



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.*

March 15, 2023
CC-PLEX 414 / [Zoom Link](#)*
3:00 p.m. - 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 | | Damon de la Cruz, Senate President & Standard IV | |
| Kathleen Reiland, VPI | X | 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 | | | |
| José Sanchez, Standard III | | | |
| Associated Students | | Classified | |
| Krystofer Bagunu, Student Rep. | | Belinda Allan, Classified Rep. | |
| | | Kristi Valdez, Confidential Rep. | X |

Alternates/Guests:, Colin Preston, Kellori Dower, Eileen Haddad, Leslie Palmer, Marc Posner, Kristina Oganessian, Taylor Anderson-McGill, Tony Maher, Allison Coburn

- I. CALL TO ORDER:** Chair, called the meeting to order at 3:03 p.m.
- II. APPROVAL OF AGENDA:** The agenda was approved with the addition of item IV.C, Catalog Recommendation.
- III. APPROVAL OF MINUTES:** Approved
- IV. ACTION/DISCUSSION ITEMS:**

* 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.

A. Peer Review Directions, Assignments and Timeline – Jill asked the standard leads to do the Peer Review assignment with their teams. She explained the process & instructions with the committee on how and what to review.

B. Addressing Gaps -

1. **IV.A.7 and I.C.5: Committee Evaluation Feedback Form and Process** – Jill shared the Committee Evaluation Feedback Form and explained that its purpose is to address items for the self-evaluation report - gaps to the evaluation of decision-making processes and ensuring that committees are reviewing websites and/or related documents on an annual basis.
2. **I.C 1/2 Update: David’s Office Hours and Draft of Timeline** – Jill informed the Committee that David Soto will be holding office hours on Monday from 3 – 5 p.m. To meet with him, make an appointment with Regina Russell in the VPI Office. Meetings will be held in the President’s Conference Room.
3. **III.B.1: Student Reporting of Unsafe Facilities** – Jill questioned whether students know the process of reporting unsafe facilities. It was determined that there wasn’t a clear procedure in place for this. The committee suggested something be included in the Student Handbook or perhaps a QR code outside each division office. The committee discussed who the student reports should go to, to ensure they get reported to M&O correctly. JoAnna suggested bringing the topic up with the Executive Team which meets once a week. All agreed. This item will be revisited at a future meeting.
4. **Catalog Recommendations** – Jill shared a suggestion which arose from the self-evaluation process, which was to remove the “Program Student Learning Outcomes” tab from departments’ catalog pages. The rationale being that faculty and staff are confusing the Department PSLOs with the Degree & Certificate PSLOs as both are referred to as PSLOs, yet the catalog requirements focus on the Degree & Certificate PSLOs only. After some discussion, the ASC recommended changing the name of the Department PSLOs to simply Department Student Learning Outcomes (DSLOs) while leaving them in the catalog. Jill will take this recommendation to the SLO committee.

V. ALO and CHAIR REPORT:

A. Update on ISER Draft Progress – Bryan reported that the IER has been drafted and will be taken directly into the data section and should be ready in approximately one month. Jill stated that they are currently working on area III and have completed I & II. They hope to have it all in place by the April 5 meeting.

B. QFE Plan – Jill said the QFE team met and will meet again tomorrow.

ITEMS from the FLOOR: N/A

VI. ADJOURNMENT – 4:06 p.m.

Respectfully submitted: Tori Felipe