Accreditation Steering Committee Meeting
Tuesday, September 5, 2023
3-5 PM, Virtual Meeting
https://cccconfer.zoom.us/j/9055741625

MINUTES

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

Members Absent: Amy Coffey, Shang Xu

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

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve May 2, 2023 Minutes (Action)	May 2nd minutes moved by Andrea Niosi, seconded by Steven Brown, approved by committee with no abstentions.	
2.	Public Comments	None	
3.	Accreditation Steering Committee Membership	● Students – Shang Xu might no longer be a member since he has not been attending our meetings. Kristin will reach out to the Associated Students for membership. ● Classified staff – Maria Salazar-Colon has sent out a list of standing committees that need membership. Kristin will send a note to Maria to see if there are any new member(s). ● Faculty – We are good for now. ● Administrators – Stephanie Chenard will be a new member and Amy Coffey will be an alternate.	Kristin will reach out to the Associated Students for student membership. Kristin will contact Maria for Classified staff membership.
4.	Follow-up items from last meeting (Discussion): ● Update on proposed BP/AP review process:	● Update on proposed Board Policy (BP)/Administrative Procedure (AP) review process: o Staying on top of reviewing our BPs/APs regularly is one of the improvement plans in our	

	○ Draft *Revisions* to BP 1.15 - Board Policy and Administrative Procedures ○ *New* Draft AP 1.15 - Board Policy and Administrative Procedures ● Update on storage of syllabi/SLOs (ensuring that all faculty are using Canvas to store syllabi).	Institutional Self Evaluation Report. We now have a designated person responsible for facilitating the review process within the 8-year cycle. ○ We received core inquiries related to policies (two related to BP/AP review and one related to ensuring we have a debt management policy). ○ The College has updated Board Policy 1.15 and has created Administrative Procedures to accompany it. We have fulfilled our improvement plan. ○ The list of BP/AP spreadsheet provides information about where each policy is in the review process; it also shows that we have expanded our review timeframe from 5 to 8 years. ○ Normally BPs and their related APs are reviewed together, but not all BPs need an AP. ○ We are close to being able to remove this standing item from our agenda. It will depend on the results of the site visit. ● Update on storage of syllabi/SLOs: ○ We are close to being able to remove this standing item from our agenda. ○ We are 90% there. We should check in by mid-Spring to see where we are as we anticipate that we will have more users by Spring (currently in transition period). ○ There are 1983 credit courses and 549 completed their syllabus. ○ There are 297 noncredit courses and 70 reported. Simple Syllabus has good reporting features. It can drill down to section level with the data. It has an equity benefit and other features could be turned on to help the students. ○ Noted that Sheri gave a great presentation on Simple Syllabus at the Board Retreat. ○ One of the Committee members expressed that we need better communications from the Department Chairs in using Simple Syllabus. Some are inconsistent with how faculty are doing their syllabus. Deans should send out the communication broadly. ○ Jennifer, Richard, and Alex from Online Learning will train the Department Chairs at the DCC	

		Advisory meeting on Simple Syllabus.	
5.	Discuss annual committee objectives for 2023-24: PGC and Standing Committees - Objectives for 2023-2024	● The Accreditation Steering Committee reviewed the 2022-23 objectives and produced the below drafted 2023-24 objectives. o Complete responses to core inquiries and submit to ACCJC by September 18, 2023. o Support focused site visit activities. o Monitor the results of and respond as needed to actions taken by ACCJC on the basis of our comprehensive review. o Prepare and submit annual and fiscal reports to ACCJC. o Review and become familiar with the 2024 Accreditation Standards. o Crosswalk the 2024 Standards with the PGC Standing Committees, Academic Senate Committees, and other entities as relevant ● The Committee also briefly reviewed what's in the annual and fiscal reports that we submit annually in April. ● We will finalize the draft 2023-24 objectives and take a vote at the next meeting.	The Accreditation Steering Committee will vote on its 2023-2024 objectives at its next meeting.
6.	Fall 2023 Self Evaluation Update (Discussion): ● Summary of the optional Accreditation Steering Committee meeting in July 2023 ● Core inquiries and responses ● Focused site visit dates (October 2-4, 2023) ● Dates and times for the Public Forum and Exit Report	● Summary of the optional Accreditation Steering Committee meeting in July 2023. o The Committee reviewed and discussed the responses and evidence. Not everything was completed. There were no responses to core inquiries 8 and 9 related to the Board. The Board will respond to those core inquiries. *Noted that the responses to the core inquiries were also reviewed and approved by the Board at the August 24 meeting.* ● Core inquiries and responses o The responses are short and to the point. o The Committee reviewed the responses to Core Inquiry #4 related to facilities. o Onuma is used for work order and inventory. o The Fusion report which the State Chancellor's Office uses needs to be updated since we no longer have Fort Mason and Airport Centers, and also Conlan Hall. The language needs to be current. o Alberto and Anthony can speak more to this core	

		inquiry during the interview. o We want to make sure that our campus is ready for the site visit even though we need to hire 21 staff in facilities/buildings and grounds. ● Focused site visit dates: October 2-4, 2023 o This time the site visit will be much shorter than in the past (2.5 days). ● Dates and times for the Public Forum and Exit Report o Public Forum: 10/3, 12-1 pm, MUB 140 o Exit Report: 10/4, 11 am -12 pm, MUB 140 o We will need to promote for attendance. o So far, we distributed a Press Release; it was discussed at the employee orientation and Board of Trustees meeting. o It will also be posted on our accreditation webpage, and it will be on the Accreditation Steering Committee Update at this Thursday's Participatory Governance Council meeting. o Kristin will also send out an invitation to the Standing Committee Chairs, and constituent leaders.	
7.	Other Items	None	

Fall 2023 Meeting Dates: 10/10 (3-4 pm), 11/7, 12/5 from 3-5 pm

Minutes taken by Judy Seto