Accreditation Steering Committee Meeting
Tuesday, December 7, 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, Chris Brodie, Michael Snider, Darieus Rego; **Alternates Present**: Madeline Mueller, Lidia Jenkins, Judy Seto

Members Absent: Vinicio Lopez, Victoria Tan

Alternate Absent: Joseph Reyes, Maria Salazar-Colon

Guest: Cherisa Yarkin, Simon Hanson

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Welcome and Introductions	Welcome new student member Darieus Rego! Darieus is a biology major and in his 3rd year at CCSF. He's a member of the Ocean Campus Student Council and serves on the Standard IIID ISER team.	
2.	Approval of November 2, 2021 Minutes	Approval of November 2nd minutes moved by Steven Brown, seconded by Chris Brodie, approved by committee with no abstentions.	

3.	Follow-up items from last meeting:
	● Accreditation Steering Committee membership
	  ✓ Student
	
	● Update on proposed BP/AP review process
	● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.
		● Accreditation Steering Committee membership:
		  ✓ We have added Darieus Rego. We have one more seat open for a student member and 3 alternates. Kristin will check with Amy Coffey re. adding student members.
		● Update on proposed BP/AP review process:
		  ✓ Cabinet Leads met on October 8 to organize and prioritize which BPs to review.
		  ✓ We are following the California Community College League as a guideline to make sure that we have required our BPs and to ensure that they meet current expectations/requirements.
			Kristin will work with Amy Coffey re. adding student members.

		✓ The Cabinet Leads will meet again in January 2022 to work on the BPs/APs.
		✓ All revised BPs/APs will go through the participatory governance process to engage all stakeholders.
		● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.
		   ✓ The Steering Committee had a robust discussion on this item at last meeting.
		   ✓ There is nothing to report currently.
			The Accreditation Committee will continue to discuss syllabi/SLOs until we find a more sustainable solution.

4.	ACCJC Update	● Some changes to ACCJC:
		   ✓ Dr. Stephanie Droker is leaving ACCJC in January 2022. She is going to Peralta College.
		   ✓ Dr. Cindy Miles is the Interim President of ACCJC.
		   ✓ Dr. Stephanie Droker was our ACCJC staff liaison; we don't know who will replace her in this role.	

5.	Update on Fall 2023 Self Evaluation
	  ● Timeline
	  ● Accreditation ISER Teams
		● We are on track with the timeline in writing the ISER.
		● 13 teams are collecting evidence and analyzing the evidence. The deadline for completing the initial draft is 12/22/21.
		● Standard IIIA will lag a little. They are meeting this and next week. Kristin will help facilitate these two meetings – will have to figure out a reasonable deadline for this standard.
		● At least one student is serving on each ISER team.	

6.	ISER Next Steps:
	  ● Discuss Accreditation Steering Committee role/process in reviewing the draft ISER
	  ● Discuss Quality Focus Essay (QFE) approach
	  ● Review Requirements and ACCJC Policies approach
		ISER Next Steps:
		Plans for review in Spring 2022:
		● By Spring 2022, we should have a solid written draft.
		  ✓ Review ISER for completeness (evidence, analyses, and changes/plans)
		  ✓ Bullet points are preferred, and it should be easy for someone to understand who is not immersed in it.
		  ✓ What we are looking for:
		    ➢ Does the evidence demonstrate that it meets the standard?
		    ➢ Any red flags? In areas where we are not meeting the standards, have the teams initiate changes or develop plans to address these concerns.
		  ✓ How to provide feedback to the teams:
		    ➢ Kristin/Sheri will review the same standard (IIID, Finance) independently, and distill findings/discuss (for calibration), and develop a rubric and feedback template based on that during the 1st week of January.	

		➢ Kristin/Sheri will review standards that they're not working on directly and conduct initial review of the remaining standards by the end of January and distill findings for the Accreditation Steering Committee and share them with the ISER teams at the same time.
		➢ Kristin/Sheri will assign standards for each Steering Committee member to review by using the rubric developed by Kristin/Sheri.
		➢ We will provide the additional feedback from each Steering Committee member to the appropriate ISER team.
		➢ A Committee member recommended going through Standard IIID with the Steering Committee as an example for the Committee to walk through as a demo.
		➢ We will also request that the committees associated with each Standard conduct a review of those to which they are mapped.
		● Quality Focus Essay:
		✓ Quality Focus Essay is written with 2 or 3 action projects geared toward student success/achievements.
		✓ A Committee member asked if the QFE can focus on the improvement of our facilities. It does affect students but it's a different approach in supporting and teaching directly.
		✓ We need action projects that are easy to assess and directly impact student success/achievements.
		✓ We had a meeting this past Friday thinking about our Institution-Set Standard on how we could focus on the QFE.
		    ➢ Maybe focus on equity/opportunity gaps since the College has invested a lot of energy into our equity work.
		    ➢ The College is in the process of the new Equity Plan and it would be good to leverage this.
		    ➢ Consider Noncredit also.
		    ➢ QFE is a work in progress and conversation has begun.
		
		Eligibility Requirements:
		✓ Kristin will lift the Eligibility Requirements from the old ISER and update.
		✓ Everyone at the Steering Committee can review this section - it's short.
			Agendized to review Standard 3D with the Accreditation Steering Committee at next meeting.

		✓ The Eligibility Requirements should be ready for review sometime in March or April 2022. ACCJC Policies: ✓ Kristin will use the previous one and revise accordingly. Some are already embedded in the standards. Kristin will reach out to the appropriate people that are involved in each area. The writing of these policies should be ready for review in May 2022. In Summer 2022, Kristin will be tying up loose ends and editing the document for circulation collegewide.	
7.	Other Items	None	

Upcoming Meeting Dates for Spring 2022:

February 1: 3-5 pm
March 1: 3-5 pm
April 5: 3-5 pm
May 3: 3-5 pm

Minutes taken by Judy Seto