



Accreditation Steering Committee Meeting

Tuesday, May 7, 2024

3-5 PM, Virtual Meeting

<https://ccsf-edu.zoom.us/j/83897030018>

**MINUTES**

**Members Present:** Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Cynthia Dewar, Steven Brown, Stephanie Chenard, Michael Snider; **Alternates Present:** Lidia Jenkins, Judy Seto

**Members Absent:** Andrea Niosi, Shang Xu

**Alternate Absent:** Amy Coffey, Madeline Mueller, Joseph Reyes, Maria Salazar-Colon

**Guest:** Lisa Cooper-Wilkins, Maureen Harrington, Pam Mery

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve <a href="#">April 2</a> Minutes (Action)	April 2 <sup>nd</sup> minutes moved by Sheri Miraglia, seconded by Steven Brown, approved by committee with no abstentions.	
2.	Public Comments	None	
3.	Accreditation Steering Committee Membership <ul style="list-style-type: none"><li>• Students</li><li>• Classified Staff</li></ul>	<p>Students – It is close to the end of the semester. Not much can be done at this time. We will know more when we know who the new leadership is.</p> <p>Classified Staff – We will need to reach out to Maria Salazar-Colon to send out an email to recruit Classified Staff membership. In the meantime, we don't have any new classified staff membership.</p> <p>Faculty – We are good with membership.</p> <p>Administrators – We are also good with membership.</p>	Judy will update the Committee if there are any new Classified Staff members.

4.	<p>Follow-up items from last meeting (Discussion):</p> <ul style="list-style-type: none"> <li>Review <a href="#">BP 2.07 / AP 2.07</a></li> <li>Update on storage of syllabi/SLOs (ensuring that all faculty are using Canvas to store syllabi)</li> <li>Update on storage of syllabi/SLOs (ensuring that all faculty are using Canvas to store syllabi)</li> </ul>	<p>Review BP 2.07 / AP 2.07</p> <ul style="list-style-type: none"> <li>We need to be familiar with BP/AP 2.07 and know the changes. The Participatory Governance Council recommended these policies on March 7, 2024; they will still need to go through the constituent groups to review the changes before it goes to the BOT Student Success and Policy Committee. The changes are mostly related to clarifying and ensuring accuracy. We still need to work on defining "Workgroup" in AP 2.07.</li> <li>There is still time for the Accreditation Steering Committee members to email Kristin with any feedback.</li> <li>Kristin will email the changes to the Constituent groups for review. Kristin will also put it on the Academic Senate agenda as an informational item. If there are any significant concerns raised, Kristin will bring back to PGC.</li> </ul> <p>Update on storage of syllabi/SLOs</p> <ul style="list-style-type: none"> <li>The Accreditation Steering Committee decided to update this standing item once a semester.</li> <li>Faculty Handbook needs to be updated.</li> <li>Sheri Miraglia and Jen Kienzle will work on the Faculty Handbook this summer.</li> <li>Over time, we continue to make progress in usage of Simple Syllabus. We are 100% adopted in noncredit courses.</li> <li>Cynthia Dewar will bring back a report in fall.</li> <li>For student services in the syllabus, there is an element for the library. There are a lot of services for students, which services shall we embed to the syllabus? The challenge is that including all student services in the syllabus will require adding a lot of information.</li> <li>Jen and Sheri will try to figure out what needs to be in there, like Disabled Students Programs &amp; Services; not all the counseling information will be in there. They will need some time to figure it out. You can't format Simple Syllabus so managing the size of the syllabus is a challenge. We will need a way for faculty to print out the first and second page of the syllabus.</li> <li>Maybe we can just provide a link to those services to make the syllabus short. Sheri will have more time this summer to work on how it fits in the syllabus and Faculty Handbook.</li> </ul>	
5.	<p><a href="#">EASE Update</a></p>	<p>EASE Workgroup Update</p> <ul style="list-style-type: none"> <li>Key point for Spring 2024 in evaluating the sites is how we demonstrate students can access services.</li> <li>Centers are experiencing challenges due to staffing</li> </ul>	

