



Accreditation Steering Committee Meeting
 Tuesday, April 2, 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, Andrea Niosi, Steven Brown, Michael Snider; **Alternates Present:** Madeline Mueller, Judy Seto

Members Absent: Stephanie Chenard, 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 February 6 Minutes (Action)	Judy will add student Anita's last name to the minutes. February 6 th minutes moved by Cynthia, seconded by Sheri Miraglia, approved by committee with no abstentions.	
2.	Public Comments	None	
3.	Accreditation Steering Committee Membership <ul style="list-style-type: none"> • Students • Classified Staff 	Students – Kristin didn't get a chance to reach out to Student Chancellor Malinalli for student membership but will do that. Classified Staff – There are no new members now. We will need Maria Salazar-Colon to send out an email to recruit Classified Staff membership since SEIU is the appointing body for all committees. As members of this committee, we can also help with recruiting.	Judy will update the Committee if there are any new Classified Staff members. Kristin will reach out to Malinalli for student membership.

4.	<p>Follow-up items from last meeting (Discussion):</p> <ul style="list-style-type: none"> Update on storage of syllabi/SLOs (ensuring that all faculty are using Canvas to store syllabi) 	<p>Update on storage of syllabi/SLOs</p> <ul style="list-style-type: none"> Feedback on using Simple Syllabus is positive. The College continues to work on getting everyone to use the tool. The Education Technology Department keeps track of where things are and it is an ongoing task for them. Simple Syllabus is a lot easier to use compared to ReadyGo. We are close to 100% usage from the Noncredit side especially for ESL courses. Department chairs can see who has/has not used Simple Syllabus. Jen Kienzle can walk through using the tool if anyone needs help. The Education Technology Department also provides trainings. Simple Syllabus is student centered and we should do it for the students. The question is how much student services should be in the syllabus? Feedback from students re syllabi: <ul style="list-style-type: none"> Support re student services Quality of syllabus is important - Other colleges ask for course syllabi to get credit for the classes students took but there are times students couldn't get a copy of the course syllabi and the professor who taught that course is no longer with the college. Simple Syllabus will serve as the repository for syllabi. The Academic Senate resolution on using Simple Syllabus is very general. The main point was for getting people to use Simple Syllabus. What needs to be in Simple Syllabus for student services was not in the resolution. The resolution can be updated if it is necessary. There seems to be communication issues with department chairs on using Simple Syllabus. The Accreditation Steering Committee members felt that communication to the department chairs need to be clear, such as when does faculty need to have their syllabi put into Simple Syllabus or what does the department chairs do if a faculty does not use Simple Syllabus. Maybe Vice Chancellor Geisce Ly could send out a communication to the Department Chairs about using 	<p>Kristin and Cynthia will work with Geisce to send out a communication on using Simple</p>
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		Simple Syllabus. Kristin and Cynthia will work with Geisce to send out a communication to the department chairs.	Syllabus.
5.	<p>Accreditation Update</p> <ul style="list-style-type: none"> • Timeline for the Follow-Up Report to address the 2024 sanction 	<p>Accreditation Update</p> <ul style="list-style-type: none"> • Timeline for the Follow-Up Report to address the 2024 sanction <ul style="list-style-type: none"> ✓ The timeline is a work in progress, a living document that we will update as we move forward. ✓ In March 2024: <ul style="list-style-type: none"> ❖ The Board will form an ad hoc policy committee to review Board Policies cited in the Visiting Team Report as well as Chapter 1 and some others, such as BP 2.08 - CCSF Collegial Governance: Academic Senate, and BP 6.03 - Program, and Course Development. For those Board Policies that they identified not in alignment with the policy, specific actions should be developed to bring practice into alignment with the policy. ❖ Besides forming the ad hoc policy committee, the Board of Trustees (BOT) also suggested that the BOT Budget Committee members could form an ad hoc committee to review budget concerns cited by the Visiting Team Report. ❖ An Accreditation Steering Committee member raised a concern as to who will be generating the budget scenarios to solve those findings from the Visiting Team Report due to leadership changes? ❖ Together the ad hoc policy and budget committees will address the accreditation findings. As long as the ad hoc committees are generating evidence, that will help in writing the report. ❖ The Board will generate the report with Kristin's help. The final report will go to the full Board for final review. ❖ Kristin met with the ad hoc policy committee on April 1, 2024, and will meet with them again next week. ✓ During Spring/Summer: 	

