Accreditation Steering Committee Meeting
Tuesday, April 4, 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; **Alternates Present**: Judy Seto, Madeline Mueller

Members Absent: Amy Coffey, Michael Snider, Shang Xu

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

Guest: Cherisa Yarkin, Chad Stephenson, Lisa Cooper-Wilkins, Tessa Henderson-Brown

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve March 14, 2023 Minutes (Action)	March 14th minutes moved by Sheri Miraglia, seconded by Andrea Niosi, approved by committee with no abstentions.	
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:
		
		  o The College is continuing to expedite some of the BPs that don't require heavy lifting (see, for example, 4/6/23 PGC agenda).
		  o The Peer Review Team requested an updated schedule for BP/AP review in their request for additional evidence. See also item 4 below.
		  o We are updating the policy on board policy (BP 1.15). Kristin will shepherd.
		  o The review cycle for board policies is currently 5 years and the College has talked about expanding it to a 10-year cycle for better sustainability. However, an 8-year review cycle will be easier to justify given that ACCJC is moving toward an 8-year cycle. The Community College League of California (CCLC) doesn't specify the number of years for colleges but	

		most colleges have a 6-year cycle in keeping with the prior ACCJC cycle.	
		o As we noted in our ISER, the College has always struggled to stay on track. We need a coordinator to track all the CCLC policies for consistency and remind Cabinet leads to review policies in areas for which they are responsible. The coordinator will assist in shepherding the process.	
		o CCLC provides a list of policies that are recommended, legally required, and/or required by accreditation, and we need to make sure we have at least those that are legally required or required for accreditation.	
		o The College's Roles, Responsibilities, and Processes (RRP) Handbook details the standard review process for Board Policies and Administrative Procedures.	
		● Update on storage of syllabi/SLOs:	
		o The College has tried ReadyGo for two semesters and it's requiring more work for the department chairs. Cynthia met with Joe Reyes and Darlene Alioto and looked at Simple Syllabus again.	
		o Darlene organized a meeting with a Simple Syllabus representative and department chairs for an overview/walkthrough.	
		o Simple Syllabus is the solution that "rings all the bells."	
		o Simple Syllabus pulls current SLOs from CurriQunet into the syllabi. Simple Syllabus can also be integrated with Banner.	
		o This will be an effective way for faculty to advertise their courses and to help them solve the accessibility of information for students.	
		o The Accreditation Steering Committee is grateful to Cynthia and her team and to Sheri for working on this.	
4.	EASE Update	Equitable Access to Success Evaluation (EASE) Workgroup Update:	
		● See slides: EASE Workgroup Update - Spring 2023.	
		● The Accreditation Steering Committee looks forward to the Fall 2023 findings. It's great to keep the momentum going for our students (and accreditation purposes).	

| 5. | Fall 2023 Self Evaluation Update (Discussion):
 • Additional evidence requests from Peer Review Team
 • Core inquiries expected by mid-April | • Additional evidence requests from Peer Review Team
  o The College received additional evidence requests on the evening of 3/14.
  o The request for additional evidence included 26 items that we provided to the Peer Review Team before their meeting on 3/22.
    o As noted above, they wanted a more recent version of the tracking list for BPs/APs showing when they will be or were last updated.
    o As expected, the Peer Review Team also requested access to Canvas to look at the syllabi. They want to look at accessibility and SLOs.
    o The Team also asked if we have a board policy on Debt Issuance Management which the College is currently developing.
 • Core inquiries:
  o When we receive our core inquiries, Dr. Endrijonas will meet with the Chancellor and Kristin to review them.
  o We will respond to the core inquiries using a template.
  o We will need to respond to the core inquiries not later than 2 weeks before the site visit.
  o The core inquiries will include requests for interviews with individuals during the site visit.
  o They will let us know how many people will be coming for the site visit and for how many days.
  o There will be a college forum and an exit report similar to previous visits. | |
| 6. | Other Items | • None | |

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

Minutes taken by Judy Seto