	<p>shortages, particularly in the enrollment and library services area.</p> <ul style="list-style-type: none"> <li>● Matriculation – Support needed especially in the Downtown Center in the enrollment space.</li> <li>● Library – Need more staffing and library hours. Limitation of library hours and resources such as technology. They need TV screens, textbooks, and materials for classes.</li> <li>● IT – Students need chrome books and laptops in the Downtown Center. Computers are outdated. During the site visit, equipment was not in place to support students.</li> <li>● Office of Research and Planning updated the Tableau Dashboard on Centers and Student Residence, which provides useful snapshots for each CCSF location.</li> <li>● Bookstore is one of the EASE-identified core services. The College is making efforts to make improvements with the Bookstore in serving student needs. EASE Workgroup is in discussion on key bookstore activities and services and will get input from the students. The Bookstore is open now.</li> <li>● There should be conversations related to resource allocation in EASE. Board goals and Education Master Plan are flagged in program review for resource allocation requests. Maybe EASE should be part of it too?</li> <li>● Next week, EASE Workgroup will discuss similar activities for next years' work. There will be dialogue about objectives.</li> </ul>	
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6.	<p>Accreditation Update</p> <ul style="list-style-type: none"> <li>2024 <a href="#">Annual Report</a> and <a href="#">Annual Fiscal Report</a></li> <li><a href="#">Substantive Change Application Distance Education - 50% of Students</a></li> <li><a href="#">Timeline for the Follow-Up Report to address the 2024 sanction</a></li> <li>Review <a href="#">recommendations/suggestions from the visiting team and CCSF's improvement plans</a></li> </ul>	<p>Accreditation Update</p> <ul style="list-style-type: none"> <li>We submitted the 2024 Annual and Annual Fiscal Report on April 12, 2024.</li> <li>Thanks to Pam Mery and the Research Team's help for getting the Annual Report in.</li> <li>The Annual Report focuses data for the last three years on: <ul style="list-style-type: none"> <li>Unduplicated headcount enrollment</li> <li>Year-to-year changes in degree-applicable enrollment</li> <li>Unduplicated headcount enrollment in distance education</li> <li>Institution-set standards, stretch goals, and actual for: <ul style="list-style-type: none"> <li>Course completion rates</li> <li>Number of certificates</li> <li>Number of degrees</li> <li>Transfer numbers</li> </ul> </li> <li>Examination pass rates for programs</li> <li>Job placement rates for students completing certificate programs and CTE degrees</li> </ul> </li> <li>Pam Mery commented that the stretch goal is not stretchy. The Planning committee has struggled with how to determine the best numbers. What is meaningful? The College has been conservative with the numbers.</li> <li>The good news is that ACCJC is giving us an option to report the numbers as percentages which we are now doing. We have a general methodology for it. Reporting these data as percentages is more meaningful.</li> <li>This information is available in Argos for departments to view.</li> <li>We also submit an Annual Fiscal Report, which also focuses data for the last three years related to: <ul style="list-style-type: none"> <li>Revenue – Our beginning and ending balance for each year.</li> <li>Did the District borrow funds?</li> <li>Long-term debt</li> <li>OPEB Liability</li> <li>Audit findings</li> <li>Settlement of contracts</li> <li>Student Loan Default Rate</li> <li>Change of senior leadership</li> </ul> </li> <li>The data we report are for the prior fiscal year.</li> <li>The Annual Fiscal Report is prepared by the CCSF Finance Department.</li> </ul>	
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	<p>Substantive Change Application Distance Education – 50% of Students</p> <ul style="list-style-type: none"> <li>• If a college has more than 50% of students who are taking more than one distance education course, we have to report this to ACCJC through a substantive change proposal.</li> <li>• The College submitted the Substantive Change for Distance Education – 50% of Students to ACCJC in April 2024.</li> <li>• Thanks to Cynthia Dewar for helping with the report and providing the evidence.</li> <li>• This reporting is required by the Department of Education.</li> </ul> <p>Timeline for the Follow-Up Report to address the 2024 sanction</p> <ul style="list-style-type: none"> <li>• The timeline is the same as the last time we reviewed it, except that we need to update it with the two Board of Trustees (BOT) Ad Hoc Committees.</li> <li>• The two BOT Ad Hoc Committees have been meeting regularly.</li> <li>• The two <a href="#"><u>BOT Ad Hoc Committees' reports</u></a> are posted on the April 25, 2024 board agenda.</li> </ul> <p>Review recommendations/suggestions from the visiting team and CCSF's improvement plans</p> <ul style="list-style-type: none"> <li>• Kristin reviewed the list of recommendations/suggestions from the visiting team and CCSF's improvement plans with the Accreditation Steering Committee. <ul style="list-style-type: none"> <li>◦ The improvement plans were identified and provided the narrative with the expected timeline.</li> <li>◦ The team's recommendations/suggestions cut across areas on the spreadsheet. The College requirements are in bolded texts.</li> <li>◦ This spreadsheet is to inform us and to keep all the suggestions and improvement plans in one place.</li> <li>◦ It is a tracking tool for us to use in making sure we continue to make progress.</li> <li>◦ We will add a column to note status.</li> <li>◦ Kristin asked the Committee to review the spreadsheet and reach out if they have any questions. If you see any recommendations or need improvement related to your area, start working on it.</li> </ul> </li> </ul>	
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7.	Other Items ● Last meeting for the Spring 2024 semester	Today's meeting is the last meeting for the Spring 2024 semester. The first meeting for fall will be on September 3, 2024.	
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**Fall 2024 Meeting Dates:** 9/3, 10/1, 11/5, 12/3 from 3-5 pm

Minutes taken by Judy Seto