DRAFT OPEN SESSION MINUTES

Thursday, June 2, 2022
11:00 a.m. PDT
Hyatt Regency Orange County, Garden Grove, CA

CALL TO ORDER at 11:00 a.m. (PDT), Sonya Christian, Commission Chair

Commissioners Present: Sonya Christian, Lori Gaskin, Kathleen Burke, Michael Claire, Barbara Dunsheath, Daisy Gonzales, Bob Jones, Erika Lacro, Cynthia Napoli-Abella Reiss, Mary A.Y. Okada, Sally Pestana, Matthew Russo, Nickawanna Shaw, Carmen Sigler, Jennifer Vega La Serna, Michael Zimmerman

Commissioners Absent: Randy Beach, Ned Doffoney, Willard Lewallen

Staff: Cindy Miles, Kevin Bontenbal, Elizabeth Dutton, Gohar Momjian, Jared Spring, Catherine Webb

Guests: Scott Kessenick, ACCJC legal counsel
        Ian Walton, Karolyn Hanna, Richard Mahon, Craig Rutan

OPENING PROCEDURES
1. Introductions
2. Chair’s Welcome and Overview

AGENDA AND MINUTES
3. Review and approval of the Agenda
   MOTION: Russo/Claire
   ACTION: Approved
   ABSTAIN: --

4. Review and approval of the January 2022 Open Session Minutes
   MOTION: Dunsheath/Sigler
   ACTION: Approved
   ABSTAIN: --

OPPORTUNITY FOR PUBLIC COMMENTS
5. Comments
POLICY

6. Policy Committee Memo: Barbara Dunsheath, Committee Chair
   a. Items for Second Reading
      i. Policy Regarding Matters on Litigation
         MOTION: Russo/Jones
         ACTION: Approved
         ABSTAIN: --

   b. Items for First Reading
      i. Revision: Policy on Principles of Good Practice in Overseas International
         Education Programs for Non-U.S. Nationals
         MOTION: Burke/Sigler
         ACTION: Approved
         ABSTAIN: --

      ii. Revision: Policy on Substantive Change
          MOTION: Burke/Reiss
          ACTION: Approved
          ABSTAIN: --

   c. Items for First Reading and Adoption
      i. Revision: Policy on Institutional Appeals
         MOTION: Gaskin/Shaw
         ACTION: Approved
         ABSTAIN: --

      ii. Revision: Policy on Commission Actions on Institutions
         MOTION: Burke/Russo
         ACTION: Approved
         ABSTAIN: --
VERBAL REPORTS

7. President’s Report: Cindy Miles, Interim President

Interim President Miles provided an update on the Department of Education/NACIQI recognition process for ACCJC.

8. Secretary/Treasurer Report: Mary A.Y. Okada, Commission Secretary/Treasurer

ACCJC has operated within its approved budget this fiscal year, July 1, 2021 through June 30, 2022.

- Budgeted revenue was $3,806,200
- Budgeted expenses were $3,155,795
- Budgeted projected surplus for 2021 – 2022 was $650,405
- Actual expenses will be less than projected due to the continuation of meetings and trainings being conducted virtually, resulting in significantly less travel and function space expenses.
  - Projected surplus is now approximately $1.1 million

ACCJC completed its annual audit in November of 2021 and the auditors had “No comments, findings, or adjustments” – a spotless audit. Audit Committee Chair Ned Doffoney reported to the Board at its January 14, 2022 meeting and obtained Board approval to accept the final Audit Report as it was received from the auditor.

The Statement of Financial Position June 2020 compared to June 2021:

- Total Liabilities and Net Assets
  - June 2020: $6,468,079
  - June 2021: $8,334,723

ACCJC’s continued strong financial condition is due in part to ongoing efficiencies from:

- the continuation of virtual meetings, events, and trainings, allowing for significant savings on travel and function space expenditures,
- continuing to modify procedures and practices resulting in reduced expenses,
- an investment strategy that is increasing ACCJC’s long term investments.

