Accreditation Steering Committee Meeting
Tuesday, September 7, 2021
3 - 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, Steven Brown, Chris Brodie, Stephanie Siwei Tang, Victoria Tan; **Alternates Present**: Madeline Mueller, Lidia Jenkins, Judy Seto

Member Absent: Michael Snider; **Alternate Absent**: Joseph Reyes, Maria Salazar-Colon, Edwin Yang

Guest: Cherisa Yarkin, Pam Mery

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Welcome and Introductions	Welcomed new members Steven Brown, Victoria Tan, and Madeline Mueller (alternate)!	
2.	Approval of May 4, 2021 Minutes	Approved minutes.	

3.	Follow-up items from last meeting:
	● Accreditation Steering Committee membership
	  ❖ Faculty
	  ❖ Student
	● Update on proposed BP/AP review process
	● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.
		● Accreditation Steering Committee membership:
		  ✓ Faculty – We have added Steven Brown, Madeline Mueller, and Joseph Reyes (alternate).
		  ✓ Students – In addition to Stephanie Tang and Edwin Yang, we have added Victoria Tan.
		  ✓ Administrators - We still need a replacement for Donna Reed. Kristin will check with the Administrators Association.
		● Update on proposed BP/AP review process:
		  ✓ The College is implementing a pilot process for reviewing all BPs/APs in a timely manner.
		  ✓ Updating all policies and procedures following the established college cycle was one of the suggestions in
			Kristin will check with the Administrators Association for administrator membership.

| | | the previous Visiting Team Report. The cycle/process we had has been challenging to sustain.
✓ The Team working on this pilot process has scheduled October 8 as a "lock in" date for the Cabinet Leads to bring in their crew to review BPs/APs within their purview.
✓ Mildred (Milly) Otis (in Risk and Compliance) is shepherding this process with the VCs and AVCs. The task is to review the BPs/APs to determine whether they are in need of updates and to prioritize those that are the oldest and/or require changes (this may include creating new BPs/APs that are missing but are legally required). The revised BPs/APs will go through the participatory governance process leading to review Board Policies Committee and adoption by the Chancellor (for APs) or Board of Trustees (for BPs). The College will post final adopted versions online (we are investigating the feasibility of posting within BoardDocs).
● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.
✓ The goal of this item is to find a sustainable process for collecting/storing syllabi using Canvas as a repository to ensure an easy way to confirm that all syllabi contain SLOs as required by Accreditation.
✓ Two resolutions were submitted to the Academic Senate for approval. The initial resolution back in December 2020 was a proposal to use Canvas to collect syllabus and the second resolution was about the elements in the syllabus.
✓ Currently, there is no easy/centralized way for Department Chairs to track which faculty did or did not put their syllabus in Canvas.
✓ The College is in the process of publishing a new Faculty Handbook to include an updated section on syllabus elements.
✓ This is also a standing item resulting from our last accreditation Visiting Team Report. We just want to make sure that we stay on top of meeting our Standards – we have already made huge process.
✓ In the past, Department Chairs collected all syllabi individually.
✓ Using Canvas will put us in a better place. In addition to ensuring we meet the Accreditation Standards, it | The Accreditation Committee will continue to discuss syllabi/SLOs until we find a more sustainable solution. |

		will make it easier for students to find the information in one location. ✓ Cynthia's Team has been working for a solution to better serve the faculty in using Canvas. ✓ Even when we are no longer remote, we will continue to use Canvas. ✓ Not all faculty are using the syllabus tool in Canvas (it's possible to upload syllabi rather than using the tool; using the tool would ensure greater consistency and would ensure that all syllabi contain SLOs and other required--and standardized--elements). ✓ We discussed the possibility of using Simple Syllabus (roughly $25K).	
4.	Fall 2023 Self Evaluation ● 6/18 Summer Training debrief ● Timeline ● Team Lead Facilitator Orientation ● Accreditation Writing Team Participants ACCJC's Accreditation Basics series of videos	● 6/18 Summer Training debrief ✓ Dr. Droker, President of ACCJC who serves as our ACCJC Staff Liaison, gave an overview of the new accreditation process and facilitated some interpreting exercises with us on the Standards. ✓ She emphasized how ACCJC is a much kinder and gentler entity compared to the past. With the formative-summative approach, colleges have a grace period to fix any issues before the site visit. The site visit will be shorter with fewer people focusing only on areas of commendation/unresolved issues. ✓ We will send Dr. Droker's PowerPoint presentation to the Accreditation Steering Committee. ● Timeline ✓ Kristin provided an overview of the current Timeline. ✓ A key date to note is that we are hoping to have initial drafts completed by December 22, 2021. ● Team Lead Facilitator Orientation took place on August 23: ✓ Reviewed the ISER development timeline ✓ Reviewed their role, team tasks, and tools ✓ Provided them a list of next steps ✓ Team Lead Facilitators will each schedule a kick-off meeting with their Writing Teams. ● Accreditation Writing Team Participants ✓ Kristin shared the list of Accreditation Writing Team participants with the Accreditation Steering Committee. ✓ Some Standards need additional participants. We are still trying to get more faculty, classified staff, and students.	

