



Accreditation Steering Committee Meeting  
Tuesday, February 6, 2024  
3-5 PM, Virtual Meeting  
<https://ccsf-edu.zoom.us/j/83897030018>

## MINUTES

**Members Present:** Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Cynthia Dewar, Stephanie Chenard, Andrea Niosi;

**Alternates Present:** Madeline Mueller, Judy Seto

**Members Absent:** Steven Brown, Michael Snider, Shang Xu

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

**Guest:** Maureen Harrington

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve <a href="#">December 5th Minutes</a> (Action)	December 5 <sup>th</sup> minutes moved by Cynthia, seconded by Andrea Niosi, approved by committee with no abstentions.	
2.	Public Comments	None	
3.	Accreditation Steering Committee Membership <ul style="list-style-type: none"><li>• Students</li><li>• Classified Staff</li></ul>	<p>Classified Staff – We need one more Classified Staff member – Judy will reach out to Michael Snider to see if there are any new members.</p> <p>Students – Anita White was thinking about joining but her unit load might raise a concern about her membership validation. Kristin will check with Student Chancellor Malinalli for student members.</p>	<p>Judy will reach out to Michael regarding classified staff membership.</p> <p>Kristin will reach out to Malinalli for student membership.</p>

4.	<p>Follow-up items from last meeting (Discussion):</p> <ul style="list-style-type: none"> <li>• Update on proposed BP/AP review process</li> <li>• Update on storage of syllabi/SLOs (ensuring that all faculty are using Canvas to store syllabi)</li> </ul>	<p>Update on proposed BP/AP review process</p> <ul style="list-style-type: none"> <li>• We had acknowledged our challenge in keeping up the review of our BPs/APs in the Institutional Self Evaluation Report but the Team Report didn't include it as a compliance or improvement recommendation. The Team did encourage us to continue with the review process.</li> <li>• Kristin suggested doing an update on the BP/AP review process once at the end of each semester at the Accreditation Steering Committee meeting.</li> <li>• Kristin is coordinating with the Board to review the board policies given that it's one of the compliance recommendations that we need to meet.</li> </ul> <p>Update on storage of syllabi/SLOs</p> <ul style="list-style-type: none"> <li>• Faculty think it's easier with Simple Syllabus but some don't want to do it since it's not in the faculty contract.</li> <li>• Simple Syllabus is student centered and we should do it for the students. It is a nice tool that has many effective uses from different angles, and we should focus on the positive side of using it.</li> <li>• Jen Kienzle will talk to the Academic Senate on the upcoming updates of Simple Syllabus.</li> <li>• We should clarify with department chairs when faculty need to have their syllabi put into Simple Syllabus.</li> <li>• We need to update the Faculty Handbook to indicate that Simple Syllabus is the repository for syllabi. Sheri will need help from HR. Kristin and Sheri will work on this issue.</li> </ul>	<p>Kristin and Sheri will be in contact on getting HR to update the Faculty Handbook with Simple Syllabus.</p>
5.	<p>Accreditation Update</p> <ul style="list-style-type: none"> <li>• <a href="#">January 2024 Commission Actions on Institutions</a></li> <li>• <a href="#">January 2024 ACCJC Action letter and Team Report</a></li> <li>• Identify all areas noted for improvement / "suggestions" (beyond Compliance &amp; Improvement Recommendations)</li> <li>• Next Steps / <a href="#">Follow-Up Report Template Accreditation Handbook</a> (all-in-one)</li> </ul>	<p>Accreditation Update</p> <ul style="list-style-type: none"> <li>• January 2024 Commission Actions on Institutions <ul style="list-style-type: none"> <li>✓ The Commission reaffirmed the accreditation of 9 colleges for 7 years on the basis of a comprehensive review.</li> <li>✓ Butte and Palomar Colleges were reaffirmed for the remainder of the cycle on the basis of a follow-up report; Rio Hondo College was also reaffirmed but with a visit.</li> <li>✓ The Commission deferred action for Santa Rosa Junior College; they are required to submit a follow-up report in 12 months.</li> <li>✓ The mid-term reports of several colleges were accepted.</li> <li>✓ The Commission reaffirmed the accreditation of</li> </ul> </li> </ul>	<p>Kristin/Sheri/Judy will put together an initial run of the suggestions from the Team Report so we can monitor them.</p>