The Board of Directors took action at its June 2021 Board Meeting to establish the Memberships Dues for 2022-2023 at the same level as 2021 – 2022 resulting in no dues increase in the 2022 – 2023 dues and thereby maintaining the dues at the same rates for four years.
The Board of Directors took action at its meeting today, Thursday, June 2, to establish the Memberships Dues for 2023 – 2024. Upon recommendation from the ACCJC Budget Committee, the Board voted that there would be no increase in the 2023 – 2024 dues.

The Budget Committee proposed a Budget for fiscal year 2022 – 2023 which the Board took action on at its Board Meeting today, Thursday, June 2. The Board voted to adopt the proposed ACCJC 2022-2023 budget with the following projected revenue, expenses and surplus:

- Budgeted revenue is $3,993,517
- Budgeted expenses are $3,989,704
- Budgeted projected surplus for 2022 – 2023 is $3,813

9. Standards Review Report: *Lori Gaskin, Commission Vice Chair*

- The Standards Review process was developed with the following goals and design principles:
  - Focus on outcomes, innovation, and improvement
  - Inclusive by design, with strong representation from the field. More than 80 individuals from 60 colleges - including private and Pacific institutions - have participated in the process to date
  - Structured to reinforce a mindset for curiosity, creativity, equity, and organizational learning
  - Reinforces a balance between collegiality and accountability, with an expectation for setting high standards of institutional quality and student success.
  - Since the last Commission meeting, the process has focused on refining and testing initial draft statements that were presented to the Standards Review Leadership Team in January.
  - Five Peer Reading Teams were convened in March to read and reflect on draft standards in five distinct content areas. Teams for each content area are comprised of individuals drawn from ACCJC member institutions, and co-facilitated by a leader from a member institution.
  - Reading Teams were asked to provide feedback related to the clarity and usability of the draft statements. Reading Teams were also asked to provide feedback on whether the standards spoke specifically to equity and success, in keeping with the Commission’s Policy on Social Justice.
  - Reading Teams completed two rounds of reflection. After the first round of reflection, the Co-Leads for each team incorporated individual and collective feedback into the draft and asked their team to reflect again. Similarly, after the second round of reflection, the Co-Leads made further refinements based on the team member feedback.
o Drafts from the five content areas are now being synthesized into a single document for review by the Standards Review Leadership Team in the coming weeks.

o The Standards Review Leadership Team will make final adjustments in late spring / early summer, and the first draft will be presented to the field for dialogue and input in Fall 2022.

o The commission anticipates that there will be many opportunities for the field to participate in that dialogue, including both in-person and online events, as well as through surveys. Feedback from the field will be taken into consideration in preparation for the Commission’s first reading of the new Standards, which is currently scheduled to take place at the January 2023 Commission meeting.

10. Substantive Change Committee: Lori Gaskin, Committee Chair

Since the last Commission Meeting report in January 2022, the Substantive Change Committee met three times, hearing and approving thirteen Substantive Change Applications.

Four institutions were granted approval to provide instruction via Distance Education, joining the large majority of our member institutions in offering programs with this modality.

The Committee approved six new baccalaureate degrees, with many more in the application development pipeline. Of note are two degrees now offered by the Defense Language Institute: Bachelor of Arts in Foreign Language and Bachelor of Arts in Russian with a Minor in Translation and Interpretation. These degrees were in development for almost two years, held up as they awaited Congressional funding approval. As you can imagine, this degree is more important now than ever.

Another approval of note was for the new Kwajalein Campus at College of the Marshall Islands. The new campus is located on Ebeye Island, which does not have street names or addresses. It is where the majority of Marshallese within the Kwajalein Atoll live, and it will provide Certificates of Completion in Automotive Service Technology and Construction Trades.

As in my last update, a number of institutions are preparing applications for review in the Fall, with eight Baccalaureate degree applications currently in development. Additionally, two colleges are in the process of completing their application for CBE programs.

Since the last Commission meeting, ACCJC staff has processed more than 70 administrative approvals for a variety of programs and transfer degrees.

As always, the Substantive Change Committee has been impressed with the quality of the applications received. Our member institutions remain innovative and future-focused,
presenting carefully crafted plans focused on student achievement and embodiment of their missions.

