Accreditation Steering Committee Meeting
Tuesday, February 7, 2023
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, Chris Brodie, Shang Xu; **Alternates Present**: None

Members Absent: Amy Coffey, Michael Snider

Alternate Absent: Judy Seto, Madeline Mueller, Joseph Reyes, Lidia Jenkins, Maria Salazar-Colon

Guest: Maureen Harrington, Cherisa Yarkin

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve December 6, 2022 Minutes (Action)	Moved to next meeting.	
2.	Public Comments	None	

3.	Follow-up items from last meeting (Discussion):
	● Update on proposed BP/AP review process
	● Update on storage of syllabi/SLOs (ensuring that all faculty are using Canvas to store syllabi).
		● Update on proposed BP/AP review process:
		   ○ No new updates beyond last month's report.
		● Update on storage of syllabi/SLOs:
		   ○ Kristin raised this at the 2/2/23 Dean and Department Chairs meeting, reminding the Chairs to use ReadyGo, the tool that Cynthia, Jennifer, and team had put in place in Canvas that allows Department Chairs to run audits/check the syllabi. Our ISER is already undergoing review. We anticipate that the Peer Review Team will ask for additional sample syllabi as evidence.
		   ○ Cynthia expressed gratitude for the Department Chairs' willingness to learn a new tool and want to ensure that ReadyGo isn't creating more work for chairs.	

		o If it is creating more work, they are still open to adopting Simple Syllabus, which is still an option on the horizon.	
		o Steven reported on his experience using ReadyGo:	
		❖ He has been checking to make sure his faculty have loaded their syllabi but has run into some snags.	
		❖ He was able to load, check, and approve them.	
		❖ He had trouble accessing them in some cases.	
		o To ensure access, syllabi should be housed within the syllabus tool. The advantage of Simple Syllabus is that chairs do not need to look for them. CurriQuNet is integrated with Simple Syllabus - it will automatically pull in the most up to date SLOs so there will be no need for checking.	
		o Cynthia's team is aware of this challenge and is researching funding possibilities as well as meeting with Simple Syllabus representatives again. They won't take any action without consulting with the Accreditation Steering Committee and Department Chairs. It will be a decision made together. Cynthia will keep everyone updated on this.	

4.	Update on Enhanced Monitoring (Discussion):
	 ● CCSF attended the ACCJC Commission hearing on January 12, 2023
	    ○ CCSF Enhanced Monitoring Response to ACCJC - 12/9/2022
	    ○ Enhanced Monitoring Determination from ACCJC - 1/26/2023
		● The Chancellor, Mitra, and Kristin appeared before the Commission on 1/12/23 to talk about what the College had been doing to address all the fiscal concerns listed in the 12/9/23 letter that is posted on the CCSF's Accreditation website.
		 ● Given that we are going through the regularly scheduled comprehensive peer review process, the Commission deferred their action to the comprehensive peer review team and instructed them to focus in particular on the standards: III.A.10, III.D.1, III.D.4, III.D.7, III.D.9, III.D.10, and III.D.12.
		 ● They also acknowledged the constructive steps the College has taken to address our fiscal health and stability.
		 ● The Chancellor circulated the ACCJC 1/26/23 letter collegewide and it is also posted on the Accreditation	

		website.	
		● We will be providing more updated evidence to the peer review team this Spring as we are developing our budget. As our audit became public, we will share it to the peer review team as well as any other evidence leading to the site visit in fall. Kristin anticipates that the site visit will in large part focus on our finances, to ensure we are holding steady and continue to move forward in a stable way.	
5.	Fall 2023 Self Evaluation Update (Discussion): ● Pre-meeting with the Chair and Co-Chair of the Visiting Team ● Timing of core inquiries ● Leadership and Collegewide Forums with Peer Review Team 　○ March 14, 1-2 pm (leadership) and 2-3 pm (collegewide)	● We met our December 15 deadline in submitting our ISER. ● The Chancellor and Kristin had a pre-meeting with the Chair, Dr. Erika Endrijonas and Co-Chair, Dr. Mike Munoz of the Visiting Team. Our ACCJC staff liaison, Kevin Bontenbal was also at the meeting. ● They talked about the process going forward. ● On 3/22/23, the peer review team will meet. On that day, they will develop the core inquiries and focus on the areas of concern or areas in which they will commend our work. ● Beginning or late February or early March, we anticipate receiving requests for additional evidence or clarification from the peer review team. We have alerted the ISER team leads to be prepared to respond when we reach out to them. ● After 3/22, we expect to receive the core inquiries in April. ● On 3/14/23, there will be 2 different forums with the peer review team. In the past, we had everything compacted into one visit of up to 4 days. Questions and evidence were requested during the site visit and the meet and greet meeting with the entire college was also during that time. ● This time, they are holding two meet and greet sessions prior to the site visit via Zoom. One for the leadership group and one for the entire college without the leaders and trustees. ● Accreditation Steering Committee members should plan to attend the collegewide forum. Kristin will be sending an invitation.	Kristin will send out the 3/14 forum invitation along with the zoom link to the college community.
6.	Other Items ● January 2023 Commission actions	Below are the January 2023 Commission Actions: ● 6 colleges were reaffirmed for 7 years on the basis of a comprehensive evaluation. ● Napa Valley College was reaffirmed for 18 months with	

		a follow-up report and visit on the basis of a comprehensive evaluation.	

- 7 colleges got reaffirmed for the remainder of the cycle on the basis of a follow-up report and visit.
- Glendale Community College and City College of San Francisco deferred action on the basis of fiscal monitoring pending a comprehensive evaluation.
- 12 colleges got accepted with their midterm report.
- You can see the action letter of each college received by clicking the link on the college.
- The Accreditation Committee reviewed Napa Valley College's action letter. They have compliance requirements on:
  - o Standard I.B.2 – requires the College to implement processes including program review and student learning outcome assessment.
  - o Standards I.B.7, I.C.5, and IV.A.7 – requires that the College develop and implement a regular cycle of review and evaluation of institutional practices, board policies, and administrative procedures.
  - o Standards III.B.4 and III.C.2 – requires that the College plan for and evaluate total cost of ownership of its physical and technological resources.
  - o Standards III.D.1, III.D.2, III.D.3, and III.D.4 - requires the College integrate its planning and resource allocation for institutional and annual unit plans.
  - o Standards IV.A.1, IV.A.2, IV.A.3, and IV.A.5 – requires that decision-making roles and processes throughout the institution be clarified and clearly defined.
  - o Standards IV.C.12 – requires that the Board delegate full responsibility and authority to the CEO without Board interference.
  - o All the above compliance requirements are similar to what we had in the past and for many other colleges.
  - o Kristin shared the RRP Handbook with its new cover with the Committee members and where it is posted.
  - o The cover was designed by student TuVan Vang, Emerge Studio, Visual Media Design Department.
  - o They will also help with the graphic figures (flow

		charts) and design the text of the RRP Handbook as well. ○ Kristin emphasized on taking advantage of the service from Emerge Studio of their great work.	

Spring 2023 Meeting Dates: 3/14, 4/4, 5/2 from 3-5 pm

Minutes taken by Judy Seto