

**Accreditation Steering Committee Meeting  
Minutes**

**Thursday September 21, 2023 10:30-11:30 a.m.**

Professional Development Center, Library Building L-215

**Co-Chairs:** Ryan Pedersen (ALO)

**Steering Committee Members Present:** A’kilah Moore (Interim Vice President of Instruction), Tanisha Maxwell (Vice President of Student Services), Carlos Montoya (Vice President of Business & Administrative Services), BethAnn Stone (President, Classified Senate)

**Note Taker:** Beth Ann Stone

Item	Topic	Notes
1.	Welcome	<ul style="list-style-type: none"> <li>• The Senior Dean of Planning, Accreditation Liaison Officer (ALO) Ryan Pedersen welcomed the members to the first committee meeting of the academic year.</li> </ul>
2.	Review: Meeting Agenda	<ul style="list-style-type: none"> <li>• The members reviewed and accepted the agenda.</li> <li>• A packet was provided to the committee containing the new ACCJC 2024 Standards and materials related to the Midterm Report.</li> </ul>
3.	Review New ACCJC Standards and Team Captains	<ul style="list-style-type: none"> <li>• The committee reviewed the new ACCJC 2024 Standards, it was noted the following committee members serve as Standard Captains based on the alignment of the work in the areas they manage to that of the Standards:               <ul style="list-style-type: none"> <li>○ Standard 1 – Ryan Pedersen, Rosa Armendariz</li> <li>○ Standard 2 – A’kilah Moore, Tanisha Maxwell</li> <li>○ Standard 3 - Carlos Montoya, Micaela Ochoa, Arzu Smith</li> <li>○ Standard 4 – President Ralston, Interim Chancellor Mehdizadeh</li> </ul> </li> <li>• In comparing the old standards with the new standards, it was noted that there are significantly less sub-standards leading to shorter narratives and more evidence-based responses. The focus has moved away from process, and more on outcomes – What are we doing, assessment of results, and what are we planning to do?</li> <li>• It was commented for Standard 3 we need to ensure that we bring DO Leads on board soon, as this Standard relates to the realignment of SB361 to SCFF. Ryan will bring this request and information to the next District ALO meeting.</li> </ul>
4.	Quality Focused Essay (QFE) Update	<ul style="list-style-type: none"> <li>• The most recent information from ACCJC is that there is no official question nor response required in the Midterm Report pertaining to the Quality Focused Essay (QFE).</li> <li>• Ryan is planning to discuss the QFE sunset with the Senates.</li> <li>• The projects and work of the QFE that was started and completed is great work and can be included in our Midterm Report.</li> </ul>

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5.	<p>Midterm Report</p> <ul style="list-style-type: none"> <li>➤ Template</li> <li>➤ Draft Timeline</li> <li>➤ Next Steps</li> </ul>	<ul style="list-style-type: none"> <li>• The template will be available sometime in October however, an excerpt from the new ACCJC Handbook (September 2023) pertaining to the structure of the report has been included in the packet of materials.</li> <li>• The template and report is not structured around any of the standards.</li> <li>• The template will be asking questions about our Institution-Set Standards (ISS), so in preparation for the Midterm Report the College should review our last annual report and be prepared to address the ISS in our response.</li> <li>• Career Technical Education (CTE) Programs have additional ISS related to job placement, so we will need to revisit those standards and work with the Planning Committee Project Teams on how and who look at these (i.e. departments, advisory boards, etc.).</li> <li>• A sample Midterm Report was shared from Gavilan College.</li> <li>• The Midterm Report is also used to document the plans for our College for the next ISER cycle in the areas outlined.</li> <li>• The committee reviewed and accepted the draft timeline, noted there is some flexibility to make changes if needed.</li> </ul> <p><b><i>In preparation for next month's meeting, the committee is to review the new ACCJC 2024 Standards and the bullets in the handbook excerpt on the Midterm Report, and start thinking about what documents maybe needed, what team members may need to be included to assist in the responses, and how you want to respond to the prompts for the Midterm Report.</i></b></p>
6.	<p>Fall Meeting Dates:</p> <ul style="list-style-type: none"> <li>• October 26, 2023 10:00 a.m. L-215</li> <li>• November 16, 2023 10:00 a.m. L215</li> <li>• November 30, 2023 10:00 a.m. L-215 (<i>TENTATIVE</i>)</li> <li>• December 12, 2023 10:00 a.m. L-215</li> </ul>	<ul style="list-style-type: none"> <li>• The committee reviewed and accepted the fall 2023 meeting calendar</li> </ul>
7.	<p>Adjournment</p>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 11:45 a.m.</li> </ul>