



Accreditation Steering Committee Meeting  
 Tuesday, February 4, 2024  
 3-5 PM  
<https://ccsf-edu.zoom.us/j/83897030018>

## MINUTES

**Members Present:** Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Stephanie Chenard, Cynthia Dewar, Andrea Niosi, Michael Snider, Gwendolyn Inman, Sasha Akimov, Tanya Clarkson

**Member Absent:** Steven Brown

**Alternates Absent:** Hing Potter, Madeline Mueller, Joseph Reyes, Lidia Jenkins

**Guest:** Judy Seto

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve <a href="#">November 5<sup>th</sup></a> and <a href="#">December 3<sup>rd</sup></a> Minutes (Action)	November 5 <sup>th</sup> minutes moved by Sheri Miraglia, seconded by Andrea Niosi, approved by committee with no abstentions. We moved the December 3 <sup>rd</sup> minutes to the next meeting since Kristin had not had a chance to review them.	
2.	Public Comments	No public comments.	
3.	Accreditation Update <ul style="list-style-type: none"> <li>Review <a href="#">Progress Update Presented to the Board of Trustees</a></li> <li>Partnership Resource Team Visit on 2/5/25</li> <li><a href="#">Follow-Up Report to ACCJC</a></li> </ul>	<ul style="list-style-type: none"> <li>Review Progress Update Presented to the Board of Trustees               <ul style="list-style-type: none"> <li>The Board of Trustees conducted a first read of the follow-up report to ACCJC at their Board Retreat on January 16, 2025, and conducted a second read, and accepted the report for submission to ACCJC, at the regular Board of Trustees meeting on January 23, 2025.</li> </ul> </li> <li>Partnership Resource Team Visit on 2/5/25               <ul style="list-style-type: none"> <li>At the request of, and in collaboration with, the Board of Trustees, the Chancellor enlisted the support of a Partnership Resource Team (PRT) through the State Chancellor's Office Institutional Effectiveness Partnership Initiative (IEPI). The PRT is a team of peers</li> </ul> </li> </ul>	

		<p>similar to the ACCJC teams to help California's community colleges and college districts improve their operational effectiveness.</p> <ul style="list-style-type: none"> <li>○ The PRT will be here tomorrow, 2/5/25, for their first site visit. They will meet with the constituent groups, trustees, financial team, chairs of the Enrollment Management Committee and Budget Committee, and the Chancellor.</li> <li>○ During this first site visit, the team will gather information. During the second site visit on March 17, they will provide recommendations to the College. Their recommendations (and a plan that we will draft as a result) will be critical evidence related to ACCJC's concerns.</li> </ul> <ul style="list-style-type: none"> <li>● Follow-Up Report to ACCJC <ul style="list-style-type: none"> <li>○ The version linked to the Follow-Up Report on the agenda is the same one from the January 23 Board meeting.</li> <li>○ The final version includes a concluding paragraph that addresses how we will sustain and continue the progress described in the report given the upcoming transitions in leadership.</li> <li>○ Immediately prior to this meeting, Kristin emailed the final version of the Follow-Up Report to the individuals whose signatures appear on the certification page of the Report, and Judy had also circulated the signature page to collect the signatures electronically.</li> <li>○ There are two versions of the Follow-Up Report. The contents are the same, but the access to the evidence is a little different. The internal version provides access to the evidence through a Google Drive link. The version submitted to ACCJC includes embedded links to the evidence in a local folder as well as the link to the Google Drive as a back up.</li> <li>○ Upcoming critical events: <ul style="list-style-type: none"> <li>- 2/5/25 PRT first site visit</li> <li>- 3/17/25 PRT second site visit</li> <li>- 3/28/25 ACCJC follow up site visit, same team from last visit (one day only).</li> </ul> </li> <li>○ Kristin will submit the Follow-Up Report by the end of this week once we receive all signatures.</li> <li>○ The final Follow-Up Report will be posted on the Accreditation website.</li> </ul> </li> </ul>	
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4.	<p>ACCJC Actions on Institutions</p> <ul style="list-style-type: none"> <li>Review January 2025 <a href="#">Commission Actions on Institutions</a></li> </ul>	<p>The Committee reviewed the January 2025 Commission Actions on Institutions.</p> <ul style="list-style-type: none"> <li>Six colleges were reaffirmed for seven years based on a comprehensive review, and Columbia College was reaffirmed for eight years.</li> <li>College of the Desert and Foothill College were two of the five institutions reaffirmed for 18 months with a follow-up report and visit. <ul style="list-style-type: none"> <li>College of the Desert had similar compliance requirements as our college with board governance.</li> <li>Foothill College received compliance requirements for Standards I.B.2, II.A.3 – the college needs to implement a procedure to regularly assess learning outcomes for all its courses, programs, certificates and degrees.</li> <li>Sheri had spoken with Foothill College’s ACCJC Liaison after Foothill College reached out to CCSF for guidance on student learning outcomes (SLOs) since we do well with SLOs.</li> </ul> </li> <li>Regular substantive interaction (RSI) is another area where colleges have struggled.</li> <li>Sheri serves on an ACCJC site visit team and is on the Auditing Team. She shared that it is very different to serve on a site visit then to be on the college side being evaluated. She will share more with the Committee regarding what she learned at a later date.</li> <li>Cynthia shared that the new ACCJC rubric being applied for RSI is an eye opening development for distance learning programs.</li> <li>Andrea shared that Solano Community College also had issues related to SLOs. They need to change their SLO process.</li> <li>The Commission holds their meetings in January and June annually. They will be reviewing our Follow-Up Report during their June 2025 meeting, and we should learn the outcome soon thereafter.</li> </ul>	
5.	<p>Other Items</p> <ul style="list-style-type: none"> <li>April 1 meeting conflicts with Spring Break</li> </ul>	<ul style="list-style-type: none"> <li>A Committee member suggested that Kristin send out a summary of the March 28 ACCJC site visit in lieu of the April 1<sup>st</sup> meeting given that it falls during spring break (rather than rescheduling).</li> <li>We will revisit this item in the March meeting.</li> </ul>	

**Spring 2025 Meeting Dates:** 3/14, 4/1 (conflict with Spring Break), 5/6 from 3-5 pm

Minutes taken by Judy Seto