		<ul style="list-style-type: none"> ❖ The Board reviews findings, develops and implements action plan(s), drafts Follow-Up Report with support from the Accreditation Liaison Officer. ✓ October 2024: <ul style="list-style-type: none"> ❖ The BOT completes initial draft Follow-Up Report ✓ November 2024: <ul style="list-style-type: none"> ❖ Constituency groups and the Accreditation Steering Committee review the Follow-Up Report ✓ December 2024: <ul style="list-style-type: none"> ❖ Academic Senate and PGC 1st and 2nd reads of the Follow-Up Report/recommendation ✓ January 2025: <ul style="list-style-type: none"> ❖ BOT: 1st read of final Follow-Up Report ✓ February 2025: <ul style="list-style-type: none"> ❖ BOT 2nd read of final follow-up report/acceptance ✓ March 2025: <ul style="list-style-type: none"> ❖ Submit Follow-Up Report prior to March 1, 2025. ✓ Date To Be Determined: <ul style="list-style-type: none"> ❖ Site visit 	
6.	<p>Review 2024 Accreditation Standards</p> <ul style="list-style-type: none"> ● ACCJC 2024 Accreditation Standards ● ACCJC 2024 Accreditation Standards with Review Criteria and possible sources of evidence 	<p>Kristin reviewed the 2024 Accreditation Standards with the Accreditation Steering Committee.</p> <ul style="list-style-type: none"> ● As before, there are four standards but the titles have changed to be more simplified. <ul style="list-style-type: none"> ✓ Standard 1: Institutional Mission and Effectiveness ✓ Standard 2: Student Success ✓ Standard 3: Infrastructure and Resources ✓ Standard 4: Governance and Decision-Making ● The Standards are straight forward with no redundancy. ● The ACCJC 2024 Standards document has listed some of the required documentations and possible sources of evidence for each Standards. ● One of the Accreditation Steering Committee members who participated in reviewing the new Standards pointed out that equitable student achievement outcome is a big-ticket item. As we are moving forward 	

		<p>with the new standards, we should pay close attention to this item. We can check with other colleges who are undergoing the 2024 Standards to see what their outcomes are.</p> <ul style="list-style-type: none"> • For student success – student learning outcomes are still a very important item. How do we deliver our education? The College should be thinking about equitable and equity services. It needs to be more systematic. • Human Resources, physical, technology, and finance resources are all in Standard 3. It is streamlined. They are not split up into 4 sections. The expectation of the 2024 Standards is still the same. • As for Standard 4 on Governance and Decision-Making, it is also no longer split into three sections (decision-making, CEO, and BOT). It is streamlined and it became a checklist. There are only three items related to the Board. • Although the Standards are more consolidated. We will still want to have different workgroups from each area in reviewing the Standards, like technology, facility, etc. in preparing for the next Institutional Self Evaluation Report. • A Committee member commented that Standard 2 no longer required third-party vendors' information. Is that an accreditation requirement? ACCJC keeps all the colleges accountable for it. • Question from a Committee member – Are other accreditation entities streamlining their standards? Most already did. There is a candidacy process. 	
7.	<p>Other Items</p> <ul style="list-style-type: none"> • BP 2.07 / AP 2.07 Participatory Governance (recommended by PGC on March 7, 2024) - please review on own and alert Kristin of any concerns • During our May meeting, we will review all recommendations/suggestions from the visiting team and our own improvement plans 	<p>BP 2.07 / AP 2.07</p> <ul style="list-style-type: none"> • The College is in the process of reviewing the policies of BP/AP 2.07. The Participatory Governance Council (PGC) recommended BP/AP 2.07 on March 7, 2024. Kristin asked the Accreditation Steering Committee to review BP/AP 2.07 to see if there are any concerns. If yes, please send her the feedback before it gets to the Board Student Success and Policy Committee. • Kristin will have a clean version without the crossed- out words for PGC to post. <p>May 2024 Accreditation Steering Committee Meeting</p> <ul style="list-style-type: none"> • We will review all the recommendations/suggestions from the visiting team and our own improvement plans. 	<p>Kristin/Sheri/Judy will put together an initial run of the suggestions from the</p>

		<ul style="list-style-type: none"> ● We will need to write about our improvement plans from the ISER on the Midterm Report. ● The list of recommendation/suggestions are for us to keep track of things. It is a continuous improvement approach. 	Team Report so we can monitor them.
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Spring 2024 Meeting Dates: 5/7 from 3-5 pm

Minutes taken by Judy Seto