



## Accreditation Steering Committee Meeting

Tuesday, December 7, 2021

3 - 5 PM, Virtual Meeting

<https://cccconfer.zoom.us/j/9055741625>

### MINUTES (DRAFT)

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

**Members Absent:** Vinicio Lopez, Victoria Tan

**Alternate Absent:** Joseph Reyes, Maria Salazar-Colon

**Guest:** Cherisa Yarkin, Simon Hanson

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Welcome and Introductions	Welcome new student member Darieus Rego! Darieus is a biology major and in his 3 <sup>rd</sup> year at CCSF. He's a member of the Ocean Campus Student Council and serves on the Standard IID ISER team.	
2.	Approval of <a href="#">November 2, 2021 Minutes</a>	Approval of November 2 <sup>nd</sup> minutes moved by Steven Brown, seconded by Chris Brodie, approved by committee with no abstentions.	
3.	Follow-up items from last meeting: <ul style="list-style-type: none"><li>• Accreditation Steering Committee membership<ul style="list-style-type: none"><li>✓ Student</li></ul></li><li>• Update on <a href="#">proposed BP/AP review process</a></li><li>• Update on syllabi/SLOs to continue to work towards finding a more sustainable solution.</li></ul>	<ul style="list-style-type: none"><li>• Accreditation Steering Committee membership:<ul style="list-style-type: none"><li>✓ We have added Darieus Rego. We have one more seat open for a student member and 3 alternates. Kristin will check with Amy Coffey re. adding student members.</li></ul></li><li>• Update on proposed BP/AP review process:<ul style="list-style-type: none"><li>✓ Cabinet Leads met on October 8 to organize and prioritize which BPs to review.</li><li>✓ We are following the California Community College League as a guideline to make sure that we have required our BPs and to ensure that they meet current expectations/requirements.</li></ul></li></ul>	Kristin will work with Amy Coffey re. adding student members.

		<ul style="list-style-type: none"> <li>✓ The Cabinet Leads will meet again in January 2022 to work on the BPs/APs.</li> <li>✓ All revised BPs/APs will go through the participatory governance process to engage all stakeholders.</li> <li>● Update on syllabi/SLOs to continue to work towards finding a more sustainable solution. <ul style="list-style-type: none"> <li>✓ The Steering Committee had a robust discussion on this item at last meeting.</li> <li>✓ There is nothing to report currently.</li> </ul> </li> </ul>	The Accreditation Committee will continue to discuss syllabi/SLOs until we find a more sustainable solution.
4.	ACCJC Update	<ul style="list-style-type: none"> <li>● Some changes to ACCJC: <ul style="list-style-type: none"> <li>✓ Dr. Stephanie Droker is leaving ACCJC in January 2022. She is going to Peralta College.</li> <li>✓ Dr. Cindy Miles is the Interim President of ACCJC.</li> <li>✓ Dr. Stephanie Droker was our ACCJC staff liaison; we don't know who will replace her in this role.</li> </ul> </li> </ul>	
5.	Update on Fall 2023 Self Evaluation <ul style="list-style-type: none"> <li>● <a href="#">Timeline</a></li> <li>● Accreditation ISER Teams</li> </ul>	<ul style="list-style-type: none"> <li>● We are on track with the timeline in writing the ISER.</li> <li>● 13 teams are collecting evidence and analyzing the evidence. The deadline for completing the initial draft is 12/22/21.</li> <li>● Standard IIIA will lag a little. They are meeting this and next week. Kristin will help facilitate these two meetings – will have to figure out a reasonable deadline for this standard.</li> <li>● At least one student is serving on each ISER team.</li> </ul>	
6.	ISER Next Steps: <ul style="list-style-type: none"> <li>● Discuss Accreditation Steering Committee role/process in reviewing the draft ISER</li> <li>● Discuss Quality Focus Essay (QFE) approach</li> <li>● Review Requirements and ACCJC Policies approach</li> </ul>	<p>ISER Next Steps:</p> <p>Plans for review in Spring 2022:</p> <ul style="list-style-type: none"> <li>● By Spring 2022, we should have a solid written draft. <ul style="list-style-type: none"> <li>✓ Review ISER for completeness (evidence, analyses, and changes/plans)</li> <li>✓ Bullet points are preferred, and it should be easy for someone to understand who is not immersed in it.</li> <li>✓ What we are looking for: <ul style="list-style-type: none"> <li>❑ Does the evidence demonstrate that it meets the standard?</li> <li>❑ Any red flags? In areas where we are not meeting the standards, have the teams initiate changes or develop plans to address these concerns.</li> </ul> </li> <li>✓ How to provide feedback to the teams: <ul style="list-style-type: none"> <li>❑ Kristin/Sheri will review the same standard (IID, Finance) independently, and distill findings/discuss (for calibration), and develop a rubric and feedback template based on that during the 1<sup>st</sup> week of January.</li> <li>❑ Kristin/Sheri will review standards that they're not working on directly and conduct initial review of the remaining standards by the end of</li> </ul> </li> </ul> </li> </ul>	

	<p>January and distill findings for the Accreditation Steering Committee and share them with the ISER teams at the same time.</p> <ul style="list-style-type: none"> <li>❑ Kristin/Sheri will assign standards for each Steering Committee member to review by using the rubric developed by Kristin/Sheri.</li> <li>❑ We will provide the additional feedback from each Steering Committee member to the appropriate ISER team.</li> <li>❑ A Committee member recommended going through Standard IID with the Steering Committee as an example for the Committee to walk through as a demo.</li> <li>❑ We will also request that the committees associated with each Standard conduct a review of those to which they are mapped.</li> </ul> <ul style="list-style-type: none"> <li>● Quality Focus Essay: <ul style="list-style-type: none"> <li>✓ Quality Focus Essay is written with 2 or 3 action projects geared toward student success/achievements.</li> <li>✓ A Committee member asked if the QFE can focus on the improvement of our facilities. It does affect students but it's a different approach in supporting and teaching directly.</li> <li>✓ We need action projects that are easy to assess and directly impact student success/achievements.</li> <li>✓ We had a meeting this past Friday thinking about our Institution-Set Standard on how we could focus on the QFE. <ul style="list-style-type: none"> <li>❑ Maybe focus on equity/opportunity gaps since the College has invested a lot of energy into our equity work.</li> <li>❑ The College is in the process of the new Equity Plan and it would be good to leverage this.</li> <li>❑ Consider Noncredit also.</li> <li>❑ QFE is a work in progress and conversation has begun.</li> </ul> </li> </ul> </li> </ul> <p>Eligibility Requirements:</p> <ul style="list-style-type: none"> <li>✓ Kristin will lift the Eligibility Requirements from the old ISER and update.</li> <li>✓ Everyone at the Steering Committee can review this section - it's short.</li> <li>✓ The Eligibility Requirements should be ready for review sometime in March or April 2022.</li> </ul> <p>ACCJC Policies:</p> <ul style="list-style-type: none"> <li>✓ Kristin will use the previous one and revise accordingly. Some are already embedded in the</li> </ul>	<p>Agendized to review Standard 3D with the Accreditation Steering Committee at next meeting.</p>
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		<p>standards. Kristin will reach out to the appropriate people that are involved in each area. The writing of these policies should be ready for review in May 2022.</p> <p>In Summer 2022, Kristin will be tying up loose ends and editing the document for circulation collegewide.</p>	
7.	Other Items	None	

**Upcoming Meeting Dates for Spring 2022:**

February 1: 3-5 pm

March 1: 3-5 pm

April 5: 3-5 pm

May 3: 3-5 pm

Minutes taken by Judy Seto