



**Steering Committee Meeting
 Wednesday, April 27, 2016
 1:00 p.m. – 2:00 p.m.
 Learning Center, L126
 Meeting Minutes**

Present: Samantha Kessler, Sheila Metcalf Tobin, Kinga Sidzinska, Maril M. Bull, Tom Renbarger, Walter Johnson, Ann Elliott, Chris Grampp, Stefanie Harding, Daniel Lawson, Mario Rivas, Nghiem Thai, Tim Brice, Anita M. Black, Norma Ambriz-Galaviz, Dinh Truong, Mia Kelly, Audrey Trotter, Frances Moy
Absent:
Guests:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Welcome	AFR Chair welcomed everyone. We are on the home stretch. It's been a team effort and she thanked everyone for participating	
II. Minutes approval for March 30, 2016 and April 13, 2016	March 30, 2016 minutes: M/S/P with amendments	Add Samantha to 3.30.2016 Add Maril to 4.13.2016
III. Progress Report on Edited College Recommendation Written Narratives	Editor and Co-Chair has been editing for the last 2 week. College Recommendation 3 (CR3) is the heart and soul of the AFR which deals with Integrated Planning and Budgeting (IPB). AFR Writer/Editor and AFR Co-Chair had to look across College Recommendations and review the College's mission (CR 1, CR 2), program review (CR 4), institutional set standards (CR5), Student Learning Assessment (CR6) sufficient faculty (CR8) and staff Cr 9: Participatory Governance process, committees and institutional processes. IPB doesn't really cross with CR 7: staff evaluation AFR Co-Chair asked CR Co-Leads to email CR 3 to sub-	



Accreditation Follow-Up Report

Inspect what you expect!

	<p>committee so they can to read CR 3. By tomorrow, CR 3 will be disseminated college wide.</p> <p>Question: How can the committee use sufficient evidences so evidences do not overlap? It's okay to use the evidence throughout different CRs as long as it's supporting the recommendation.</p> <p>Editor and Co-chair are using the External Report as a guide to keep focus and ensure our response is linked to the College Recommendations. AFR Co-Chair reminded the group that links will be specific and will be linked to handbooks and external report.</p> <p>CR1: would like for the chart to be changed from 3 years to 5 year. Administrative write-up on the IPB was changed</p> <p>CR 2: Hands of Maril to work on evidence</p> <p>Cr 3: So far, there are 37 items for evidence. Sub-committee will get together to get the evidence together to Maril</p> <p>CR 4: Need a final meeting with Siri and Samantha to go through and see if there are any questions. Will also cover CR 5 and 6 with Samantha</p> <p>CR 5: Institutional Set Standards as a result of the External team, researcher, and Title III, we have set a new baseline for retention, course completion, certificate degrees and transfers. AFR Co-Chair recommends that it should happen at the beginning of the year summit.</p>	<p>CR6: Recommendation is that we have a separate meeting with SLOAC, President to iron out the SLOA processes and report</p>
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	<p>Samantha stated that they are revising the APU template to ask about institutional set standards. Recommend that the group and sub-committees look at “page 15”</p> <p>CR 6: AFR Writer/Editor and AFR Co-Chair met with Dr. Vasconcellos and she is in the process of reviewing. Dr. Vasconcellos is in the process of updating CR 6. Reviewed the SLO Assessment Report Acceleration Plan that was written by SLOAC and consultation with Dr. Vasconcellos. How do we identify programs for institution? What are the process of getting the outcomes, for services and programs? Assessment week data will be available next week. Clearly document and specify how we are monitoring the process of achievement. Is there a standardized documentation of processes? There is a need to reconcile the SLO Assessment Report Acceleration Plan with CR 6</p> <p>CR 8: next to be edited CR 9: to follow ER 18, 19, 20: President will be giving those to the AFR Core Team</p> <p>B: Deferred the AFR Steering Committee Town Hall Meeting Session 1 synopsis</p> <p>C. Next Steering Committee Town Hall Meeting, Session 2, Wednesday, May 4, 2016, 1:00 p.m. – 2:30 p.m.. It will have the same format as Town Hall Meeting, Session 1</p>	<p>Email Chris Grampp the Town Hall notes (to all co-leads)</p>
<p>IV. AFR Steering Committee Co-Leads and Administrators Outreach and Engagement</p>	<p>Asking the committee to spread the word regarding AFR to all colleagues.</p> <p>A. Reviewed the Inside Higher Ed regarding City College of</p>	



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	<p>San Francisco. What does “Show Cause” look like? Being on Show Cause has caused revenue to go down and enrollment down for City College of San Francisco.</p> <p>B. Everyone should be engaged in the AFR process and AFR Co-Chair suggested that we get everyone engaged in the process. We should share it at department chair meetings and needs to be shared at the Senate.</p> <p>How to get adjuncts involved? A member suggested that maybe there is a separate adjunct meeting regarding AFR.</p> <p>Collective bargaining and Senate to look at participation from adjunct faculties</p>	
<p>V. Reminder: AFR Steering Committee</p>	<p>AFR Co-Chair reminded Co-Leads, Sub Committee Members and Administrative Liaisons about the work plan that was discussed at the previous meeting. To broaden perspective, increase knowledge and support a cohesive AFR, groups were assigned to read certain narratives</p> <ol style="list-style-type: none"> 1. CR 1 & CR 2; CR 3 & CR 8; CR 4 & CR 5; CR 7 & CR 9; everyone should read CR 6 	
<p>VI. District Leads Accreditation Follow-Up Report Meeting</p>	<p>The District Leads Accreditation Follow-Up Report Meeting will be held on May 2, 2016, 3:30 p.m. – 4:30 p.m.. The AFR Chair and Co-Chair will attend and get updates from the District and will also give Merritt’s update on AFR</p>	
<p>VII. Other</p>	<p>A. President’s reflections and closing comments: ER 10. 18 and 19 will come from the President. ER 10 deals with SLO regarding regular assessments and documentation of process. ER 18 is primarily a District recommendation as it deals with financial responsibility specifically on financial aid, Title IV and has been dealt with. ER 19 issue was like CR 3 which is Institutional Planning and Budgeting. We can’t do</p>	



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	<p>Integrated Planning without Program Review. President talked briefly about Assessment week which hasn't been done since 2010.</p> <p>Researcher stated that initial reviews on Assessment Week comments and survey results indicate that respondents who were more involved in development of institutional processes rated them as more effective and had more insight regarding processes.</p> <p>The President commended everyone for staying the course and thanked the members of the Steering Committee, AFR Core Team and Administrators.</p>	
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M/S/P = motion/second/pass