



## Accreditation Steering Committee Meeting

Tuesday, December 1, 2020

3 - 5 PM, Virtual Meeting

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

### MINUTES

**Members Present:** Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Andrea Niosi, Kathleen White, Donna Reed, Chris Brodie; **Alternate Present:** Lidia Jenkins, Judy Seto

**Members Absent:** Cynthia Dewar, Jolene Huey, John Rizzo, Thea Selby; **Alternate Absent:** Maria Salazar-Colon

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Approval of <a href="#">November 3, 2020 Minutes</a>	Minutes approved.	
2.	Follow-up items from last meeting: <ul style="list-style-type: none"><li>• Update on checking with the Chancellor to see if the College should change its Board Policies and Administrative Procedures' review cycle from 5 to 7 years to align with the accreditation cycle:<ul style="list-style-type: none"><li>✓ The Cabinet agenda has been full; Kristin will have to circle this item back for a discussion. In the meantime, Kristin will bring this item to Tom's attention.</li><li>• Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.<ul style="list-style-type: none"><li>✓ This is a standing item until we have a sustainable solution.</li><li>✓ See item 4 below for more discussion.</li></ul></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Update on checking with the Chancellor to see if the College should change its Board Policies and Administrative Procedures' review cycle from 5 to 7 years to align with the accreditation cycle:<ul style="list-style-type: none"><li>✓ The Cabinet agenda has been full; Kristin will have to circle this item back for a discussion. In the meantime, Kristin will bring this item to Tom's attention.</li><li>• Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.<ul style="list-style-type: none"><li>✓ This is a standing item until we have a sustainable solution.</li><li>✓ See item 4 below for more discussion.</li></ul></li></ul></li></ul>	Kristin will check with Chancellor Vurdien and Cabinet to discuss the possibility of changing the Board Policies and Administrative Procedures' review cycle from 5 to 7 years to give more time and to align with the accreditation cycle.  The Accreditation Committee will continue to discuss syllabi/SLOs until we find a more sustainable

			solution.
3.	Follow-up on response to Enhanced Monitoring	<ul style="list-style-type: none"> <li>• The College submitted its response to the ACCJC letter on enhanced monitoring 2 weeks in advance of the December 4, 2020 deadline. <ul style="list-style-type: none"> <li>✓ The response contains a cover letter summarizing where we are, the Board-adopted 2020-2021 budget, and the Multi-Year Budget and Enrollment Strategic Plan. Both items served as additional evidence for the Midterm Report.</li> <li>✓ ACCJC has confirmed receipt of the Midterm Report.</li> <li>✓ We anticipate hearing about the Midterm Report and Enhanced Monitoring at the same time after ACCJC's January 2021 Commission meeting.</li> </ul> </li> </ul>	
4.	Recommend <a href="#">proposed Resolution on SLOs and syllabi</a> to the Academic Senate	<ul style="list-style-type: none"> <li>• The Accreditation Steering Committee drafted a Resolution on SLOs and syllabi to recommend to the Academic Senate at last meeting. <ul style="list-style-type: none"> <li>✓ This was one of the items that arose from our self evaluation process (documented in our Fall 2016 Institutional Self Evaluation Report) related to Standard II.A.3. that we recognized as an area for improvement.</li> <li>✓ The Visiting Team needs to verify that CCSF meets this Standard. In order to demonstrate that, they need access to our syllabi to spot check. In the past, pulling together sample syllabi has been a cumbersome task.</li> <li>✓ We will need an easier system for storing course syllabi and we recommend that Canvas be the official central repository.</li> <li>✓ Having an official central repository is also good for students by creating a consistent interface and location.</li> </ul> </li> <li>• The Accreditation Committee reviewed the revised proposed Resolution and recommended it to go to the Academic Senate meeting tomorrow, 12/2/20 for its first read.</li> <li>• The Accreditation Committee also approved Kristin/Sheri to make any changes to the language as appropriate on the proposed Resolution with markups if needed as a result of the first read at the Academic Senate meeting.</li> </ul>	
5.	Review <a href="#">Spring 2019</a> and <a href="#">Spring 2020</a> Standard evidence collection	<ul style="list-style-type: none"> <li>• Summary of the Standard evidence collection to date: <ul style="list-style-type: none"> <li>✓ Spring 2019:</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ There are limited responses to 1B, 2A, 2C and 3A.</li> <li>○ 3C and 3D are complete but 3D will need changes to reflect our current budget. We have a new leader who is responsible for this Standard given that Luther Aaberge is no longer with the College.</li> <li>○ 4A is missing one item.</li> <li>○ The good thing is that all responses said we are meeting the Standards.</li> </ul> <p>✓ Spring 2020:</p> <ul style="list-style-type: none"> <li>○ There are limited responses to 1B, 2A, and 2C.</li> <li>○ There are no responses to Standards 3 and 4.</li> <li>○ Everyone also reported we're meeting the Standards.</li> </ul> <ul style="list-style-type: none"> <li>● In Spring 2021, the Accreditation Committee will map out the self-evaluation process.</li> <li>● The Spring 2021 evidence will be particularly critical as we launch the self evaluation process in Fall 2021. <ul style="list-style-type: none"> <li>✓ Kristin will meet with the new leadership in the college to orient them to the Standards for which they are responsible and to our annual evidence collection system.</li> </ul> </li> <li>● In Fall 2022 and again in Spring 2022, we'll continue to collect updated evidence and also engage in continuous quality improvement as we go.</li> <li>● In Fall 2023, our site visit will take place.</li> </ul>	
6.	<p>Other Items:</p> <ul style="list-style-type: none"> <li>● Spring 2021 meeting dates</li> </ul>	<ul style="list-style-type: none"> <li>● January 5 meeting canceled – faculty are not back yet.</li> <li>● This was Kathleen White's last Accreditation Committee meeting. We want to thank Kathleen for all her work with us! Congratulations and happy retirement, Kathleen!</li> </ul>	

#### Upcoming Meeting Date

February 2: 3-5 pm, via Zoom

March 2: 3-5 pm, via Zoom

April 6: 2-3 pm, via Zoom

May 11: 2-3 pm, via Zoom

June 8: 2-3 pm, via Zoom (?)

Minutes taken by Judy Seto