

Accreditation Steering Committee Meeting
Tuesday, May 5, 2026
3-5 PM
Student Success Building, 2101

MINUTES

Members Present: Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Andrea Niosi, Guillermo Villanueva, Ed Tang, Judy Seto

Members Absent: Stephanie Chenard, Steven Brown, Michael Snider, Angelica Campos

Alternates Absent: Andrew King, Lidia Jenkins, Maureen Harrington, Lillian Marrujo-Duck, Madeline Mueller, Gwendolyn Inman

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve February 3rd Minutes (Action)	February 3 rd minutes moved by Sheri Miraglia, seconded by Andrea Niosi, approved by committee with no abstentions.	
2.	Public Comments	None	
3.	Accreditation Steering Committee Membership Update ● Welcome new student member Student Trustee Angelica Campos! ● Discuss transitions	● Accreditation Steering Committee Membership Update ○ Student Trustee Angelica Campos is the new Accreditation Steering Committee member. She was not present at this meeting. ● Discuss transitions ○ Kristin is retiring from CCSF and will be working for ACCJC full-time. ○ She has recommended that the College not fill her position. Her duties will be divided. Pam Mery will be the new Accreditation Liaison Officer (ALO), consistent with many other community colleges in which the ALO is the Dean of Institutional Effectiveness (or equivalent). Pam/Sheri will co-chair this committee. ○ Other duties of Kristin will be given back to the appropriate departments, e.g., updating BP/APs will be handled by the Chancellor's Office, most likely through the Chief of Staff and Board of Trustees Liaison in partnership with the VCs. Other duties/supervision will be handled by other administrators. ○ This summer, the College will engage the Community	

		College League of California (CCLC) to help do a gap analysis of our board policies and administrative procedures (including both identifying missing legally required BPs and any missing required language in existing BPs). - o A number of BPs are overdue for review. Some are redundant. Others read more like procedures or guidelines instead. - o Our board policy numbering system doesn't match CCLC's which makes it hard to track and means that our BPs aren't necessarily in the appropriate chapters. Our catalog and other official documents reference board policies so we have kept our policy numbers and cross reference with CCLC numbers. We hope in the near future to utilize the Diligent board policy module which makes it easier to search (at which time we could use the CCLC numbers and retain a reference within the BP to our current numbers).	
4.	Accreditation Update ● ACCJC Regional Convening at Skyline College on 4/15/26 ● Review Annual and Fiscal Reports ● Midterm Report Timeline	● ACCJC Regional Convening at Skyline College on 4/15/26 - o Chancellor Messina, VC Cooper-Wilkins, Student Chancellor Brandt, John Halpin, and Kristin Charles attended this event, which was covered by a grant that ACCJC received from the College Futures Foundation to support colleges in using program-level Return on Investment (ROI) data to improve transparency, storytelling, and student outcomes. - o At this convening, representatives from Southwest Wisconsin Technical College, winner of the 2025 Aspen Prize, showcased how ROI data can be embedded into planning and culture to ensure students graduate into living-wage careers. ● Review Annual and Fiscal Reports - o The Annual Report looks at the college's enrollment data on credit courses, distance education, student achievement data, institution-set-standards for course completion, certificates, associated degrees, baccalaureate degrees, transfer, and license examination pass rates for the last three years (from 2022-23 to 2024-25). - o The Fiscal Annual Report provides financial information for ACCJC to assess our financial health and stability; indicators include our level of reserves and senior leadership transitions.	

		- o Currently, Board Policy 8.01 is under the Board's review and they are considering changing the minimum reserve level to be equivalent to one month of expenditures with a goal of two months of expenditures. They are also adding language that the Chancellor will report to the Board of Trustees when our reserve is falling below or above the 16.7%. - o Filling the Interim Chancellor position (and other senior-level interim positions) is good for the College. ● Midterm Report Timeline - o The Midterm Report is due on October 15, 2027. - o We will start working on the Midterm Report in Fall 2026 and Spring 2027. - o Pam and Sheri will write the Report and bring it back to the Accreditation Steering Committee for feedback. It will also go through PGC and the constituent groups for review and feedback. - o The Midterm Report will contain information related to our latest Institutional Self Evaluation Report (ISER): ✓ Areas we identified for improvement ✓ Formal recommendations for improving institutional effectiveness and/or informal suggestions from the Visiting Team (see spreadsheet) ✓ We will not need to address the areas for improvement that we included in our follow-up report to ACCJC related to the warning sanction - o It will also include: ✓ Institution-set standards and other metrics of student achievement ✓ Student learning outcomes - o Draft Timeline (to be adjusted as we go): ➤ January 2027 - Initial draft completed ➤ February – April 2027 - Academic Senates, Associated Students, Administrators, PGC, and BOT receive first draft as FIO/update ➤ Summer 2027 – revise as needed based on feedback ➤ August 2027 – 1st Read, Academic Senate, Associated Students, Administrators, PGC, and BOT ➤ September 2027 – 2nd Read, Academic Senate,	
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		Associated Students, Administrators, PGC, Board approval ➤ October 13, 2027 – Submit to ACCJC	
5.	Review status of the 2024 Standards crosswalk with the PGC Standing Committees, Academic Senate Committees, and other entities o 2024 Standards Mapped to Committees and Entities	• All the Standing Committees have revised their committee descriptions and went through PGC. They should be posted to the Standing Committee web pages. If it hasn't, Judy will help post them. • Lillian has reported by email that 15 of 19 of the Academic Senate Committee descriptions have gone through Academic Senate review. Lillian still needs to update the website. There are more Committees on the Academic Senate agenda for review. This project is almost done. • Kristin has not yet had a chance to present the 2024 Standards to the Board of Trustees. We will need to plan for a presentation in the near future (this will most likely be handled by Pam or our ACCJC VP/Staff Liaison (Nickawanna Shaw) after August 1.	Kristin will send all the Standing Committee Descriptions to Judy to post on the web page if they haven't been posted. Judy will put Lillian on the agenda for next meeting for a status update on the Academic Senate Committees Descriptions.
6.	EASE Update	This year (2025-26), the EASE Workgroup has worked on development of an updated EASE plan to ensure continued equitable services and support for students at the Centers. The focus has been on innovations to help EASE thrive and improve, in alignment with CCSF's Strategic Enrollment Management Plan. We anticipate that a final draft of the updated EASE plan will be ready to share with the Accreditation Steering Committee by early Fall 2026. • A committee member commented that access to the bookstore at the Centers is a continuing challenge for the college.	
7.	Other Items	• Kristin recommends that CCSF colleagues serve on ACCJC visiting teams. It's a very good learning experience. • This is Kristin's last Accreditation Steering Committee meeting. We wish her the best for her next endeavors and we will miss her. Thank you Kristin for what you do at the college.	

Fall 2026 Meeting Dates: 9/1, 10/6, 11/3, 12/1 from 3-5 pm

Minutes taken by Judy Seto