		✓ Kristin will ask Maria Salazar-Colon to send another call out to the Classified staff.
		✓ Kristin will work with Amy to get more student participants. We will need to find a way to orient them to this work.
		✓ The Academic Senate has continued to recruit more faculty participants. Kristin will add Steven Brown to the Standard 3B (Physical Resources) Writing Team.
		✓ Team Leads line up with their expertise. We are encouraging them to enlist the support of a co-chair if that would be helpful for their teams.
		● We encouraged everyone to watch ACCJC's [Accreditation Basics](#) series of videos
		  ✓ Video topics are about 4-5 minutes long:
		    o Who and what is ACCJC?
		    o What is Accreditation?
		    o ERs, Standards, and Policies
		    o Accreditation Cycle
		    o My Role in Accreditation
		    o Peer Review
		  ✓ There are also other videos on preparing the ISER and peer review. The one on "Interpreting the Standards" will be very helpful for the Standard Writing Teams to view.
			Kristin will reach out to Maria Salazar-Colon to send out another call out for more Classified staff participants.
			
			Kristin will work with Amy to get more student participants.
			
			Kristin will add Steven Brown to the Standard 3B (Physical Resources) Writing Team.

5.	[PGC and Standing Committee Evaluation Questionnaire Results](#)	● PGC and Standing Committee Evaluation Questionnaire Results:
		✓ The Participatory Governance Evaluation Workgroup members are Angelica Campos, Orlando Galvez, Michael Snider, Alexis Litzky, Ellen Rayz, Pam Mery, and Cherisa Yarkin.
		✓ Participants across all PGC standing committees responded to the survey. Some had more responses than the others.
		✓ Of the 112 PGC and standing committee members and alternates FY2020-21, 49 responded to the survey (7 students, 13 classified staff, 13 faculty, and 16 administrators),
		✓ 10 responded from the Accreditation Steering Committee.
		✓ Results:
		  o What went well
		    ▪ Can share documents and materials
		    ▪ Use the Chat function
		    ▪ Save travel time – remote location	

		▪ Less scheduling issues
		▪ More attendees
		▪ Increase new members
		o What was difficult
		   ▪ Internet connection/technical difficulty
		   ▪ Not being able to engage with students
		   ▪ No interaction
		   ▪ Aggressive member
		   ▪ Challenging discussion
		   ▪ Variety of voices
		o Priorities for training and related discussions:
		   ▪ Process for making recommendations
		   ▪ Relationship between the Council and its Committees
		   ▪ How agendas are developed
		   ▪ Roles, Responsibilities & Processes (RRP) Handbook
		o Usefulness of Objectives for 2020-21 in understanding the work of the committee
		   ▪ 4.76 out of 6-point scale
		o Next Steps:
		   ▪ Identify key areas for improvement
		   ▪ Identify changes that can be implemented quickly
		   ▪ Clarify relationship to RRP update
		
		The posting of PGC and Standing Committee information will soon be moved to BoardDocs to make it more consistent/accessible for everyone. You will be able to find membership, agendas, minutes, and meeting information in BoardDocs just like the Board of Trustees meetings.	

5.	Establish Accreditation Steering Committee Objectives ● 2020-2021 Objectives	● Standing Committee objectives help us communicate better with the Council and Committees. It shows our expectations and how well we're achieving our objectives through the year. ● The Accreditation Steering Committee reviewed last year's objectives and drafted this year's objectives below: ✓ Monitor the timeline and process for developing the Institutional Self Evaluation Report and ensure that there is broad participation ✓ Receive draft responses to the Standards and other elements of the ISER and provide feedback ✓ Finalize draft ISER for Fall 2022 Collegewide feedback ✓ Prepare and submit annual and fiscal reports to ACCJC ✓ Respond as necessary to requests from ACCJC related to being on enhanced monitoring	

6.	Accreditation Steering Committee Meeting Dates/Times	• We are keeping our meeting dates and times (we had thought that we needed to change the meeting time and dates due to the change of Sheri's teaching assignment for this semester).	
7.	Other Items	None	

Upcoming Meeting Dates for Fall 2021:

October 5: 3-5 pm, via Zoom (Canceled)
November 2: 3-5 pm, via Zoom
December 7: 3-5 pm, via Zoom

Minutes taken by Judy Seto