



ACCREDITATION STEERING COMMITTEE MINUTES

Mission Statement: *Cypress College transforms lives through lifelong learning with educational opportunities including transfer to four-year institutions, associate degrees, certificates, and a baccalaureate degree. We are dedicated to forging academic and career pathways to support the achievement of our students, enhancing their economic mobility, fostering equity, and enriching society.*

February 1, 2023
CCCPLX-414 / [Zoom Link](#)*
3-4:30 p.m.

Roll Call:
Committee members present as indicated by (X).

*Co-Chairs / NV=non-voting

Administration		Faculty	
JoAnna Schilling, President	X	Jill Bauer*, Faculty Chair	X
Stephen Schoonmaker, VPAS	X	Damon de la Cruz, Senate President & Standard IV	X
Kathleen Reiland, VPI		Liana Koeppel, Past Faculty Chair	X
Paul de Dios, VPSS	X	Annette Letcher, Standard I	
Bryan Ventura*, ALO	X	Kathleen McAlister, Academic Senate President Elect	X
Celeste Phelps*, Standard II	X		
José Sanchez, Standard III	X		
Associated Students		Classified	
Krystofer Bagunu, Student Rep.		Belinda Allan, Classified Rep.	
		Kristi Valdez, Confidential Rep.	

Alternates/Guests: Kristina Oganessian, Tony Maher, Maha Afra, Allison Coburn, Taylor Anderson-McGill, Jane Jepson, Jacqueline Aguet, Margaret Mohr, Leslie Palmer, Eileen Haddad, Kellori Dower, Colin Preston, Dave Fuhrmann

I. CALL TO ORDER: Bryan called the meeting to order at 3:07 p.m.

II. APPROVAL OF AGENDA: Approved

III. APPROVAL OF MINUTES: Approved

IV. ACTION/DISCUSSION ITEMS:

A. Welcome New Member(s) – Bryan gave an update on the new leads with the transition of manager positions. Bryan shared that Celeste will now be co-lead for Standard II C as

* For the full zoom meeting invitation, email Jill Bauer (jbauer@cypresscollege.edu) no later than 24 hours before the meeting. Be advised the meeting will be recorded.

well as the Standard II Representative for the team. Standard II A will have Janet as co-lead along with Kathy Wada and Sarah Jones as faculty co-leads.

- B. District Functional Map** - Bryan reported that much progress has been made. There have been a lot of changes and modifications and Jill has worked closely with Fullerton to make sure the descriptions match. She has also been interfacing with Cherry at the District to make sure the information we have received from them is accurate. Bryan questioned whether the college manages short & long term investment funds and after discussion it was determined that the college does not invest in these funds.

Jill also wanted to clarify a correction under the grants section where it states that the college collaborates with the campus grants office and since we don't have a grants office, she asked if the correction should read the college collaborates with the District Grants Office. It was determined that college grants are managed at the local grantee level in collaboration with the District Grants Office.

- C. QFE Discussion** – A group from the Arrowhead Retreat will meet Friday to discuss items for the QFE such as physical spaces and resources, remote spaces and resources, social emotional culture, care and belonging, and college wide structure and process. This discussion will lead to the QFE. The plan is to have a draft of the QFE by this spring.

V. ALO and CHAIR REPORT:

A. Update on ISER Draft Progress

- 1) **Section A-F (Jill & Bryan)** – Bryan and Jill have been going through sections A-F which is the section on the background of the college. They are working with various areas where the expertise lies to ensure the information is correct and that there is evidence to support the information. The draft will be ready to share soon.
- 2) **Section G (Standard Teams)** – Teams have submitted their drafts and others are working to complete their drafts and/or working to reformat the information based off the example given by Jill and Bryan.,
- 3) **Section H (Lake Arrowhead Retreat Themes)** – See QFE Discussion above

- B. Peer Review Plan** – Due to the various stages in the drafting process, Jill said that instead of beginning the peer review now, it will be postponed until March. Instead, she asked the teams to do a self-review of their draft and upload them onto the “Standard Draft & Supporting Evidence” folder in Canvas. Jill went over the instructions on how to format the information and gave an example of Section IAs draft. She explained that the narrative was thorough however the format needed to be restructured and showed the teams how it should look.

- C. ACCJCs Draft of the New Standards** – The latest from the ACCJC is that they will hold the second and final reading of the new 2024 standards at their June meeting.

ITEMS from the FLOOR: N/A

VI. ADJOURNMENT – 4:02 p.m.

Respectfully submitted: Tori Felipe