CALL TO ORDER at 1:00 p.m., Sonya Christian, Commission Chair
Adjourned: 2:23 p.m.


COMMISSIONERS ABSENT: Willard Lewallen

STAFF PRESENT: Kevin Bontenbal, Stephanie Droker, Elizabeth Dutton, Gohar Momjian, Cheri M. Sixbey, Jared Spring, Alexandra Spring, Catherine Webb

OPENING PROCEDURES

1. Introductions (Commissioners and Staff)

2. Chair's Welcome and Overview

AGENDA AND MINUTES

3. Review and approval of the Agenda
   MOTION TO APPROVE OPEN SESSION AGENDA: Burke/Beach
   ACTION: Approved (unanimous)

4. Review and approval of the January 2021 Open Session Minutes
   MOTION TO APPROVE JANUARY 2021 OPEN SESSION MINUTES:
   Dunsheath/Reiss
   ACTION: Approved (unanimous)

OPPORTUNITY FOR PUBLIC COMMENTS

5. Comments – 30 minutes
   No public comment.
POLICY

6. Policy Committee Memo: Barbara Dunsheath, Committee Chair

   a. Items for Second Reading

      i. Revision: Policy on Social Justice (previously titled Policy Statement on Diversity)

         MOTION TO APPROVE POLICY: Vega La Serna/Gonzales
         ACTION: Approved (unanimous)

      ii. Revision: Policy on Commission Actions on Institutions

         MOTION TO APPROVE POLICY: Okada/Gaskin
         ACTION: Approved (unanimous)

      iii. Revision: Policy on Distance Education and Correspondence Education

         MOTION TO APPROVE POLICY: Pestana/Beach
         ACTION: Approved (unanimous)

      iv. Revision: Policy on Rights, Responsibilities, and Good Practice in Relations with Member Institutions (previously titled Policy on the Rights and Responsibilities of the Commission and Member Institutions)

         MOTION TO APPROVE POLICY: Burke/Okada
         ACTION: Approved (unanimous)

   v. Deletion: Policy on Commission Good Practice in Relations with Member Institutions

         MOTION TO APPROVE DELETION OF POLICY: Russo/Claire
         ACTION: Approved (18-1; Voting no: Walton)

      vi. New: Policy on Teach-Out Plans and Agreements

         MOTION TO APPROVE POLICY: Beach/Doffoney
         ACTION: Approved (unanimous)
b. Items for First Reading

i. Revision: Policy on Preaccreditation *(previously titled Policy on Eligibility to Apply for Accredited Status)*

MOTION TO APPROVE FIRST READ OF POLICY AND SEND TO SECOND READ: Gaskin/Lacro
ACTION: Approved (unanimous)

ii. Revision: Eligibility Requirements for Accreditation

MOTION TO APPROVE FIRST READ OF POLICY AND SEND TO SECOND READ: Pestana/Burke
ACTION: Approved (unanimous)

iii. Revision: Policy on Institutional Advertising and Student Recruitment *(previously titled Policy on Institutional Advertising, Student Recruitment and Representation of Accredited Status)*

MOTION TO APPROVE FIRST READ OF POLICY AND SEND TO SECOND READ: Hanna/Zimmerman
ACTION: Approved (unanimous)

iv. Revision: Policy on Representation of Accredited Status

MOTION TO APPROVE FIRST READ OF POLICY AND SEND TO SECOND READ: Russo/Okada
ACTION: Approved (unanimous)

v. Revision: Policy on Institutional Degrees and Credits

MOTION TO APPROVE FIRST READ OF POLICY AND SEND TO SECOND READ: Burke/Beach
ACTION: Approved (unanimous)
VERBAL REPORTS

7. President’s Report: Stephanie Droker, President

President Droker recognized Dr. Ian Walton and Dr. Karolyn Hanna for their significant work with the Commission and expressed thanks for their support and service.

President Droker provided information on the ACCJC Standards Review process, with special attention to the tentative timeline. The anticipated approval of these Standards is June 2023, with first cohort reviewed in 2025.

Eighty-four individuals from the field will participate in the Standards Review Process, representing 65 individual institutions. Peer writing teams will convene over the summer of 2021.

The U.S. Department of Education has initiated Negotiated Rulemaking with a focus on student borrowing and debt, gainful employment, financial responsibility of institutions for participating in federal student aid, Pell eligibility for prison education programs, and the roles of accreditors in all of these matters.

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

ACCJC has operated within its approved budget this fiscal year, July 1, 2020 through June 30, 2021.

Budgeted revenue: $3,901,153
Budgeted expenses: $3,188,797
Budgeted projected surplus for 2020 – 2021: $712,356

Actual expenses will be less than projected due to the continuation of virtual meetings and trainings, resulting in significantly less travel and function space expenses. Projected surplus is now approximately $1.6 million.

