Accreditation Steering Committee Meeting
Tuesday, September 6, 2022
3 – 4:30 PM, Virtual Meeting
https://cccconfer.zoom.us/j/9055741625

MINUTES

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

Members Absent: Amy Coffey

Alternate Absent: Joseph Reyes, Maria Salazar-Colon

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Welcome and Membership Updates	● Welcomed all members back to our regular Accreditation Steering Committee meetings. ● Administrators – Cynthia Dewar remains as a member. Amy Coffey is the new administrator member replacing Vinicio Lopez. Lidia Jenkins remains as an alternate member. ● Classified Staff - there are no changes. Chris Brodie and Michael Snider remain as members. Maria Salazar-Colon and Judy Seto remain as alternate members. ● Students - Darieus Rego and Victoria Tan may have left the college. We will have to check with Amy Coffey for new student membership. ● Faculty - there are no changes. Steven Brown and Andrea Niosi remain as members. Madeline Mueller and Joseph Reyes are alternate members.	
2.	Approval of May 3, 2022 Minutes	May 3rd minutes moved by Steven Brown, seconded by Andrea Niosi, approved by committee with one abstention by Chris Brodie for being absent at last meeting.	
3.	Public Comments	Staffing concerns were raised from Standard IIB and IIC on library services at the Centers – one committee member also would like the College to check on the proper numbers of faculty, not just counselors. Moving forward, the College will need to look at enrollment management based on actual	

		needs. Although there is a budget feedback form out there, feedback is very minimal. Department Chairs should be included as a category in the budget survey. Faculty numbers in the Horticultural Department has decreased by fifty percent but the budget in the Horticultural Department remains the same. Department Chairs need to be consulted on budget changes.	

4.	Follow-up items from last meeting:
	● Update on proposed BP/AP review process
	● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.
		● Update on proposed BP/AP review process
		  o See item 7
		
		● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.
		  o See item 7
			The Accreditation Committee will continue to discuss syllabi/SLOs until we ensure that the solution we've found is sustainable.

5.	ACCJC Update:
	● New President
	● June Commission Actions on Institutions
	● 2024 Draft Accreditation Standards
		● ACCJC's new president is Dr. Mac Powell. He is from Northwest Commission on Colleges and Universities and will bring a wealth of experience and new perspectives to ACCJC.
		● June Commission Actions on Institutions:
		  o Three colleges were reaffirmed for 7 years.
		  o Long Beach City College was reaffirmed for 7 years with a follow-up report.
		  o Butte and Palomar Colleges were reaffirmed for 18 months with a follow-up report.
		  o Rio Hondo and Santa Rosa Junior Colleges were reaffirmed for 18 months with a follow-up report and visit.
		  o Grossmont College was reaffirmed for the remainder of the cycle on the basis of a follow-up report and visit.
		  o Most of the colleges that didn't receive the full 7-year reaffirmation were noted as having concerns re. SLO in their syllabi. This reinforces why we need to continue to ensure that faculty are using Canvas to store their syllabi so that we can easily monitor the inclusion of SLOs.
		● 2024 Draft Accreditation Standards:
		  o The new draft ACCJC Standards are available for viewing on the ACCJC website.
		  o You can provide any feedback by filling out the ACCJC Standards Review Comment Form on the ACCJC website.
		  o The revised Standards:
		    ▪ removed a lot of redundancy	

		▪ are more clear and streamlined with many items captured through checklists, reducing the need for so much narrative
		▪ fewer subsections now
		▪ Four main Standards:
		   ✓ Standard 1: Institutional Mission and Effectiveness
		   ✓ Standard 2: Student Success
		   ✓ Standard 3: Governance and Decision-Making
		   ✓ Standard 4: Infrastructure and Resources
		o Standard 2 – Student Success, ACCJC has combined support services and library resources.
		o One Committee member expressed concern about the loss of the standards focused on library services; there may be statewide pushback on this.
		o Kristin recommended that the committee member register her concerns on the draft ACCJC Standards Review Comment Form since ACCJC encourages feedback.
		o Standard 3: Governance and Decision-Making:
		   ▪ There are no longer stand-alone standards re. the CEO.
		o Standard 4: Infrastructure and Resources:
		   ▪ Fewer sections for technology and facilities
		o This is a much-improved approach.	

