



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 15, 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		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.	X

Alternates/Guests: Kristina Oganessian, Kellori Dower, Tony Maher, Maha Afra, Taylor Anderson-McGill, Marc Posner, Jane Jepson, Colin Preston, Janet Vera, Eileen Haddad

- I. CALL TO ORDER:** Chair, called the meeting to order at 3:06 p.m.
- II. APPROVAL OF AGENDA:** Approved
- III. APPROVAL OF MINUTES:** Approved
- IV. ACTION/DISCUSSION ITEMS:**

- A. QFE Discussion** – Jill gave an update on the QFE discussion and topics and said that she and Bryan are still working on taking all the topics and breaking them down into

* 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.

something more concrete. She said that within the large themes, there were overlaps and from those they have identified 10 commonalities that she shared with the committee. Of the 10 ideas, she said the committee will need to choose two that will become the QFE topic. She reminded the committee that one of the parameters of the QFE is that the topic directly focus on student achievement. While all the topics affect student achievement, she and Bryan gravitated toward the following three: Mandatory Orientations for Students and Staff, Improving Communication to, from and between Students and Staff and Professional Development. Jill said the committee will now need to decide on which of the three to focus on and who will be responsible for expanding on them. Marc and Liana will work on the communication portion.

- B. Addressing Gaps** – Jill shared that she and Bryan have been reviewing the Standards and have found some gaps in I.C.1 & I.C.2., which include a lot of errors in the catalog. They are working with key staff in the specific areas where the errors have been found, and correcting. There is a concern that based on the Standard language and criteria, the college is supposed to produce an accurate catalog but somewhere the process is breaking down. Another criteria is to show documentation on the process to produce and review the catalog and Cherry at the District is working on providing that documentation. Jill discussed with the committee on how to move forward with addressing the issue.

The other issue was with II.A.15 which addresses program elimination, specifically the statement that “Program elimination procedure is clearly communicated to students. Jill and Bryan shared the language in the Board Policy (4.2.6.1) and asked the committee if the language in the Board Policy covers the Standard. It was discussed and the consensus was that it’s covered but the narrative needs to added as to why it’s written the way it is.

V. ALO and CHAIR REPORT:

- A. Update on ISER Draft Progress** – Jill is reviewing the Standards and Jill asked that any drafts and revisions along with any evidence must be in folders by February 24 to allow time to compile into the same document for Peer Review in March.
- B. ACCJC Peer Review Team Insights (Jill)** – Jill is on a review team and wanted to share with the committee that her experience has been a positive one and shared some guiding questions for the committee to think of; does the college have a process, is it defined and documented, are people aware of it and is it being followed?
- C. Update on Governance and Decision-Making Handbook (Liana)** – Liana reported that the Accreditation Governance Workgroup has been working on the Governance and Decision-Making Handbook for the past two years and it has finally passed through he shared governance process at PAC. Liana said this is a step forward in defining what shared governance is on our campus and she encouraged everyone to take a look at the handbook to familiarize themselves about what shared governance is.

ITEMS from the FLOOR: N/A

VI. ADJOURNMENT – 4:23 p.m.

Respectfully submitted: Tori Felipe