Accreditation Steering Committee Meeting
Tuesday, September 1, 2020
4 - 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, Kathleen White, Chris Brodie; **Alternates Present**: Lidia Jenkins, Judy Seto

Members Absent: Jorge Murillo, Rui (Ray) Wen, Isabel Saylor, John Rizzo, Thea Selby; **Alternates Absent**: Maria Salazar-Colon

Guest: Pam Mery

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Approval of the May 5, 2020 Minutes	Minutes approved.	
2.	Follow-up items from last meeting: ● Accreditation Steering Committee membership ● Update on discussion with Elizabeth Coria on the drafted policies and procedures from previous leadership ● Draft a recommendation of the policies and procedures review cycle and have the Accreditation	● Accreditation Steering Committee membership: ✓ Administrators – Kristin Charles, Cynthia Dewar, Donna Reed, Lidia Jenkins (Alternate) ✓ Classified Staff – Christopher Brodie, Judy Seto (Alternate) ▪ Chris will check with the Classified Senate to see if Jorge Murillo and Rui (Ray) Wen are still current members. If not, we will need replacements. ✓ Students – the current student members are probably no longer with the College. Kristin will attend the next Associated Students meeting, Sept. 4, to seek for student membership and at the same time report and update on the Midterm Report. ● Board policies (BPs) and Administrative Procedures (APs): ✓ To ensure central tracking of BPs/APs, the Accreditation Committee suggested designating the AVCs/VCs as	Kristin will check on student memberships at the September 4, 2020 Associated Students meeting.

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		responsible for oversight of BPs/APs that are within their areas of responsibility. ✓ We might consider changing the number of reads required for BPs/APs that are undergoing review. If there are no changes to the BPs/APs, then we should consider requiring only one read to help us get through BP/AP reviews more quickly. ✓ Before proceeding, we need to consult with the Chancellor/Cabinet about changing the review cycle from 5 to 7 years. If all are in favor, the Accreditation Steering Committee can consider making a recommendation through the participatory governance process (as contained within the RRP Handbook). ✓ Kristin suggested that she and Judy will review the list of BPs/APs that are due for review and work with the appropriate individuals to initiate the review process.	Kristin will vet with Cabinet/ Chancellor Vurdien the possibility of changing its BP/AP review cycle from 5 to 7 years to align with the accreditation cycle.
	Committee review it and do a poll		
3.	Update on EASE	The EASE Taskforce has been institutionalized as a workgroup under the Accreditation Steering Committee (the recommendation went through the Academic Senate and PGC following the participatory governance procedures as contained within the RRP Handbook). ✓ From the Roles and Responsibilities Handbook (RRP), PGC will forward the recommendation to the Chancellor for approval. ✓ This Fall, we are adding Cynthia Dewar, a distance education representative to serve as a resource member on EASE.	
4.	Update on draft Midterm Report feedback	A total of three individuals responded to the online feedback form (two added after the last review from the past Accreditation meeting). The Committee reviewed the recommendations. One issue that we still need to resolve is finding a more sustainable solution to collecting/storing syllabi.	Add syllabi/SLOs to future Accreditation meeting agenda to continue to work towards finding a more sustainable solution.
5.	Review latest draft Mid-Term Report	● On the 2nd read of the draft Midterm Report, the Academic Senate and PGC requested the opportunity to review the final draft Midterm Report before it goes to the Board of Trustees on September 24, 2020 for the Board's 2nd read. ● In the meantime, the Board of Trustees conducted the 1st read of the Midterm Report during their August 27, 2020 meeting. ● The Committee reviewed the changes and updates to the draft Midterm Report.	

		✓ The draft Midterm Report will go to Academic Senate for its last read tomorrow, September 2, 2020, then to PGC. ✓ A framework of the Multi-year Budget and Enrollment Plan will be also presented at the Academic Senate meeting on September 2, 2020.	
6.	Other Items	Standing Committee reporting in/out to PGC: ● To improve the process of reporting to PGC, Standing Committees have been requested to set objectives for each year to frame their updates to PGC. ● Kristin volunteered the Accreditation Steering Committee to be the first Standing Committee to develop objectives for FY2020-21. The Committee agreed with the below objectives: ✓ Finalize and submit the Midterm Report ✓ Monitor and respond to feedback from ACCJC regarding the Midterm Report ✓ Prepare and submit annual and fiscal reports to ACCJC ✓ Establish a timeline and process for developing the Institutional Self Evaluation Report that encourages and supports broad participation	

Upcoming Meeting Dates:
September 1: 3-5 pm, via Zoom (this meeting)
October 6: 3-5 pm, via Zoom
November 3: 3-5 pm, via Zoom
December 1: 3-5 pm, via Zoom

Minutes taken by Judy Seto