11. Educational Programming Committee: Cynthia Napoli-Abella Reiss (for Committee Chair Randy Beach)

Thank you to the members of the committee for their time and energy:

Daisy Gonzalez
Cynthia Napoli-Abella Reiss
Sally Pestana
Jennifer Vega La Serna
Staff Kevin Bontenbal and Elizabeth Dutton
Jared Spring and Alexandra Spring for all their assistance with logistics, Zoom, announcements/communications, etc.

The Ed Programming Committee works to identify training needs of its regional member institutions. We work to provide support for colleges to address ongoing accreditation processes and practices that are responsive, appropriate, and effectively address the needs of our members. Specifically we work to define the theme for the annual conference and delineate the tracks to ensure that the needs of the ACCJC community are met.

Since our January meeting the EPC met three times to monitor ongoing efforts and plan for 2022-2023 committee offerings. The committee continues to offer webinars and attendance numbers are still robust even as colleges begin to reopen and return to some normalcy of operations. In February the committee hosted a webinar on the recently revised Annual Report and Annual Fiscal Report providing important information for ALOs and college leaders within the membership. March’s webinar gathered together distance education practitioners from member colleges to highlight new federal distance education regulations and exemplary practice our member colleges are implementing. Our March and April webinars focused on the Formative/Summative Peer Review Model and an update on the standards review process respectively. The field heard from college leaders who have participated in these initiatives. Both webinars were well attended and highlighted how the commission and its members are partnering to improve our processes and move forward to meet our strategic planning goals. The library of videos in the Educational Series continues to grow with exciting content to support our member institutions.

Finally, the committee has completed some preliminary planning for programming for fall. The committee discussed offering more open-ended opportunities, such as “Accreditation Office Hours” alongside the choreographed presentations of webinars and continuing to look for partnering opportunities with organizations and colleges to offer educational programming content that is relevant and timely for colleges.
12. Eligibility Committee: *Michael Claire, Committee Chair*

- Per Commission policy, any institution with a primary mission of granting the associate degree may seek to establish eligibility to apply for ACCJC preaccreditation status (also referred to as candidacy status). Interested institutions submit an application detailing how they meet the Commission’s Eligibility Requirements for Accreditation.
- The Eligibility Committee reviews each Eligibility Application to determine whether the institution meets Commission’s Eligibility Requirements and assess the likelihood that the institution will be able to demonstrate compliance with Accreditation Standards within a reasonable timeframe. The process is intentionally rigorous, and establishes that an institution has the foundational structures and organizational resources in place to successfully meet or exceed Standards and sustain compliance after initial accreditation has been granted.
- In spring 2022, the Committee reviewed and approved one Eligibility Application. The Committee will meet in June to review another application that was received shortly before the Commission meeting.
- Significantly, both of these applications were submitted by institutions that are located outside of the western region. In 2019, changes to federal regulations removed regional restrictions for institutional accreditors. ACCJC was aware that we might receive applications from outside our traditional geographic scope, and these first applications represent an exciting development for ACCJC and its current members.

13. Evaluation and Planning Committee: *Carmen Sigler, Committee Chair*

- The Evaluation and Planning Committee provides oversight of the evaluation and planning processes related to Commission activities. Results of the committee’s evaluation activities are support the Commission’s ongoing strategic planning and monitor progress towards its strategic priorities.
- In spring 2022, the committee continued to monitor strategic activities and track progress related to the three key strategies outlined in the ACCJC Strategic Plan, which are to:
  - Communicate and collaborate to advance the mission of ACCJC,
  - Foster institutional innovation, and
  - Lead advocacy efforts on accreditation.

A full progress report will be available on Strategic Plan page of the ACCJC website later in June.

- Since January 2022, the Commission’s strategic energy has largely focused around institutional innovation (key strategy 2), with activities related to the implementation of the formative/summative review model and the ongoing Standards Review process. The Commission also focused energy and attention
around ACCJC infrastructure and capacity (objective 5), as it began its executive search process.