ACCJC completed its annual audit in October of 2020 and the auditors had “No comments, findings, or adjustments” – a perfect audit. Audit Committee Chair Ned Doffoney reported to the Board at its January 15, 2021, meeting and obtained Board approval to accept the final Audit Report as it was received from the auditor. Secretary/Treasurer Okada acknowledged and thanked Vice President of Operations Cheri M. Sixbey for her excellent work on this project.

The Statement of Financial Position June 2020 compared to June 2019:

Total Liabilities and Net Assets
June 2019: $4,818,546
June 2020: $6,468,079

ACCJC’s enhanced financial position is due in part to increased efficiencies from continued modification of procedures and practices; continuation of virtual meetings, events, and trainings; and an investment strategy that is increasing ACCJC’s long-term investments.
The Board of Directors took action at its June 2020 Board Meeting to establish the Memberships Dues for 2021-2022 at the same level as 2020 – 2021, resulting in no dues increase in the 2021 – 2022 dues and thereby maintaining the dues at the same rates for three years. The Board of Directors will take action to establish the Memberships Dues for 2022 – 2023 at its meeting this Friday, June 11; the ACCJC Budget Committee will recommend to the Board that there be no increase in the 2022 – 2023 dues.

The Board will take action on the proposed budget for fiscal year 2021 – 2022 on Friday, June 11.
Budgeted revenue: $3,806,200
Budgeted expenses: $3,155,975
Budgeted projected surplus for 2021 – 2022: $650,405

9. Standards Review Report: Lori Gaskin, Commission Vice Chair
Commissioner Gaskin expressed enthusiasm about Standards Review process, calling it one of the most inclusive and collaborative processes launched by ACCJC. President Droker and her team planned and executed the process in a professional and thoughtful way. The teams involved operate under five principles:
• Intentional focus on outcomes, innovation, and improvement.
• Inclusivity by design.
• Intentionally structured process to reinforce work within all elements of the process.
• Collegiality and collaboration along with accountability.
• A dynamic and iterative process with ample opportunity for engagement and dynamic feedback.

10. Substantive Change Committee: Lori Gaskin, Committee Chair
Since the last Commission Meeting report in January 2021, the Substantive Change Committee met four times, hearing and approving eleven Substantive Change Applications. In response to the COVID-19 pandemic, many institutions implemented remote learning for the first time. As such, seven of the approvals since January were for Distance or Correspondence Education, with nearly all of the member institutions now approved for Distance Education modality, and all institutions serving incarcerated students able to provide programs via Correspondence Education.

Since the last Commission meeting, ACCJC staff has processed more than 66 administrative approvals for a variety of programs and transfer degrees.

The Substantive Change Committee remains impressed with the quality of the applications received. Our member institutions are staying innovative and responsive, presenting carefully crafted plans focused on student achievement and embodiment of their missions. Special thanks to Vice President Bontenbal and Accreditation Process Manager Elizabeth Dutton for their work with the committee and substantive change process.
11. Educational Programming Committee: Randy Beach, Committee Chair

The Educational Programming committee has been very busy since the commission meeting in January.

Thank you to the members of the committee for their time and energy: Sally Pestana, Cynthia Napoli-Abella Reiss, Jennifer Vega La Serna, Michael Zimmerman, and ACCJC staff members Kevin Bontenbal and Elizabeth Dutton, and 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 and to provide support for colleges to address ongoing accreditation processes and practices that is responsive, appropriate, and effectively address the needs of members. Specifically, the committee works to define the educational programming themes and topics for ACCJC educational events to ensure that the needs of the ACCJC community are met.

Since January the committee has met three times: February, April and May.

In February, Commission staff presented a webinar on the Annual Report and Annual Fiscal Report and in March the ACCJC vice presidents and president provided an update to the field on important initiatives including the ACCJC standards review, virtual site visits, and the formative/summative review process. Over the whole year Webinar attendance ranged from 160+ to almost 300 attendees for some sessions.

In April, the Commission sponsored and facilitated a three-day symposium entitled “Partners in Excellence 2021: Equity, Quality, and Innovation Through Action.” The three-day event focused on issues of equity and inclusion and how to help colleges address equity gaps for students of color in higher education. Presenters provided ideas for having difficult conversations about race and how those conversations can lead us to take action — in terms of academic quality standards and ensuring that colleges and peer review teams represent the great diversity of our region. The central message was that accreditors and institutions must do more to hold ourselves accountable to dismantle structural racism and the evaluations and feedback were largely positive.

There were many renowned presenters including Commissioner Dr. Daisy Gonzales, as well as Commission staff and members of Ed programming who served as facilitators. Attendance over the three days ranged from 190 to 255 participants. Commissioner Beach expressed gratitude to ACCJC staff members Jared Spring and Alexandra Spring and everyone who supported the event. It was a great success for the Commission and membership.

Finally, the committee wrapped up its year by planning a slate of webinars for Fall 2021 and Spring 2022. In Spring 2022, ACCJC will not be doing an in-person conference. The ASCCCC will be doing their Accreditation Institute in spring 2022 and ACCJC will be participating in that event.
12. 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 used to support the Commission’s ongoing strategic planning.

