



Accreditation Steering Committee Meeting
Tuesday, December 5, 2023
3-4 PM, Virtual Meeting
<https://cccconfer.zoom.us/j/9055741625>

MINUTES

Members Present: Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Cynthia Dewar, Steven Brown, Michael Snider;

Alternates Present: Judy Seto, Lidia Jenkins

Members Absent: Amy Coffey, Stephanie Chenard, Andrea Niosi, Shang Xu

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

Guest: Lisa Cooper-Wilkins, Cherisa Yarkin, Edie Kaeuper, Gregoria Cahill, Tessa Henderson-Brown, Anthony Costa, Monika Liu, Maureen Harrington

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve October 10, 2023 Minutes (Action)	October 10 th minutes moved by Steven Brown, seconded by Sheri Miraglia, approved by committee with no abstentions.	
2.	EASE Workgroup Update – Fall 2023	<p>The Equitable Access to Success Evaluation (EASE) Workgroup Update:</p> <p>See slides: EASE Workgroup Update – Fall 2023.</p> <ul style="list-style-type: none">• In 2016, the ACCJC visiting team cited EASE as a commendation and suggested that the College institutionalize EASE and we did.• Its members included classified staff, faculty, and administrators who work/support student services at the Centers.• EASE Workgroup is under the purview of the Accreditation Steering Committee.• Its purpose is to evaluate the 7 core services at the Centers – to identify and address gaps.	

		<ul style="list-style-type: none"> • The 7 core services are: <ul style="list-style-type: none"> ✓ Admissions and Enrollment ✓ Counseling/DSPS ✓ Financial Aid ✓ Library and Learning Assistance ✓ Course materials/bookstore ✓ Student activities ✓ Student conduct and grievances • In Fall 2022, the Centers did a self-reflection questionnaire and the EASE Workgroup did a site-visit and collected their findings with a data collection instrument that focused on 1) components to provide effective and equitable services, 2) how services are being provided on site and virtually, and 3) challenges to providing services for students at the Center; then they synthesized their findings. • Observations: <ul style="list-style-type: none"> ✓ A recurring theme for the Centers – In-person services are different kinds of services for students. Most centers have had to adjust services to meet the needs of students returning to in-person classes. Students expressed a feeling of family/community in many of those settings at the Centers. ✓ The visits alone provided a way for each to learn from the other. ✓ Many Centers offered the opportunity to speak with the students. ✓ Students expressed concerns about the limited hours of services and staffing availability at the Centers. ✓ Access to technology was cited a lot. Students need laptops, hotspots, and some problems were solved immediately while the Workgroup was there. ✓ Talking to the staff, faculty and students at the Centers was helpful. ✓ There has been collaboration across Centers with admissions and enrollment. ✓ Language Line is very useful for communication. ✓ The Center staff (1490s) provide financial aid information and support to students as part 	
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		<p>of their overall responsibilities. They attend weekly meetings to keep themselves abreast of the latest training and information.</p> <ul style="list-style-type: none"> ✓ Counselors are very committed. They work collaboratively. The challenge is they are short staffed, except for John Adams Center. Career counselors are limited. ✓ We have dedicated librarians, and they go above and beyond. The Mission Center students expressed their need for learning assistance services hub for their sense of belonging and ability to succeed. They would like to have funds to purchase textbooks and need technological support - would like to see TV monitors at the Center. One Committee member suggested checking with the College's Store Room that they might have some unopened boxes of TV monitors that were left by previous Chancellor Tyler. ✓ There is still lack of budget for staffing the library and updating equipment at the centers. The Reference desk is getting a lot of questions from students. ✓ There are no bookstores at any of the Centers. Students need to go to Ocean or online to purchase course materials. Sarah from the Bookstore is a member of EASE, and she attends the EASE meetings. The bookstore is vendor-operated, offering in-person services at the centers will be a larger conversation for the college. ✓ Students can purchase tools at a discounted rate or borrow tools for use during class labs at the Evans Center Tool Room. It would be nice to have equitable access to health uniforms at the John Adams Center since most of the health courses are held at John Adams Center. ✓ The Associated Student Council in all Centers were able to engage about the importance of student activities. The preferred Downtown Center student lounge on the 8th floor is no longer available to the students due to facilities issues. ✓ As for student conduct and grievances, it is consistent in all the Centers. Kudos to the 	
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		<p>Center Deans.</p> <p>✓ Next steps:</p> <ul style="list-style-type: none"> ○ Bookstores - provide on-site book sales at the Centers and make sure students are aware of it. ○ Collaborative events at the Centers – hold financial aid awareness events, flu shots, and SparkPoint – shout out to Michael Snider and Tessa Henderson-Brown. ○ EASE Workgroup to review ACCJC 2024 accreditation standards for implications related to their work. 	
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Spring 2024 Meeting Dates: 2/6, 3/5, 4/2, 5/7 from 3-5 pm

Minutes taken by Judy Seto