- In spring 2022, the Evaluation and Planning Committee focused on two major tasks:
  - First, committee members developed a new instrument for the Commission’s self-evaluation. The self-evaluation was administered in mid-May. The results will be discussed by the full Commission during its closed-session Board meeting in June. In keeping with ACCJC’s Guiding Principles for Evaluation, Reflection, and Improvement, the results will be used to inform ongoing improvements to Commission and board practice.
  - Second, the committee worked with agency staff to develop an agenda for a special Board retreat in April. The retreat was facilitated by interim President Cindy Miles, and focused on the Commission’s overall strategic direction and expectations. It was an extremely productive meeting, and set a foundation for the next iteration of the Strategic Plan. The Commission anticipates this dialogue will continue at the Commission Development Workshop in October.

14. Nominating Committee: Bob Jones, Committee Chair

The Nominating Committee of the Accrediting Commission for Community and Junior Colleges (ACCJC) is pleased to announce the results of the 2022 Commissioner Election. The new three-year term of each elected Commissioner will begin on July 1, 2022.

Jeffrey Ball was elected to serve his first term as a Public Member

David Broad was elected to serve his first term as a Public Member

Kathleen Burke of South Orange County CCD was reelected to serve a second term as an Administrative Member

Michael Claire of San Mateo County CCD was reelected to serve a second term as an Administrative Member

Erika Lacro was reelected to serve a second term as the University of Hawai‘i Community College System Member

Ángel Reyna of Madera Community College was elected to serve his first term as an Administrative Member

Katherine Thorossian was elected to serve her first term as the Accrediting Commission for Schools (ACS-WASC) Member

On behalf of the Commission and ACCJC Staff, the Nominating Committee would like to congratulate and welcome the newly elected first-term members to ACCJC. Moreover, we look forward to continuing to work with the reelected Commissioners! Thank you to everyone who participated in the ACCJC Spring 2022 nomination and election process.
15. Ad hoc Formative/Summative Committee: Cynthia Napoli-Abella Reiss, Committee Chair
It was three years ago when this idea for inserting a formative component was conceived, and now this semester we will have completed our review of five pilot colleges.
Our ad hoc committee has provided guidance and reviewed feedback during the design and pilot phases of the project, to assure alignment with the Commission’s intended vision, and I’ve been pleased to report on progress at each commission meeting.
Dr. Kathleen Burke and myself, and Dr. Lori Gaskin at the outset, were members of the ad hoc committee along with ACCJC staff, and our pilot college presidents, ALOs, team chairs and vice chairs. This will be our last report since the ad hoc committee’s role has now been completed and fulfilled.
Each step along the way, our vice presidents working with their colleges and teams, have asked for feedback and incorporated improvements to realize the commission’s intended outcomes. This includes improvements in the structure, process, communications, resources, tools, and adjustments in response to the changing conditions of the pandemic.
ACCJC staff have also presented on the new process at every opportunity available, such as the ASCCC accreditation institute and CCLC trustees conference, and with various stakeholder groups, such as chief instructional officers, the academic senate, the RP group, as well as during a dedicated ACCJC webinar.
We are especially appreciative of our peer reviewers who engaged in this two semester process with their thoughtful review of the college ISERs, drafted team reports, developed core inquiries, and participated in the focused site visits.
The formative summative process for comprehensive review truly embodies the values we promote, supporting a collegial process, grounded in peer review, and focused on the continuous improvement cycle.
I am so excited to share that we have begun rolling out with the Formative/Summative comprehensive peer review process as an institutionalized practice.
And of course, ACCJC will continue to follow its evaluative approach and implement its learnings as additional colleges experience the benefit of the new model for comprehensive review.

AGENCY RELATIONS

16. California Community College Chancellor’s Office:

Commissioner Daisy Gonzales

17. Pacific Postsecondary Education Council:

Commissioner Mary A.Y. Okada
18. University of Hawai'i Community Colleges:
Commissioner Erika Lacro

Working on continued campus reimagining program. Goal is to reshape credit and non-credit opportunities in the region.

Two campuses are undergoing leadership changes: Kapi‘olani Community College and Honolulu Community College.

19. WASC Accrediting Commission for Schools:
Commissioner Matthew Russo

a. WASC Words International

19.a. WASC Words International.pdf

b. WASC Words California

19.b. WASC Words California.pdf

20. WASC Senior College and University Commission:
Commissioner Carmen Sigler

20. WASC Senior College and University.pdf

ADJOURNMENT: 12:00 p.m.

Minutes recorded by Elizabeth Dutton