Accreditation Steering Committee Meeting
Tuesday, May 4, 2021
3 - 5 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, Maria Salazar-Colon, Michael Snider, Stephanie Siwei Tang; **Alternates Present**: Judy Seto

Members Absent: Jolene Huey; **Alternate Absent**: Lidia Jenkins

Guests: Cherisa Yarkin, Chieu Daniel Van, James Wong, Lisa Cooper-Wilkins, Lisa Romano

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Introductions	Welcome new student member Stephanie Siwei Tang!	
2.	Approval of March 9, 2021 Minutes	Minutes approved.	
3.	Follow-up items from last meeting: ● Accreditation Steering Committee membership ❖ Faculty – replacement for Kathleen White ❖ Student ● Update on proposed BP/AP review process ● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.	● Accreditation Steering Committee membership: ❖ Faculty - replacement for Kathleen White ✓ The Academic Senate had a call out for faculty membership – Sheri will follow-up with Fanny Law at the Academic Senate. ❖ Student Membership ✓ Stephanie Siwei Tang is our new student member. With Jolene Huey, we now have two student representatives. We still have one opening; Kristin will continue to work with Amy/Associated Students to recruit additional student members. ● Update on proposed BP/AP review process: ✓ This item is on the 5/13/21 PGC meeting agenda for discussion with a list of pros/cons for turning this BP/AP review process into an AP.	Sheri will follow up with the Academic Senate for faculty member. Kristin will continue to work with the Associated Students for student member.

		● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.
		    ✓ The goal of this item is to find a sustainable process with syllabi/SLOs using Canvas as a repository; hoping by Fall 2021, the College can encourage faculty to use Canvas.
		    ✓ The College is in the process of publishing a new Faculty Handbook to include an updated section on syllabus elements.
		    ✓ Sheri has worked with 3 different committees (Education Policies, Noncredit Adult Education, and Distance Learning Advisory Committee) to get a consensus list of desirable syllabus elements for credit, noncredit, and distance education teaching modalities that everyone will use.
		    ✓ The draft resolution of the model syllabus elements is going to the Academic Senate for approval to add for publication in the Faculty Handbook.
		    ✓ Once the official elements are finalized, the Office of Online Learning and Educational Technology can lock down the elements on Canvas.
		    ✓ The Accreditation Steering Committee discussed the Family Educational Rights and Privacy Act (FERPA) related to faculty using personal emails on syllabi, which could potentially result in a breach of security related to student information. The Committee recommends that there needs to be FERPA training college-wide. Kristin and VC Cooper Wilkins will bring the FERPA issue to Cabinet.
		    ✓ We also need to revise the Distance Education Addendum on Title 5 and ADA.
			The Accreditation Committee will continue to discuss syllabi/SLOs until we find a more sustainable solution.

4.	EASE Update	● EASE Tri-Chairs Vice Chancellor Lisa Cooper-Wilkins, James Wong, Chieu (Daniel) Van, and Lisa Romano (prior Tri-Chair) provided an update on EASE. ● EASE now stands for Equitable Access to Services Evaluation, initially created in 2015 to address accreditation findings related to Standard II.C.3. and implemented in Spring 2016 to look at services at all the CCSF Centers. ● In 2016, the ACCJC visiting team cited EASE as a commendation and suggested that the College institutionalize EASE. ● EASE focused on 7 core services at 8 CCSF state-recognized Centers. ● In 2020-2021, the EASE Workgroup undertook three evaluation activities:	

- ✓ A reflection on EASE Implementation Plan 2015 Five-year retrospective report
- ✓ A Center Questionnaire about service provision during and after the pandemic
- ✓ A discussion of needs and priorities in light of difficult fiscal conditions
- The workgroup found that CCSF continues to provide equitable access to services to students at the Centers.
  - ✓ Provided online access to all student services, both those provided by staff and faculty assigned to Centers, and those assigned to Ocean campus.
- Gaps identified:
  - ✓ Noncredit registration
  - ✓ Alignment of instructional offerings with services
- The workgroup noted the contributions of the 1490s (Student Services Specialists) and the importance of continuing collaboration across services and locations.
- Challenge:
  - ✓ With the College's fiscal impact, the workgroup's priority is to assure all core services continue to be available for students at the Centers.
  - ✓ We will need to examine the optimal model and staffing level to support our students within budget constraints, likely in the form of a combination of on-site and virtual modalities for Admissions and Enrollment; Counseling, including Disability Support Programs and Services; Financial Aid; and Library, course materials and learning support.
- Center deans also noted ongoing efforts to bring bookstore services to students on site at key points in the semester.
- It is important to continue to offer food, Safeway gift cards, virtual access to Student Health services for credit students (work in progress for noncredit students), technical support, virtual access, multi-language skills, Chromebook and Wifi hotspot loans.
- Improvements:
  - ✓ Updating the EASE description wording as it pertains to the administrative Chair.
  - ✓ Establishing objectives for the next reporting period to demonstrate that progress is still

		required due to COVID and uncertain budgeting and staffing.	

5.	Fall 2023 Self Evaluation
	● April 16 debrief
	● Timeline
	● Summer training
	● Strategy for identifying participants
		April 16 debrief:
		● Stephanie Droker, President of ACCJC and staff liaison to CCSF, gave a kick-off orientation on April 16, 2021; she provided an overview of the new accreditation self-evaluation process.
		● Highlights:
		  ✓ The new "formative summative" evaluation process in which ACCJC will review and request more information (through "core inquiries") if needed before the site visit is more meaningful and supportive
		  ✓ ACCJC will help us grow/improve instead of just "grading" us (less stressful for the College)
		  ✓ ACCJC's new ISER portal (under development) through which colleges can enter and submit responses to the standards and other ISER elements will be very convenient and save document production time
		Timeline:
		● Kristin provided an overview on the current Timeline of the various dates and tasks.
		● The Site Visit will occur in October/November 2023. It will be fewer days with fewer people and will focus on any unresolved issues and/or areas of commendation.
		● Teams will be filling out templates in September 2021.
		● The bulk of the work will be in Fall 2021.
		
		● We will have to submit our Institutional Self Evaluation Report (ISER) in December 2022, much earlier than originally anticipated.
		● Kristin will invite Dr. Droker to serve as the keynote speaker at the October 2021 Flex - the framework of ACCJC and will bring this to the attention of the Professional Development Committee.
		● There will be a workgroup assigned to each standard.
		Strategy for identifying participants:
		● Administrators most aligned to that area will be assigned as the lead team facilitator.
		● We will also send a call out for all participants collegewide and through the Academic and Classified Senates and Associated Students. The Classified
			Kristin will invite Dr. Droker to be the keynote speaker at the October 2021 Flex and will bring this to the attention of the Professional Development Committee.

		Senate and SEIU will need to appoint classified participants who express interest.	
5.	Other Items	To inform PGC's continuous quality improvement efforts, the Office of Research and Planning has sent out a PGC and Standing Committee Evaluation Questionnaire to all PGC and Standing Committee members and alternates on 4/26/21 to fill out. The deadline is tomorrow (5/5).	

Upcoming Meeting Dates:
Fall 2021

September 7: 3-5 pm, via Zoom
October 5: 3-5 pm, via Zoom
November 2: 3-5 pm, via Zoom
December 7: 3-5 pm, via Zoom

Minutes taken by Judy Seto