has to address the three College Requirements: <ul style="list-style-type: none"> ○ Requirement 1: Standard III.D.11: In order to meet the Standard, the Commission requires the Governing Board consider the College's long-range fiscal 	

		<p>implications when making financial decisions in order to ensure financial stability.</p> <ul style="list-style-type: none"> ○ Requirement 2: Standard IV.C.7.: In order to meet the Standard, the Commission requires that the Governing Board act in a manner consistent with its policies and bylaws. ○ Requirement 3: Standard IV.C.12: In order to meet the Standard, the Commission requires that the Governing Board allows the Chancellor to implement and administer Board policies without Board interference. ● The report is written with some actions that have not yet taken place or are in progress. We will fill them in as we progress. ● It is important to show that the Board has a clear understanding of the policies mentioned in the report and the Chancellor has been informing the Board of those policies. ● We will continue to collect evidence even after we submit the report to ACCJC; sustaining this work is critical. There will still be a lot of transitions - new trustees, new Chancellor, VC of Academic Affairs, and VC of Finance. ● The Accreditation Steering Committee members were given 30 minutes to review the draft Follow-Up Report. ● General comments from the Accreditation Steering Committee: <ul style="list-style-type: none"> ○ Why is the Administrator Association group not on the certification/signature page? It has not been there in the past, but Kristin can consider that in the next Institutional Self Evaluation Report. ○ Did the Board of Trustees do their self-evaluation in 2023? The Board of Trustees conducts a self-evaluation each year, but it needs to collect feedback from the constituent groups, which has not been done for a few years. ○ To show the Board is working cohesively, allowing the Chancellor to do his job, we should provide concrete examples in the narrative. We could show the improvement by identifying which Board meeting, at what section of the meeting. We will definitely need to get more evidence for Requirements 2 and 3. ○ Some evidence will be hard to document, it will require the visiting team to review some of the Board meetings (e.g., The Chancellor calls it out when addressing operational items at the Board meetings. 	
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		<p>Let the Chancellor deal with it!) The tone has been improved at the Board meetings.</p> <ul style="list-style-type: none"> ○ For College Requirement 1 on the 3rd bullet, change January 2024 to January 2025. There is a typo in the year. ○ We have not identified the names of the Partnership Resource Team yet. ○ We can give more details of the budget workshop sessions - topics for evidence. We can provide some budget slide decks and point to the recordings. ○ There has been good progress. We still have a few more months to capture more evidence. ○ Kristin asked the Accreditation Steering Committee members to email her if there is more feedback. ○ The site visit will be a one-day visit from the visiting team. It will be a mini version of the previous site visit. We will let them know that the College is aware of our situation and the implications for the future. ○ CCSF will celebrate its 90th birthday. We have wonderful things to celebrate and things to do. We are moving in the right direction. 	
8.	Other Items	<p>The 12/3/24 Accreditation Steering Committee meeting will be a hybrid meeting. Food will be provided. Kristin has asked the Committee for a list of food.</p>	

Fall 2024 Meeting Dates: 12/3 from 3-5 pm

Minutes taken by Judy Seto