		<p>Moorpark, Oxnard, and Ventura Colleges for 18 months and with a follow-up report and visit. These colleges have findings related to the Board delegating authority to the Chancellor.</p> <ul style="list-style-type: none"> <li>✓ Each college's Commission Action letter and Team Report are available on their respective accreditation web pages since they're required to post this information (ACCJC only posts the action letters).</li> <li>● CCSF January 2024 ACCJC Action Letter and Team Report <ul style="list-style-type: none"> <li>✓ CCSF has been issued a warning for not meeting three standards related to our Board of Trustees.</li> <li>✓ We're required to submit a follow-up report by March 1, 2025, followed by a visit from a peer review team.</li> <li>✓ We are still accredited during the warning period.</li> <li>✓ We met 116 standards out of 119.</li> <li>✓ The three standards that we didn't meet: <ol style="list-style-type: none"> <li>1) Standard III.D.11 – In order to meet the Standard, the Commission requires the Governing Board consider the College's long-range fiscal implications when making financial decisions in order to assure financial stability.</li> <li>2) Standard IV.C.7 – In order to meet the Standard, the Commission requires that the Governing Board act in a manner consistent with its policies and bylaws.</li> <li>3) Standard IV.C.12 – In order to meet the Standard, the Commission requires that the Governing Board allow the Chancellor to implement and administer Board policies without Board interference.</li> </ol> </li> <li>✓ We have a number of challenges related to the three areas of noncompliance: <ul style="list-style-type: none"> <li>➤ Our reserve is 5-9% outlined in BP 8.01 but the State Chancellor's Office has recently raised the recommended district minimum reserve to 2 months of general fund expenditures which is about 15%. It will be challenging to that level in a one-year time frame.</li> </ul> </li> </ul> </li> </ul>	
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		<p>have resolved the findings related to the three standards along with evidence.</p> <ul style="list-style-type: none"> <li>✓ Although we have 3 years to resolve our issues per federal regulations and the Policy on Commission Actions on Institutions, not resolving these issues by March 1, 2025 puts us at risk of receiving a more severe sanction.</li> <li>✓ ACCJC now has one comprehensive guide. Before, there were a number of guides covering different areas/topics, such as for the Guide to Accreditation for Governing Boards, Guide to Evaluating and Improving Institutions, Guide for the Accreditation Liaison, Guide for Distance Education, etc.</li> <li>✓ The Guide is a lot easier to read and follow, and it eliminates the redundancy. It is a great resource for accreditation. It is posted on our agenda and you can also find it on the ACCJC website.</li> </ul>	
6.	<p>Other Items</p> <ul style="list-style-type: none"> <li>• Coming soon: <a href="#">PGC Community Standards</a></li> <li>• Coming soon: Review of AP 2.07 - Participatory Governance on the horizon</li> </ul>	<p>Participatory Governance Council (PGC) Community Standards</p> <ul style="list-style-type: none"> <li>• The PGC Community Standards Workgroup has developed soon-to-be-released Community Standards for participatory governance.</li> <li>• All the standing committees will need to adopt the community standards.</li> <li>• For more information, here is the <a href="#">presentation</a> presented to PGC.</li> </ul> <p>Review of AP 2.07 – Participatory Governance on the horizon</p> <ul style="list-style-type: none"> <li>• The College will be reviewing AP 2.07 soon. Some of the language in the policy is no longer true.</li> <li>• There are language changes such as simply indicating that the Chancellor assigns the Chair of PGC (to date, BP/AP 2.07 indicated that the chair is the VC of Academic Affairs).</li> <li>• AP 2.07 will go to the Academic Senate, Administrators Association, Classified Senate, and Associated Students for vetting. Kristin will also have the Accreditation Steering Committee review it too.</li> </ul>	

**Spring 2024 Meeting Dates:** 3/5, 4/2, 5/7 from 3-5 pm

Minutes taken by Judy Seto