



Accreditation Steering Committee Meeting  
 Tuesday, December 6, 2022  
 3-4 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, Shang Xu; **Alternates Present:** Judy Seto, Madeline Mueller

**Members Absent:** Amy Coffey, Chris Brodie, Michael Snider

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

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Introduction & Welcome	Welcome new student member, Shang Xu, to the Accreditation Steering Committee!	
2.	Review and approve <a href="#">November 1, 2022</a> Minutes (Action)	November 1 <sup>st</sup> minutes moved by Steven Brown, seconded by Sheri Miraglia, approved by committee with no abstentions.	
3.	Public Comments	None	
4.	Follow-up items from last meeting (Discussion): <ul style="list-style-type: none"> <li>• Update on student membership</li> <li>• Update on <a href="#">proposed BP/AP review process</a></li> <li>• Update on storage of syllabi/SLOs (ensuring that all faculty are using Canvas to store syllabi).</li> </ul>	<ul style="list-style-type: none"> <li>• Student membership:               <ul style="list-style-type: none"> <li>○ Shang Xu is the new student member.</li> </ul> </li> <li>• Update on proposed BP/AP review process:               <ul style="list-style-type: none"> <li>○ This item is one of the improvement plans in the Institutional Self Evaluation Report (ISER).</li> <li>○ The College continues to review selected sections of BP/APs through an expedited process.</li> <li>○ The College is still looking for a coordinator to manage the BP/AP</li> </ul> </li> </ul>	

		<p>development/review process in collaboration with Cabinet leads. We need to resolve this in Spring 2023.</p> <ul style="list-style-type: none"> <li>● Update on storage of syllabi/SLOs: <ul style="list-style-type: none"> <li>○ The Online Learning and Education Technology (OLET) is using the tool, ReadyGo (a Canvas plug in), to track the inclusion of SLOs in syllabi.</li> <li>○ Cynthia Dewar <a href="#">presented a PowerPoint update</a> with the committee regarding ReadyGo usage.</li> <li>○ The general takeaway is that instructors are increasingly storing syllabi in Canvas.</li> <li>○ OLET will continue to provide training and support to departments who need help.</li> </ul> </li> </ul>	
5.	<a href="#">Third Letter from ACCJC</a> – CCSF continues to be on enhanced monitoring	<ul style="list-style-type: none"> <li>● The College has received a third letter from ACCJC with notice that we remain on enhanced monitoring for a third year.</li> <li>● For the first two years, ACCJC staff handle the enhanced monitoring, but the Commissioners will now need to review since we are in our third year.</li> <li>● The Chancellor spoke about this briefly last Friday, 12/2 during his Chancellor’s Forum.</li> <li>● There is a possibility that the Commission might issue a sanction, although the finding is based on our prior fiscal annual report that covers fiscal year 2020-2021 and we have taken substantial actions to address our financial health as captured in our ISER due 12/15.</li> <li>● The College will need to submit a letter by this Friday, 12/9 in response to the enhanced monitoring letter that outlines the steps we have been taking to ensure fiscal stability.</li> </ul>	

		<ul style="list-style-type: none"> <li>• We may appear before the Commission during the January 2023 Commission meeting taking place from January 11 to January 13.</li> <li>• The College's response letter to enhanced monitoring will be posted on the College's Accreditation webpage.</li> </ul>	
6.	<p>Fall 2023 Self Evaluation Update (Discussion):</p> <ul style="list-style-type: none"> <li>• <a href="#">Timeline</a> - Board acceptance anticipated on 12/8</li> <li>• <a href="#">Draft Standards and sections available for viewing</a></li> <li>• <a href="#">2023 ISER Feedback Form</a> and feedback received to date - discuss further feedback from the Steering Committee</li> <li>• Update on <a href="#">Improvement Plans</a></li> <li>• Appointment of Comprehensive Peer Review Team Chair/Vice Chair</li> <li>• <a href="#">RRP Handbook</a> Update</li> </ul>	<ul style="list-style-type: none"> <li>• Timeline – We are on track. The Board's acceptance of the ISER is anticipated on 12/8/22. As soon as the Board approves it, we will collect signatures for the certification page.</li> <li>• The ISER is due on 12/15.</li> <li>• The latest draft ISER (one single document) for the 12/8 Board meeting is posted in BoardDocs and on the College's Accreditation webpage.</li> <li>• Most of the ISER contents remain the same as the November Board version with the exception of Standard IIID, which the Chancellor has modified to ensure it is current.</li> <li>• We have made significant improvement in shortening the ISER compared to the previous one (about 500 pages last time vs. roughly 200 pages for the current one). Kudos to the ISER Teams for staying focused and following the guidelines!</li> <li>• We received one additional 2023 ISER Feedback Form related to language about our college mission. This goes beyond the scope of the ISER and will be noted as we move forward with the review of the language of our Mission.</li> <li>• Update on Improvement Plans <ul style="list-style-type: none"> <li>○ Improvement plans are embedded at the end of the relevant Standards.</li> <li>○ Kristin shared an at-a-glance spreadsheet with all the</li> </ul> </li> </ul>	

		<p>improvement plans that included the narrative, brief description of expected outcomes, and timeline for implementation with the Committee.</p> <ul style="list-style-type: none"> <li>○ A committee member asked who would be responsible for carrying out the plans. Column E in the spreadsheet shows the individual(s) responsible for each improvement plan and this information is not included in the ISER since it is not required. We are using it for internal tracking purposes.</li> <li>● Appointment of Comprehensive Peer Review Team Chair/Vice Chair <ul style="list-style-type: none"> <li>○ Team Chair - Dr. Erika Endrijonas, President of Pasadena City College</li> <li>○ Vice Chair - Dr. Mike Munoz, President of Long Beach City College</li> </ul> </li> <li>● Roles Responsibility and Processes Handbook (RRP) Update <ul style="list-style-type: none"> <li>○ The latest RRP Handbook with charts is posted on the Participatory Governance webpage.</li> <li>○ Students from Emerge Studio are designing proposed covers.</li> <li>○ We are also asking the Board to accept the RRP Handbook at the 12/8 Board meeting since it is fundamental to our decision-making processes.</li> </ul> </li> </ul>	
7.	Other Items	<ul style="list-style-type: none"> <li>● Future agenda items: <ul style="list-style-type: none"> <li>○ Kristin will provide any updates regarding additional requests for evidence and/or core inquiries during upcoming meetings.</li> <li>○ Kristin will check on the ACCJC Guide and report back about timing.</li> </ul> </li> </ul>	Kristin will give an update on the timing of core inquiries at the next meeting.

		<ul style="list-style-type: none"> <li>● Accreditation meeting dates: <ul style="list-style-type: none"> <li>○ March 7 meeting is a Flex Day, we are rescheduling it to 3/14/22.</li> </ul> </li> </ul>	
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**Spring 2023 Meeting Dates:** 2/7, 3/14, 4/4, 5/2 from 3-5 pm

Minutes taken by Judy Seto