

# ACCREDITATION OVERSIGHT COMMITTEE MINUTES

WEDNESDAY, FEBRUARY 14, 2024 | 2:00PM – 3:00PM

HyFlex: City View 10-468 & Zoom (<https://smccd.zoom.us/j/88204688932>)

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## MEMBERS PRESENT

Alex Guiriba, Andrea Vizenor, Carla Grandy, Daniel Keller, Erica Reynolds, Fauzi Hamadeh, Joseph Martinez, Kohya Lu, Monique Nakagawa, Natalie Alizaga, Olivia Viveros, Todd Windisch, Yoseph Demissie

## MEMBERS ABSENT

David Lau, Enzo Ferreira Jeanne Marie Velickovic, Kristi Ridgway, Rob Dean, Robert Gutierrez, Tarana Chapple, Richard Storti, Stephanie Martinez

## 2:00-2:10

### Call to Order, Agenda Approval, Minutes Approval | Monique

- Called to order at 2:04pm

## 2:10-2:20

### ALO Update

- Annual report and fiscal reports to be submitted in April. Generally same data reported annually, including enrollment, number of degrees and certificates awarded, etc. Bringing copies to future AOC meeting.
- ACCJC is requiring notification of any new or existing programs where 50% or more of the total program (including GE courses) will be offered via distance education. Request stems from Department of Education 2023 request. After pandemic emergency ended, interested in the number of programs offering portions of the program online. This request ensures quality assurance and identifies certain thresholds. If more than 50% of students are taking DE course or if more than 50% of the program can be completed online, then have to submit substantive change report. Monique has reached out to determine their definition of '50% of program.' Not clear whether it's the potential or if they want to know whether the program is actually offered online.

## 2:20-2:25

### Old Business

- Planning Manual Update | Fauzi & Jeramy
  - Met last Fall to look at compendium of committees. It is up to date, but some areas tend to be outdated:
    - CSM Mission and Vision
    - SMCCCD Strategic Goals
    - EMP Goals (which was recently updated)
    - Current initiatives
    - Brown Act section probably needs to be updated
    - College committee structure
    - Compendium of Committees
  - Discussed separating planning manual from compendium to make two separate documents, and had a conversation about whether it should be online.
  - Todd attending ACCJC conference in May to hear about new standards and will report back to group.
  - Andrea: Is the planning manual a CSM or ACCJC thing? May determine whether we update. Monique: not necessarily ACCJC thing, but could be used as evidence for planning process. Guidance for shared governance within manual. Todd: use it for accreditation.

- Committee minutes and agendas | Monique
  - Heeju inventorying active committees and updated minutes. Will check in with her to see progress.

ISER Teams: Discussed in new business.

**2:30-3:00**

**New Business**

- ISER Timeline
  - Spring 2024: Assemble teams, ISER workshop 3/12, AOC Gap analysis, ISER teams prepare and collect evidence
  - Fall 2024: Fall kick-off and ISER teams prepare draft Standards reports
  - Spring 2025: Accreditation co-chairs review draft reports and share with ISER teams, AOC members, and Relevant communities; ISER teams fine-tune standards reports based on feedback
  - Fall 2025: Circulate draft for collegewide review; BoT reviews/accepts ISER (November)
  - Spring 2026: ACCJC team reviews ISER; peer review team provides core inquiries (March), College responds to ACCJC core inquiries
  - Fall 2026: Focused site visit
  - Spring 2027: ACCJC issues determination
- Standard 1: President tied to Standard 4
- Standard 2: Student success related; David Crafts; PD, DE team; faculty resource persons: instructional designers/technologists, a program coordinator (from a learning community); Kailani Bowers and Ara (adult ed), Promise (Allie Fasth), MESA
- Standard 3: Remove Claudia, financial aid director; add Teeka James, Marie Mejia, Michelle Rudovsky, Peter Fitzsimmons (taking over for Bernata), TAC instead of DEAC (DEAC for Standard 2)
- Standard 4: Add President
- ISER Workshop, Tuesday, March 12, 9am-12pm, 10-468

**ADJOURNMENT** Meeting adjourned at 2:57pm.

**UPCOMING MEETINGS** March 13, 2024; April 3, 2024; May 8, 2024.

**REFERENCE DOCUMENTS** **ACCJC Accreditation Handbook**  
<https://accjc.org/wp-content/uploads/Accreditation-Handbook.pdf>

**Accreditation Oversight Committee**  
<https://collegeofsanmateo.edu/accredinfo/>

**ACCJC Webinars**  
<https://accjc.org/webinar/>

**The Accreditation Oversight Committee Meeting was adjourned at 2:57 pm by Monique Nakagawa. Minutes taken by Natalie Alizaga.**