6.	Update Accreditation Steering Committee Objectives for 2022-23: ● 2021-2022 Objectives	● The Accreditation Steering Committee reviewed the five objectives from last year below and noted the changes to each objective for 2022-2023: o Monitor the timeline and process for developing the Institutional Self Evaluation Report and ensure that there is broad participation - *we will keep this objective since we are in the midst of that now.* o Receive draft responses to the Standards and other elements of the ISER and provide feedback – *we will take this objective out since it is done.* o Finalize draft ISER for Fall 2022 Collegewide feedback – *we will modify this since we are in the process of doing that.* o Prepare and submit annual and fiscal reports to ACCJC – *we will keep this since it is ongoing.* o Respond as necessary to requests from ACCJC related to being on enhanced monitoring – *we will keep this until we are off enhanced monitoring.*	
7.	Fall 2023 Self Evaluation Update: ● Timeline ● Forums	● Timeline/Forums: o A collegewide email regarding Accreditation Update and Invitation on ISER and Forums went out through	

		the Institutional Development account on August 30, 2022. o We're holding Accreditation Forums on 9/8, 9/9, and 9/14. o The Accreditation Steering Committee Co-Chairs recommended that each Committee members attend at least one of the Forums. o Kristin will have individual meetings with all the constituent groups in September 2022 before formally bringing the ISER forward for endorsement. o In September 2023, we will hold accreditation forums to prepare for the site visit if needed. o Site visit is scheduled during the week of October 2, 2023. ● Website/ISER Feedback Form: o We have updated the Accreditation website to contain all information related to the ISER development and how to provide feedback, including forum dates/times, forum zoom link, self-evaluation process timeline, formative-summative review process timeline, 3rd party comments, invitation to review the ISER, draft 2023 ISER sections for review. o Some sections of the draft ISER are ready for viewing on the Accreditation website. We'll continue to post the different sections of the ISER on the website as they're ready for review. A feedback form is also posted on the same webpage for the draft ISER. Individuals can submit their feedback all at once or by section of the ISER (the form can be completed as many times as anyone wishes). The deadline for submitting feedback via the feedback form has been extended from 9/12 to 9/26 to give more time for feedback. o Kristin/Sheri will incorporate all feedback as appropriated and finalize the draft ISER for governance review after the feedback deadline. ● Improvement Plans to Date: o The Committee walked through the highlighted areas of concern that have not yet been addressed: ✓ IB7 – Need to ensure we continue the updating process, including addressing the BP on BPs and creating the associated AP based on the process we have put in place. ➢ The Chancellor is moving a nearly complete chapter of Board Policies forward for expedited review.	

		✓ IC1 – Currency of the website. Website responsibilities need to be clarified and institute a regular, centralized review of content. ✓ IC5 – A combination of IB7 and IC1 – BPs and website. ✓ IIA6 – Schedule development of classes, ensuring student complete their programs. This is related to the Quality Focus Essay. ✓ IIB1 – Concerns raised about library services at the Centers in light of faculty layoffs. Consider whether continuing virtual library services can ensure access. ✓ IIC1 – Staffing issue may emerge, noted in IIB1. ✓ IIIA10 – Need to maintain sufficient numbers of staff. ✓ IIIA12 – Issues related to diverse faculty hiring. ✓ IIIB2 – Effective utilization of facilities – Kristin needs to revisit this item with the IIIB team lead. ✓ IIID12 – The College is awaiting its updated actuarial plan – post employment benefits. Once it's completed, discussions will take place collegewide. ✓ IVA1 – The College is continually improving with regards to taking timely action from the RRP Handbook. ✓ IVA6 – Constituent representatives on PGC and its standing committees need to report back to their constituents. ✓ IVC4 – BP 1.19 should be expanded to cover not just economic conflicts of interest, but also political, personal, and professional conflicts of interest. ✓ IVC7 – Added language to IVA on the need to strengthen the function of collegial consultation to make things work. o Kristin was informed by ACCJC that there is no need for us to put into the ISER if we meet the standard or not. Is really for the Team reviewer to determine. We do not need to call it out. o For IIA3 and IC1 – the College is implementing a solution for easily accessing syllabi for review (stored in Canvas but need to ensure that all faculty are doing so). ✓ The College will use ReadyGo for now and then Simple Syllabus if we can procure funding. ReadyGo is being launched. There is no need for an improvement plan for this.	

		✓ This item is particularly important to all colleges because many colleges are still dinged on it. Having a system in place will help the college.	
8.	Other items	None	

Fall 2022 Meeting Dates: 10/4, 11/1, 12/6 from 3-5 pm

Minutes taken by Judy Seto