



Accreditation Steering Committee Meeting

Tuesday, March 9, 2021

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, Donna Reed, Chris Brodie, Michael Snider, Jolene Huey; **Alternates Present:** Lidia Jenkins, Judy Seto

Guest: Simon Hanson

Alternate Absent: Maria Salazar-Colon

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Approval of February 2, 2021 Minutes	Minutes approved.	
2.	Follow-up items from last meeting: <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"> ✓ The Academic Senate had a call out for faculty membership - Sheri will follow up with Fanny Law with Academic Senate. ❖ Classified Staff <ul style="list-style-type: none"> ✓ SEIU has confirmed that Michael Snider is a member of our Committee. We look forward to hearing from SEIU for an additional member. ✓ Maria Salazar-Colon is an alternate on this Committee. ❖ Student Membership <ul style="list-style-type: none"> ✓ Jolene Huey has confirmed that she will remain on this Committee. ✓ Kristin will continue to work with the Associated Students to recruit additional student members. ● Update on checking with the Chancellor to see if the College should change its Board Policies and Administrative Procedures (BPs/APs) review cycle from 5 to 7-years to align with the accreditation cycle. See 	<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"> ✓ The Academic Senate had a call out for faculty membership - Sheri will follow up with Fanny Law with Academic Senate. ❖ Classified Staff <ul style="list-style-type: none"> ✓ SEIU has confirmed that Michael Snider is a member of our Committee. We look forward to hearing from SEIU for an additional member. ✓ Maria Salazar-Colon is an alternate on this Committee. ❖ Student Membership <ul style="list-style-type: none"> ✓ Jolene Huey has confirmed that she will remain on this Committee. ✓ Kristin will continue to work with the Associated Students to recruit additional student members. ● Update on checking with the Chancellor to see if the College should change its Board Policies and Administrative 	Kristin will continue to work with the Associated Students for student membership.

	<p>proposed BP/AP review process (we will discuss).</p> <ul style="list-style-type: none"> ● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution. (See Item 3, below) 	<p>Procedures' review cycle from 5 to 7-years to align with the accreditation cycle:</p> <ul style="list-style-type: none"> ✓ Kristin reviewed a draft proposed process for updating the Board Policies/Administrative Procedures with the Committee. The draft outlines a set process and is a deeper dive than what appears in the RRP Handbook. ✓ We are asking the constituent groups to consider: <ol style="list-style-type: none"> 1) Should we convert this process into an Administrative Procedure to accompany Board Policy 1.15? 2) Should we increase the review period for BPs/APs from a 5-year cycle to a 6-year cycle? If yes, we need to amend BP 1.15. ✓ The PGC received the draft as an information item on 3/4/21 and Kristin will present it to each constituency group for consideration/discussion before returning it to PGC for consideration/discussion on 3/18/21: <ul style="list-style-type: none"> ○ Cabinet and the Administrators Association has already reviewed the draft and provided input ○ The Academic Senate will review on 3/10/21 ○ Associated Students will review on 3/12/21 ○ The Classified Senate will review on 3/17/21 ● Update on syllabi/SLOs 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. 	<p>The Accreditation Committee will continue to discuss syllabi/SLOs until we find a more sustainable solution.</p>
3.	<p>Follow-up on Resolution on SLOs and syllabi</p>	<ul style="list-style-type: none"> ● Sheri has checked with the Academic Senate on the status of the Education Policy regarding changes to the elements of the syllabus. ● The Academic Senate is still waiting for the feedback from the Noncredit Committee. ● For now, we can go forward with the existing elements in the faculty handbook. ● The Office of Online Learning and Educational Technology is working to identify a system for identifying faculty who have put their syllabus in Canvas, so that department chairs can follow up with them. This is also critical so that department chairs can ensure that SLOs are accurate in current syllabi. ● The Academic Senate is working on a consensus set of syllabi elements that can be used for a college-wide syllabus template. 	

		<ul style="list-style-type: none"> ● We already have an academic policy requiring that SLOs are an element of the course syllabus. 	
4.	<p>Fall 2023 Self Evaluation</p> <ul style="list-style-type: none"> ● Review Timeline and process ● Discuss/determine April 16 training participants 	<ul style="list-style-type: none"> ● Kristin reviewed the current ISER Timeline with the Committee. ● Kristin, Sheri, and Judy recently had a conversation with President Stephanie Droker, our ACCJC Staff Liaison. ● We learned that our Institutional Self Evaluation Report (ISER) will be due in January 2023 with ACCJC's new formative/summative evaluation process because the ISER must be submitted 6 months prior to the Site Visit. The Visiting Team will review our ISER in Spring and will reach out to us for any additional information if needed. <i>Amendment added after these minutes were taken: we will need to submit the ISER in December 2022, not January 2023.</i> ● The Site Visit will be sometime in October/November 2023. Kristin will confirm the timing with Dr. Droker. ● The Site Visit will focus on any remaining issues and/or areas of commendation. It will likely be short visit. ● Dr. Droker is willing to do trainings with us. ACCJC is leaning more on peer support as compared to the past. She will be talking with the writing teams. ● Dr. Droker offered to serve as the keynote speaker at Fall Flex; Kristin will bring this to the attention of the Professional Development Committee. ● We also hope to have Dr. Droker conduct a training for the Board of Trustees during their summer Board Retreat. ● We will launch ISER development with an ACCJC ISER training on 4/16/21, which will serve as an introduction for key leaders by Dr. Droker. 	Kristin will confirm the timing of the Site Visit with Dr. Droker.

		<ul style="list-style-type: none"> ● We will be able to determine what the writing teams will be doing after the training and will be able to better map out the details on the Timeline. ● The training will include the whole Accreditation Committee, VCs/AVCs/Cabinet, Senate Officers (Classified/Academic), including the 9 Senators and the 25 Academic Senate Executive Council Officers, AAEC Co-Chairs, Student leaders (Student Chancellor and Student VC), etc. ● We will also add co-chairs of PGC Standing Committees, Distance Education Coordinator, and others as needed. ● We will use Zoom for all the forums even if we are cleared to return to campus. This will be more productive and create greater access and time savings for all. 	
5.	Sign up to serve on accreditation visiting teams <ul style="list-style-type: none"> ● Team Training Manual 	<ul style="list-style-type: none"> ● Simon Hanson has asked to put this item on the agenda to identify a process at the College for signing up to serve on accreditation visiting teams. ● Anyone can apply but will need the support of the institution. The Chancellor needs to approve it. ● Anyone who wants to serve should reach out to the Accreditation Liaison Officer (ALO) and the ALO will inform the Chancellor. ● We also need a way to collect who is/has participated as peer reviewers. ● Kristin can put a call out and post the information on the web to see if anyone is interested in serving or has served in the past. ● Kristin will draft the call out and have Simon send it out to the faculty and Kristin will send it to the administrators. 	Kristin will draft the call out for anyone interested in serving as accreditation visiting teams and have Simon send it out to the faculty and she will send it to the administrators.
6.	Other Items	None	

Upcoming Meeting Date

April 6: 2-3 pm, via Zoom

May 4: 2-3 pm, via Zoom

June 8: 2-3 pm, via Zoom (?)

Minutes taken by Judy Seto