



## Accreditation Steering Committee Meeting

Tuesday, May 3, 2022

3 – 4:30 PM, Virtual Meeting

<https://cccconfer.zoom.us/j/9055741625>

### MINUTES

**Members Present:** Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Andrea Niosi, Cynthia Dewar, Darieus Rego;  
**Alternates Present:** Madeline Mueller, Judy Seto

**Members Absent:** Steven Brown, Vinicio Lopez, Chris Brodie, Michael Snider, Victoria Tan

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

**Guest:** Fred Teti

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Approval of <a href="#">April 5, 2022</a> Minutes	Approval of April 5 <sup>th</sup> minutes moved by Sheri Miraglia, seconded by Andrea Niosi, approved by committee with no abstention.	
2.	Public Comments	None Note: This meeting will end at 4:30 pm due to another meeting Kristin has to attend.	
3.	Follow-up items from last meeting: <ul style="list-style-type: none"><li>Update on <a href="#">proposed BP/AP review process</a></li><li>Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.</li></ul>	<ul style="list-style-type: none"><li>Update on proposed BP/AP review process:<ul style="list-style-type: none"><li>No major updates on this item.</li><li>Kristin will continue to meet with Alexis Litzky on this item. The Cabinet leads are reviewing the BPs/APs and are trying to figure out what's the most effective way to keep the process moving forward.</li><li>Kristin/Alexis will bring the Chancellor in for a discussion.</li></ul></li><li>Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.</li><li>The College will move forward with Simple Syllabus once funded.</li><li>The Adult Education will be able to fund 30% if the College can fund the 70%.</li></ul>	The Accreditation Committee will continue to discuss syllabi/SLOs until we find a more

