



Accreditation Steering Committee Meeting

Tuesday, March 8, 2022

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, Chris Brodie, Darius Rego; **Alternates Present:** Madeline Mueller, Lidia Jenkins, Judy Seto

Members Absent: Steven Brown, Vinicio Lopez, Victoria Tan

Alternate Absent: Joseph Reyes, Michael Snider, Maria Salazar-Colon

Guest: Fred Teti, Simon Hanson, Lisa Cooper-Wilkins, Cherisa Yarkin, Alberto Vasquez, Pam Mery, Ellen Rayz

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Introduction <ul style="list-style-type: none"> • Kevin Bontenbal, ACCJC Staff Liaison <ul style="list-style-type: none"> ○ ISER Q & A 	<ul style="list-style-type: none"> • After discussing a number of positive changes in the way ACCJC is supporting colleges through the new process and the educational series of videos, Kevin responded to the following questions: <ul style="list-style-type: none"> ○ CCSF developed ISER development teams of faculty, administrators, classified staff, and students for each standard. Not everyone are experts in the standard. Is it appropriate to rely heavily on using the Guide to Institutional Self Evaluation and Peer Review? <ul style="list-style-type: none"> ▪ The Guide is a good resource for identifying evidence as a first step. ▪ It is not used as an audit. ▪ An expert in each area should determine whether the possible sources of evidence are relevant in our context. Not all colleges have the same kind of evidence. We do not need to provide evidence on everything we do to address the standard. • What is the relationship with Enhanced Fiscal Monitoring 	

		<p>and the ISER?</p> <ul style="list-style-type: none"> ○ It is separate from the ISER, but the review team will review evidence we provide for Standard IIID (Financial Resources) which is related. ○ Enhanced monitoring is based on our annual fiscal report. The next steps (and whether we continue on enhanced monitoring) will depend on this year's fiscal report. ○ ACCJC trains peer review teams to make sure they follow the review process and stay on track. ● Kevin is willing to come back to our Accreditation Steering Committee meetings at any time if we have further questions. 	
2.	Approval of February 1, 2022 Minutes	Approval of February 1 st minutes moved by Chris Brodie, seconded by Sheri Miraglia, approved by committee with no abstentions.	
3.	<p>Follow-up items from last meeting:</p> <ul style="list-style-type: none"> ● Update on proposed BP/AP review process ● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution. 	<ul style="list-style-type: none"> ● Update on proposed BP/AP review process: <ul style="list-style-type: none"> ○ The Cabinet Leads continue to review the BPs/APs. ○ Kristin and Alexis Litzky, our new Chief of Staff, reviewed the BP/APs and are working on where best to house this process (i.e., who will coordinate the process overall and ensure we sustain it). ○ We also need to determine the best place to post the BP/APs. The new BP/APs webpage is not complete. Some BP/APs are in the new webpage and some are still in the archive webpage. BoardDocs had been discussed as a solution; need to revisit. ○ Kristin expects to have more to report at our next meeting. ● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution. <ul style="list-style-type: none"> ○ The College has found a sustainable solution to collect/store syllabi by using "Simple Syllabus." ○ Simple Syllabus is a flexible tool/template for building a syllabus that can be embedded in Canvas. It also allows us to determine the required components and lock components as needed. ○ We can determine which components are pre-populated and updated automatically. ○ It is ADA accessible. ○ Department Chairs would be able to search the syllabus. ○ There will be a Department Chairs demonstration of Simple Syllabus on March 13 or 17. ○ The College will engage in a process to solicit broad institutional support for Simple Syllabus through 	<p>The Accreditation Committee will continue to discuss syllabi/SLOs until we find a more sustainable solution.</p>

		<p>conversations with faculty, academic senate, and students, etc.</p> <ul style="list-style-type: none"> ○ Simple syllabus is widely used by 30+ community colleges. Fresno and Foothill Colleges are using it. Foothill College shared their backend, roll out, and positive reviews with CCSF. ○ A student member shared with the Committee that it is hard for students to understand the contents of the syllabus. We should make it as easy as possible for students to understand. 	
4.	<p>Update on Fall 2023 Self Evaluation</p> <ul style="list-style-type: none"> ● Timeline (note new submission deadline) 	<p>Kristin reviewed the Timeline with the Committee.</p> <ul style="list-style-type: none"> ● The items highlighted in teal have been updated. ● New deadline for ISER is 12/15/22 instead of 12/23/22. ● Site Visit is in the week of 10/2/23, specific date to be determined. It will not be a long visit; mostly a day or two. ● With the 6-month inquiry period, we could be still working on things – continuous quality improvement. ● How we frame all these in the ISER as we move forward is important. ● The online submission system will not be ready in time for us to use it as anticipated. 	
5.	<p>Update on Standards Feedback</p> <ul style="list-style-type: none"> ● Sheri and Kristin's progress on reviewing the Standards ● Accreditation Steering Committee Member review assignment: <ul style="list-style-type: none"> ○ Accreditation Steering Committee ISER Review - Standards Assignment ○ Rubric/feedback form for reviewing the Standards ○ Timeline for completing this work / next steps 	<p>Sheri and Kristin provided an update on their progress in reviewing the Standards.</p> <ul style="list-style-type: none"> ● There have been some delays. ● By March 21, Kristin's and Sheri's reviews should be complete. ISER teams will receive feedback from Sheri/Kristin at the same time that we release the reviews to the Accreditation Steering Committee members for secondary review. <p>We reviewed the Accreditation Steering Committee Members' standards review assignment.</p> <ul style="list-style-type: none"> ● Kristin/Sheri will send all the required documents and links to the Steering Committee members to work on their assigned standard after 3/21/22. ● Committee members are asked to look at the content and evidence to see if the ISER team's response to the Standard is complete and on track and whether they agree with Kristin/Sheri's feedback. ● We are aiming for April 11 as the deadline for Accreditation Steering Committee review. 	

6.	<p>Update on Quality Focus Essay (QFE)</p> <ul style="list-style-type: none"> Review QFE Logic Model 	<p>Kristin reviewed the QFE Guide on the requirements on page 19, section 3.6, in the Guide to Institutional Self Evaluation, Improvement, and Peer Review with the Steering Committee.</p> <ul style="list-style-type: none"> The QFE section of the ISER requires an institution to outline two or three project items that the institution will implement over a multi-year period to improve student learning and/or achievement that results in some measurable outcomes. QFE is used for improvement. ACCJC will only provide us with feedback. The Committee reviewed a 4 minutes video featuring Kevin Bontenbal on Improvement Plans and the QFE. Kristin, Sheri, Pam, Cherisa, Darryl, and Tessa have met a few times to discuss the potential QFE project and have developed a draft Logic Model for the QFE, which Kristin presented to the committee. The proposed projects represent the confluence of several factors/initiatives: <ul style="list-style-type: none"> Accreditation Standard IIA6, IIB, and IIC Re-imagining the Student Experience (RiSE), integrating with Student Equity (helping students identify their goals) The work of ORP in analyzing students' course-taking patterns, the Student Affairs Action Plan The adoption/implementation of DegreeWorks The SF Adult Education Consortium Three Year Plan Usage of Canvas cell (the student services hub). The team will have conversations with others that are carrying out the work referenced on the draft QFE Logic Model. We will need the attention from the Academic Senate on the QFE projects. 	
7.	Other Items	<ul style="list-style-type: none"> Highlights of improvement plans at next meeting? 	

Upcoming Meeting Dates for Spring 2022:

April 5: 3-5 pm

May 3: 3-5 pm

Minutes taken by Judy Seto