In spring 2021, the committee focused on evaluating progress towards the three key strategies outlined in the 2020 edition of the ACCJC Strategic Plan, which are to:

- Communicate and collaborate to advance the mission of ACCJC
- Foster institutional innovation
- Lead advocacy efforts on accreditation

Committee members reviewed evaluation data related to the Commission’s strategic activities, and documented the results in the Strategic Plan Progress Report for 2020-2021. The progress report has three components: an overview that demonstrates how the Commission’s focus and energy was distributed across the three key strategies during the past year; a summary activities and a brief evaluation of progress for each key strategy; and an appendix outlining the strategic activities that were considered in the evaluation.

Over the past year, the Commission’s strategic energy was largely focused around communication (key strategy 1) and advocacy (key strategy 3); this is not surprising, given the context of COVID-19 and focus on social justice over the past year. The Committee anticipates that over the course of the upcoming year, more strategic energy will shift to activities related to institutional innovation (key strategy 2) as the pilot for the formative/summative approach to comprehensive review continues and the Standards Review process gets underway.

In reviewing the progress report, the Committee noted that the Commission maintained its intentional strategic focus during a very challenging year. The Commission continues to proactively engage with and advocate for its member colleges, to the ultimate benefit of the students they serve.

The full report is publicly available on the ACCJC website, on the Strategic Plan page.

13. Nominating Committee: Matthew Russo, Committee Chair

Thanks to the committee: Commissioners Burke, Doffoney, and Pestana.

ACCJC is in the process of completing the 2021 Election cycle. There were three Academic Member positions open, with two Academic Member incumbents running for reelection. The ACCJC Nominating Committee met on May 26th to review the applications received and to develop a slate of candidates. The slate is currently out for review by the member institution CEOs and to allow for any nominations-at-large. ACCJC anticipates the final ballot will be sent to the CEOs on June 17th and the results of the election will be announced at the end of the month. Information about the election process is available on the ACCJC website.
14. Ad hoc Formative/Summative Committee: *Cynthia Napoli-Abella Reiss, Committee Chair*

The Ad hoc Formative/Summative Committee was formed two years ago in Spring 2019 when the Commission introduced a new pilot model for comprehensive peer review.

The Ad Hoc Committee currently includes Commissioners Kathleen Burke and Cynthia Napoli-Abella Reiss, ACCJC President Droker, and each of the Vice Presidents.

The ad hoc committee’s purpose is to provide guidance and review feedback during the design and pilot phases of the project and to assure alignment with the Commission’s intended vision.

The revised model inserts a formative component into the peer review process. In the formative component, peer review teams conduct an off-site Team ISER Review to validate standards that are met. During Team ISER Review they identify areas of Core Inquiries, which are then pursued in a Focused Site Visit approximately six months later.

Three single college districts engaged with ACCJC during the first pilot phase. And our peer review teams pioneered this process, working under the leadership a Team Chair and Vice Chair. The teams concluded the formative component during the Team ISER Reviews in Spring, and identified Core Inquiries where the team needed further information and/or clarification. The Team Chair and Vice Chairs provided the Core Inquiries to the College presidents and the colleges will use the information to prepare for the Focused Site Visits that are scheduled for Fall 2021.

So far the process has gone very smoothly. This would not be possible without the strong leadership of our Team Chairs and Vice Chairs. And of course, there is the hard work of our peer review teams who relying primarily on the ISER and evidence were able validate those standards that were met, draft a preliminary team report, and develop the Core Inquiries.

The ad hoc committee reviewed the feedback and observations from staff, and staff is already making improvements to the training, clarifying expectations, and streamlining materials for the second pilot phase, which engages a multi-college district beginning in Fall 2021.

Keep in mind that the Commission’s decision-making process is not changed, which occurs after the Focused Site Visit, and is based on the completed Peer Review Team Reports. ACCJC will review the first pilot cohort during its January 2022 meeting. While only partially through the pilot process, it is clear that this model truly fosters and guides ongoing institutional improvement; it structures the focused site visit to concentrate on core accreditation issues; and it provides increased communication and transparency in the peer review process.
AGENCY RELATIONS
All reports are available online at ACCJC website. No verbal reports presented.

15. California Community College Chancellor’s Office:
   Commissioner Daisy Gonzales

16. Pacific Postsecondary Education Council:
   Commissioner Mary A.Y. Okada

17. University of Hawai’i Community Colleges:
    Commissioner Erika Lacro

18. WASC Accrediting Commission for Schools:
    Commissioner Matthew Russo

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

CALENDAR
January 2022 Commission Meeting
Hyatt Regency San Francisco Airport
1333 Old Bayshore Hwy., Burlingame, CA 94010
Wednesday, January 12 – Friday, January 14, 2022

ADJOURNMENT

Minutes recorded by Elizabeth Dutton
Reviewed by staff on 6/21/21