		<ul style="list-style-type: none"> <li>○ At the meantime, the College can use ReadyGo next year as a solution since it's funded.</li> <li>○ The department chairs will need to see how ReadyGo works.</li> <li>○ Cynthia will bring ReadyGo to the Academic Senate to look at the workload and to make sure it meets the spirit of the syllabus resolution.</li> <li>○ Cynthia could share a demo on ReadyGo to the Department Chairs. It's just a list of urls.</li> <li>○ ReadyGo implementation, who is the lead? Is OLET the place to start?</li> <li>○ Judy will schedule a meeting for Kristin, Cynthia, Tom, Jen, and Sheri to discuss how to proceed with ReadyGo.</li> </ul>	sustainable solution.
4.	<p>Review Education Policies:</p> <ul style="list-style-type: none"> <li>● <a href="#">Proposed New Board Policy on Nursing Programs</a></li> <li>● <a href="#">Proposed New Administrative Procedure on Nursing Programs</a></li> <li>● Proposed <a href="#">Revision of BP 5.06 Degrees and Awards</a></li> <li>● Proposed New <a href="#">Administrative Procedure 5.06 Degrees and Awards</a></li> </ul>	<p>The College needs to update some of the Education Policies. They were brought over to the Academic Senate for review and Academic Senate recommended them to also be reviewed by the Accreditation Steering Committee since these policies will serve as evidence to some of the Standards.</p> <p>Fred Teti shared the policies with the Committee:</p> <ul style="list-style-type: none"> <li>● Proposed new Board Policy and Administrative Procedure: <ul style="list-style-type: none"> <li>○ BPCCLC 4106 - Nursing Program <ul style="list-style-type: none"> <li>✓ Registered nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that would be required for an associate degree.</li> <li>✓ These students only need to complete necessary coursework for licensing as a registered nurse.</li> <li>✓ Admission to the Registered Nursing Program shall be determined using a multi-criteria screening process or lottery. Admission to the Licensed Vocational Nursing and Clinical Nursing Assistant Programs shall be determined using a lottery process.</li> </ul> </li> <li>○ CCLC AP 4106-Nursing Programs <ul style="list-style-type: none"> <li>✓ The district shall utilize criteria published on the City College of San Francisco Registered Nursing Department's <a href="#">website</a> and current Catalog section when screening students for admission to the nursing program.</li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>✓ A list of criteria for screening provided in this AP.</li>   <li>● Proposed revision of BP 5.06 and new AP 5.06: <ul style="list-style-type: none"> <li>○ BP 5.06 Degrees and Awards <ul style="list-style-type: none"> <li>✓ The College grants the degrees of Associate in Arts and Associate in Science and the Bachelor of Science degree in approved disciplines to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted.</li> <li>✓ Although CCSF doesn't grant Bachelor of Science degree yet, the language is included in case if CCSF will offer Bachelor of Science degree in the future. In fact, many community colleges are now offering Bachelor of Science degrees.</li> </ul> </li> <li>○ AP 5.06 Degrees and Awards <ul style="list-style-type: none"> <li>✓ The District confers the credentials required to meet degree and certificate programs.</li> </ul> </li> </ul> </li> </ul> <p>Kristin will go through the policies thoroughly for evidence perspective to see where they align in the Standards. She will email her feedback to Fred, Tom, and Simon before they go for second read at the Academic Senate and PGC.</p>	
5.	<p>Update on Fall 2023 Self Evaluation</p> <ul style="list-style-type: none"> <li>● <a href="#">Timeline</a></li> <li>● Status of Accreditation ISER Team Reports - <a href="#">Improvement Plans to Date</a></li> <li>● Standards Feedback</li> </ul>	<ul style="list-style-type: none"> <li>● Timeline - Teams are completing their final review of their ISER.</li> <li>● Standards Feedback <ul style="list-style-type: none"> <li>○ The ISER teams have received the feedback from Kristin/Sheri and so did the Accreditation Steering Committee members for secondary review.</li> <li>○ The Accreditation Steering Committee review is complete as of last month. Kristin will send Darieus his assignment to review Standard I.B. due to the delay of Standard I.B feedback.</li> <li>○ We will send all the feedback to the ISER teams by May 27 and will send any additional feedback and evidence to the ISER teams as we receive them.</li> <li>○ Kristin will compile all the Standards together into one document for collegewide review in Fall 2022.</li> </ul> </li> <li>● Status of Accreditation ISER Team Reports on Improvement Plans to date. <ul style="list-style-type: none"> <li>○ Kristin reviewed the draft ISER 2023 areas of concern/potential improvement plans with the Committee.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ For those Standards with “none to date” on the areas of concern/potential improvement plans column, the ISER team has not found any yet.</li> <li>○ So far, the Committee has reviewed the following Standards subsections that have areas of concern/potential improvement plans: <ul style="list-style-type: none"> <li>✓ I.A.4 – Update AP 1.00 and changes to BP 1.00</li> <li>✓ I.B.5 – Reinstate annual review of metrics related to the Mission by Board of Trustees</li> <li>✓ I.B.6 – Improvement plan for disaggregated data analyses (inconsistencies in how SLOs are assessed and complexity of generating disaggregated SLO reports for specific courses, programs, departments)</li> <li>✓ I.B.7 – Continue the College process in updating BPs/APs.</li> <li>✓ I.C.1 – <ul style="list-style-type: none"> <li>▪ Fix how SLOs appear in online class schedule, linkage to course outline of record was broken. As of 5/2/22, new online schedule interface has been implemented and the SLO issues has been fixed. <ul style="list-style-type: none"> <li>❖ Online class schedule is used by students, Darieus recommended a feedback session for the students on fixing I.C.1.</li> </ul> </li> <li>▪ Improvement plan – currency of the CCSF website; responsibilities need to be clarified and institute a regular, centralized review of content.</li> </ul> </li> <li>✓ I.C.3 – Make SLO data/reports more accessible from homepage (and/or institutional metrics?) <ul style="list-style-type: none"> <li>▪ We will make institutional metrics accessible from the public information page and will add a link to the SLO data to the Institutional Metrics page.</li> <li>▪ Add CTEOS to Institutional Metrics page</li> </ul> </li> <li>✓ I.C.5 – <ul style="list-style-type: none"> <li>▪ Website responsibilities need to be clarified and institute a regular, centralized review of content.</li> <li>▪ Ensure the College continues the updating process for BPs/APs.</li> </ul> </li> <li>✓ I.C.7 and 8– Need an updated Faculty Handbook. The last version was 2016.</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>✓ II.A.3 – See I.C.1 and the College is still working on solution for easily accessing syllabi for review (see today's agenda item 3).</li> <li>✓ II.B.1 – Concerns about library services at the Centers considering faculty layoffs. Will continuing virtual library services can ensure access?</li> <li>✓ II.C.1 – Same as II.B.1. <ul style="list-style-type: none"> <li>▪ Virtual counter assessment shows that the College doesn't have enough staff to cover the demand.</li> <li>▪ We should include some languages about the College is flexible to change due to short staff.</li> <li>▪ Darieus shared with the Committee that students are struggling to get counseling appointments. <ul style="list-style-type: none"> <li>❖ It's difficult to get continuing student support within counseling.</li> <li>❖ There are only two counselors in the Transfer Center.</li> <li>❖ There are only counselors for admitted or transfer students but not for advisory. The College needs to address this issue.</li> </ul> </li> </ul> </li> <li>✓ III.A.5 – Need to ensure that we resume systematic performance evaluations of all personnel.</li> <li>✓ III.A.9 – Need to ensure the College has sufficient classified staff.</li> <li>✓ III.A.10 – Need to ensure the College has sufficient administrators.</li> <li>✓ III.A.12 – Issues related to diverse faculty hiring.</li> <li>✓ III.D.1 – All on our finance issues as a tracking document.</li> <li>✓ III.D.2 – Minutes of PGC and the PGC Budget Committee could better reflect the content of discussions among members.</li> <li>✓ III.D.3 – A list of areas of improvement needed.</li> <li>✓ III.D.9 and 12 – Pending</li> <li>✓ III.D.13 – Need to keep an eye on that the College is reducing expenses by \$0.62 million to adjust for the increase in apportionment repayments.</li> <li>✓ IVA.1 – Related to governance, a place holder.</li> </ul>	
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6.	Review/Discuss Eligibility Requirements, ACCJC Policies, and Quality Focus Essay (QFE)	<ul style="list-style-type: none"> <li>● The College needs to meet the Eligibility Requirements (ERs) and certify that we continue to meet the ERs.</li> <li>● Kristin reviewed the draft Eligibility Requirements with the Committee. <ul style="list-style-type: none"> <li>○ ER1 – Authority</li> <li>○ ER2 – Operational Status</li> <li>○ ER3 - Degrees</li> <li>○ ER4 – Chief Executive Officer</li> <li>○ ER5 – Financial Accountability</li> <li>○ Title IV Compliance with Federal Requirements</li> </ul> </li> <li>● All the above requirements are straight to the point.</li> <li>● Information will be pulled by cross referencing from the Standards. The narrative is not there yet.</li> <li>● Judy will send the draft ERs to the Accreditation Steering Committee members for review.</li> </ul>	
7.	Other items <ul style="list-style-type: none"> <li>● Last meeting for Spring 2022</li> </ul>	<ul style="list-style-type: none"> <li>● Today's meeting is the last meeting for Spring 2022.</li> <li>● We will have a first peek of the full draft evaluation in Fall 2022, and we'll be holding accreditation forums all online.</li> </ul>	

**Fall 2022 Meeting Dates:** 9/6, 10/4, 11/1, 12/6 from 3-5 pm

Minutes taken by Judy Seto