



Accreditation Steering Committee Meeting

Tuesday, February 2, 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, Donna Reed, Chris Brodie, Michael Snider; **Alternates Present:** Lidia Jenkins, Judy Seto

Guest: Jennifer Kienzle

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

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Approval of December 1, 2020 Minutes	Minutes approved.	
2.	<p>Follow-up items from last meeting:</p> <ul style="list-style-type: none"> ● Accreditation Steering Committee membership <ul style="list-style-type: none"> ❖ Faculty - replacement for Kathleen White <ul style="list-style-type: none"> ✓ Sheri will reach out to the Academic Senate for faculty membership. ❖ Classified Staff <ul style="list-style-type: none"> ✓ We welcomed Michael Snider as a new member of our Committee; he will confirm with SEIU whether he is a member or alternate. ❖ Student Membership <ul style="list-style-type: none"> ✓ Our student member, Jolene Huey has been absent for the last two meetings. Judy will reach out to her to see if she is still a member. ✓ Kristin will continue to work with the Associated Students to increase student membership. ● 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. ● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution. 	<ul style="list-style-type: none"> ● Accreditation Steering Committee membership <ul style="list-style-type: none"> ❖ Faculty - replacement for Kathleen White <ul style="list-style-type: none"> ✓ Sheri will reach out to the Academic Senate for faculty membership. ❖ Classified Staff <ul style="list-style-type: none"> ✓ We welcomed Michael Snider as a new member of our Committee; he will confirm with SEIU whether he is a member or alternate. ❖ Student Membership <ul style="list-style-type: none"> ✓ Our student member, Jolene Huey has been absent for the last two meetings. Judy will reach out to her to see if she is still a member. ✓ Kristin will continue to work with the Associated Students to increase student membership. ● 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: 	<p>Sheri will reach out to the Academic Senate for faculty membership.</p> <p>Michael will confirm if he is a member or alternate.</p> <p>Judy will reach out to student Jolene Huey regarding her attendance.</p> <p>Kristin will continue to work with the Associated Students for student membership.</p>

		<ul style="list-style-type: none"> ✓ Kristin & Judy have met several times with Dianna Gonzales, Milly Otis, Linda Shaw, and Grace Esteban to map a process for updating the Board Policies which we will sunshine at PGC and with the constituent groups. ✓ In the past, updating the Board Policies was the responsibility of the College's General Counsel. ✓ Given that we now have no Office of General Counsel, it has transitioned to Risk/Compliance under Dianna with Milly as responsible for process/management (not content). ✓ The College is leaning toward a 6-year cycle instead of a 7-year cycle. ✓ There will be a lot of opportunities to discuss this process. ● Update on collection of syllabi to continue to work towards finding a more sustainable solution. <ul style="list-style-type: none"> ✓ This is a standing item until we have a sustainable solution. ✓ See item 3 below for more discussion. 	The Accreditation Committee will continue to discuss collection of syllabi until we find a more sustainable solution.
3.	Follow-up on Resolution on SLOs and syllabi	<ul style="list-style-type: none"> ● The Academic Senate recommended the Resolution on syllabi collection on 12/2/20. <ul style="list-style-type: none"> ✓ Having Canvas be the official central repository will help us keep track of all the course syllabi and it's an easier system to serve as a repository to upload course syllabi. ✓ This system will make it easier for the Department Chair and Deans to ensure syllabi meet accreditation standards. ✓ Methodology for how syllabi will be tracked is being looked at by Distance Education. ✓ Distance Education has asked for the Academic Senate to finalize the required elements of the syllabus described in the Faculty Handbook for approval. Currently this is with the NonCredit Adult Ed Committee and their recommendations will then go back to the Academic Senate for further debate. ✓ Hopefully we will have an update in April. ✓ We will bring this SLO/Syllabus item back for more discussion at the next meeting. 	<p>Sheri will report back at next meeting on the status of the Education Policy on elements of the syllabus.</p> <p>Agendize SLO/Syllabus for next meeting.</p>
4.	Update on Enhanced Monitoring/ Midterm Report	<ul style="list-style-type: none"> ● ACCJC accepted our Midterm Report during their January meeting - there is no follow-up report! 	

		<ul style="list-style-type: none"> ● Enhanced Monitoring is separate and triggered by our Annual Fiscal Report and audit for FY 2018-19, which indicated that we are not meeting certain fiscal health indicators. ● Our next annual report covers FY 2019-20 and is due in April 2021. ● Enhanced monitoring will be lifted when our Annual Fiscal Report and audit show that we are meeting the fiscal health indicators. 	
5.	Timeline and process for the Fall 2023 Self Evaluation	<ul style="list-style-type: none"> ● Kristin shared a draft Institution Self Evaluation Report (ISER) Timeline with the Accreditation Steering Committee. ● The draft Timeline covers the dates from September 2021 when we launch ISER development to the Fall 2023 site visit. ● As needed, we will adjust the Timeline as we go through the self-evaluation process. ● The annual standards evidence collection will serve as the starting point for developing responses to each standard. ● The Accreditation Steering Committee discussed forming workgroups and the writing process for the upcoming ISER. <ul style="list-style-type: none"> ✓ Form 14 teams – one for each standard ✓ Standard 2A will need more people due to the standard size ✓ Include people from credit and noncredit ✓ Each team consists of a Chair/Facilitator, 3 people from each constituent group ✓ Ask for volunteers to join the team ✓ Provide a guide to conduct their review ● We will flesh out the timeline more using the mapping of the standards to create the teams at the next meeting. 	Agendize Timeline for Fall 2023 Self Evaluation for next meeting.
6.	Other Items	<ul style="list-style-type: none"> ● None 	

Upcoming Meeting Date

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