Accreditation Response Team -- Record of Meeting

July 11, 2012, 1:30-4pm, MUB140

Attendees: Jorge Bell, Lauren Bell, Natalie Berg, John Bilmont, Tom Boegel, Kristin Charles, Ms. Bob Davis, Atilla Gabor, Grace Esteban, Hal Huntsman, Susan Lopez, Joanne Low, Pamila Fisher, Betty Inclan, Nancy Mackowsky, Lindy McKnight, Pam Mery, Gohar Momjian, Maya Novatelli, Laurie Scolari, David Yee, Eric Raznick, John Rizzo, James Rogers, Tim Ryan Clara Starr, Fabio Saniee, Samuel Santos, Karen Saginor, Athena Steff, William Walker

- Dr. Fisher acknowledged the presence of Board President Trustee Rizzo, Trustee Natalie Berg, and Student Trustee William Walker, faculty and staff of the accreditation planning team.
- She discussed that continuous updates will be placed on the accreditation website which will serve as the hub for information about the accreditation process.
- She cited that all external communications regarding accreditation should be vetted by Larry Kamer, CCSF’s PR consultant.
- Trustee Rizzo and Trustee Berg updated the group about their meeting with Mayor Lee and his staff. The City is greatly concerned about and negatively impacted by CCSF’s current crisis.
- Hydra Mendoza from the Mayor’s office will serve as the City’s liaison with Dr. Fisher as we go through this process.
- Dr. Fisher oriented the group about the importance of preparing a plan and accomplishing as much work as possible by the October 15 deadline. Other key dates were mentioned.
- Some recommendations must be done by October 15 but all recommendations must have a concrete plan by October 15 and achieved by March 15.

Accreditation Team Role:
Dr. Fisher asked all involved in the team to do the following as they begin their work:
1. Read the recommendations.
2. Read the standards
3. Read the entire report.
4. Look at the models where they exist
5. Identify resources (expertise available or needed)
6. Write down activities or action items
7. Prepare weekly timeline with deliverables

Team Development:
The group was given the Accreditation Response Team Matrix. They were asked to suggest possible team members and resources for Dr. Fisher’s consideration to be workgroup participants or leaders in addressing the specific recommendations. Dr. Fisher said team and their leaders will be announced by next week. Smaller work groups also will be identified. The large Accreditation Response Team (ART) will meet again in approximately three weeks to review what has been planned and accomplished.