Accreditation Steering Committee Meeting
Tuesday, May 2, 2023
3-4 PM, Virtual Meeting
https://cccconfer.zoom.us/j/9055741625

MINUTES

Members Present: Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Cynthia Dewar, Chris Brodie; **Alternates Present**: Judy Seto, Madeline Mueller

Members Absent: Andrea Niosi, Amy Coffey, Steven Brown, Michael Snider, Shang Xu

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

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve April 4, 2023 Minutes (Action)	April 4th minutes moved by Chris Brodie, seconded by Sheri Miraglia, 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:
	    o Draft *Revisions* to BP 1.15 - Board Policy and Administrative Procedures
	    o *New* Draft AP 1.15 - Board Policy and Administrative Procedures
	 ● 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 Academic Senate and Associated Students endorsed the draft revisions to BP 1.15 and the new AP 1.15 on Board Policy and Administrative Procedures. The Classified Senate suggested a change on AP 1.15 on April 12. Administrators also reviewed them.
		    o BP 1.15: Removed the time period for policies review since it's not spelled out in the CCLC BP template and should be included instead in the AP.
		    o AP 1.15:
		      ▪ Expanded 5-year review cycle to 8 years. This will give us more time for regular quality review.
		      ▪ Added language that the Chancellor will designate a Cabinet-level administrator as the policy review facilitator to work closely with the administrators responsible for the areas	

		affected by the particular policy.
		▪ Added language to reinforce that the College relies primarily on Academic Senate recommendations regarding 10+1 areas of academic and professional matters.
		  o 50 policies were out of date, and we are down to 18 now and these policies will move forward in fall.
		● Update on storage of syllabi/SLOs:
		  o Noted that Sheri gave a great presentation on Simple Syllabus at the last Academic Senate meeting along with some of the Office of Online Learning and Educational Technology staff. They will answer questions that faculty have and will collect feedback from faculty using Simple Syllabus.	

4.	Fall 2023 Self Evaluation Update (Discussion): ● Core inquiries ● Focused site visit dates (October 2-4, 2023) and team members	We received a list of nine core inquiries from the Peer Review Team, representing areas for which the team would like more information. ● The core inquiries are viewable on our accreditation webpage under the "update" section. ● Out of the nine core inquiries, 3 are related to finances, 2 on processes, 2 on other areas, and 2 related to the Board of Trustees. ● We will respond to the core inquiries using a template from ACCJC. Some evidence will come from the interviews. ● We will provide the team with responses to the core inquiries at least two weeks prior to our in-person focused site visit, October 2-4, 2023. ● 9/18 is the deadline for submitting the core inquiries to ACCJC but we want to submit it by 9/15 at the latest. ● The Accreditation Steering Committee reviewed the accreditation webpage "Update" and "Peer Review Team Members" sections. Five members of the Peer Review Team along with our ACCJC Liaison, Kevin Bontenbal, will conduct the October site visit and they will interview individuals as noted in the core inquiries. There will also be an in-person open forum as well as an exit report. Everyone is encouraged to attend. ● This time the site visit will be much shorter from the past (2.5 days).	
5.	Other Items ● Last meeting of Spring 2023	● This is our last meeting for Spring 2023. ● We are holding an optional meeting on July 11th to review the core inquiries responses. This meeting will	

● An optional meeting in July 2023 to review core inquiries responses
● Fall 2023 meeting dates and time
	be in-person with food and location will be announced once we have the information.
	● The 10/3 regular Accreditation Steering Committee meeting will need to be rescheduled due to the focused site taking place that day. We're rescheduling it to 10/10 for a one-hour meeting to debrief re. the site visit.
	● The College submitted the ACCJC Annual and Fiscal reports in April 2023. Kristin only reviewed the Annual Fiscal report with the Committee since she hadn't yet received a copy of the Annual report after it was submitted.
	  o The Annual Fiscal report focused on the District's data revenue, cash flow, expenditures, liabilities, OPEBs, etc.
	  o The Annual report provides information on enrollment data, distance/correspondence education, institution set standards for student achievement, certificates, degrees, transfer numbers, licensure examination pass rates, and student employment.	

Optional Meeting Date: 7/11 from 3-5 pm

Fall 2023 Meeting Dates: 9/5, 10/10 (3-4 pm), 11/7, 12/5 from 3-5 pm

Minutes taken by Judy Seto