1. Institutional Self Evaluation Report

A. Introduction

On July 3, 2012, City College of San Francisco (CCSF) received the Accrediting Commission for Community and Junior College’s (ACCJC) decision letter and evaluation report issuing a Show Cause sanction to the College. In that letter, ACCJC identified 14 Recommendations and communicated that the institution must submit a Special Report by October 15, 2012, and a Show Cause Report by March 15, 2013. The College organized itself in a very short timeframe, gathering input from over 200 CCSF faculty, staff, administrators, trustees, and students to develop and begin implementing plans to address the 14 Recommendations.

The Special Report was produced under the leadership of then-Interim Chancellor Dr. Pamila Fisher. Her appointment ended October 31, 2012. On November 1, 2012, Dr. Thelma Scott-Skillman took over as Interim Chancellor with direction from the CCSF Board of Trustees to implement the plans set forth in the Special Report and to fulfill the College’s obligations in meeting the ACCJC Accreditation Standards.

On October 25, 2012, CCSF’s Board of Trustees accepted the State Chancellor’s nominee for a Special Trustee, Dr. Robert Agrella. On November 7, 2012, four Trustees were elected (three incumbents and one new member) who took office in January 2012.

B. Organization of the Self Evaluation Process

The following section describes the organization for developing and producing this Show Cause Report, the individuals who were involved in its preparation, and the chronological timeline of meetings and milestones.

The approach for City College’s Show Cause report was to conduct a new Self Evaluation that follows the ACCJC Guidelines for Institutional Self Evaluation (June 2011 Edition). This approach and format is based on the July 2012 ACCJC letter and evaluation report indicating that the College must “show cause” why it should be accredited, demonstrate compliance with all ACCJC Eligibility Requirements, demonstrate compliance with all ACCJC Accreditation Standards, demonstrate compliance with ACCJC Policies, and demonstrate progress toward correcting deficiencies noted by the Accrediting Commission. Additional communications between then-Interim Chancellor Dr. Pamila Fisher and ACCJC President Barbara Beno and between Accreditation Liaison Officer Gohar Momjian, Dean of Grants and Resource Development Kristin Charles (report writer/editor), and ACCJC Vice Presidents Susan Clifford and Jack Pond, confirmed this approach. Ultimately, the institution bears the burden of proof for showing why CCSF should be accredited.

Work on the Show Cause Report began immediately following the submission of the October 15 Special Report which described the College’s progress and additional plans to address the 14 Recommendations identified by the Accrediting Commission in its July 2012 Evaluation Report. Workgroups composed of administrators, faculty, staff and students provided input into the development of the October 15 report. Each of the workgroups was responsible for addressing one of the 14 Recommendations, which in turn related to the four ACCJC Accreditation Standards.
On October 16, 2012, the Accreditation Steering Committee met to debrief on the submission of the Special Report and review the organization for the Show Cause Report. The Steering Committee consists of the workgroup leaders (most of whom are administrators); constituent leaders of the College including the Academic Senate, Classified Senate, American Federation of Teachers (AFT) 2121, Service Employees International Union (SEIU) 1021, and Department Chair Council (DCC); the Student Trustee; and the Board President and Vice President. In addition, the Steering Committee includes the Accreditation Liaison Officer, Accreditation Assistant, and Dean of Grants and Resource Development, who is responsible for the final writing and editing of the Special and Show Cause Reports. Given its constituency representation, the Steering Committee plays a role in helping to provide transparency and promote communication around accreditation activities.

The Steering Committee reviewed a chart of responsibility that assigned each of the 14 workgroups (who had previously worked on the 14 Recommendations) to respond to specific Accreditation Standards. When a Standard did not clearly fall in a particular workgroup’s purview, the ALO assigned the administrator in charge of areas relating to that Standard to draft a response. The workgroups were responsible for drafting summary descriptions in response to the Standard, a self-evaluation, and actionable improvement plan(s). The Accreditation Liaison Officer requested that workgroup leaders utilize templates to submit a Show Cause Progress Report in November 2012 followed by a Show Cause Report in December 2012 for each of their assigned Standards. The Show Cause Report templates from each workgroup formed the basis for this Show Cause Report.

An additional component of the Show Cause report is a section focused on the College’s Centers and sites. Given the references to Centers and sites throughout the 14 Recommendations in the ACCJC’s July 2012 Evaluation Report, Interim Chancellor Fisher formed a “special focus” workgroup, which has been identifying and collecting the data necessary to conduct a fiscal and programmatic analysis of Centers and sites. This topic appeared explicitly in several of the Recommendations, primarily in Workgroup 1 (Mission), Workgroup 2 (Effective Planning Process), Workgroup 5 (Student Services), Workgroup 8 (Physical Resources), and Workgroup 10 (Financial Planning), and it was felt that the work would be better coordinated and more effective if addressed by a single group. Workgroup 15 members include the workgroup leaders noted above in addition to trustees, administrators, staff, faculty, and student representatives. In November 2012, the Vice Chancellor of Academic Affairs and the Center Deans joined the workgroup.

The Chancellor is responsible for preparing the Closure Report, a required companion document to the Show Cause Report, in consultation with the CCSF Board of Trustees, the Accrediting Commission, and the California Community Colleges Chancellor’s Office.

The Steering Committee also reviewed a timeline of milestones and key meetings of College stakeholders to provide input to the draft Show Cause report (see “Overview of Timeline” below). In addition to Steering Committee discussions on the Show Cause Report, the newly formed Participatory Governance Council played a central role in reviewing and providing feedback on the report. The Accreditation Liaison Officer provided monthly updates to the Board of Trustees during their regularly held meetings. In addition, the Board held a Special Meeting in early February to focus exclusively on the Show Cause Report and provide feedback and input prior to its final review of the report.
Overview of Timeline

- October 16, 2012 – Steering Committee Meeting
- October 25, 2012 – Board of Trustees Meeting / Accreditation Progress Report
- November 6, 2012 – Steering Committee Meeting
- November 9, 2012 – Workgroup Progress Report Forms Due
- November 15, 2012 – Board of Trustees Meeting / Accreditation Progress Report
- November 19, 2012 – Steering Committee Meeting
- December 7, 2012 – Workgroup Show Cause Templates Due
- December 13, 2012 – Board of Trustees Meeting / Accreditation Progress Report
- December 18, 2012 – Participatory Governance Council
- January 8, 2013 – Steering Committee Meeting – Review Preliminary Show Cause Report
- January 14, 2013 – 1st Preliminary DRAFT report (pdf) to Steering Committee
- January 18, 2013 – 1st DRAFT Show Cause Report online
- January 24, 2013 – Board of Trustees Meeting / Review 1st DRAFT Show Cause Report
- January 30, 2013 – Evidence due for all Accreditation Standards
- February 4, 2013 – Deadline for feedback on 1st DRAFT
- February 5, 2013 – Steering Committee Meeting – Review 2nd DRAFT Show Cause Report
- February 11, 2013 – 2nd DRAFT report online for college review and feedback
- February 28, 2013 – Board of Trustees Meeting / Last DRAFT Show Cause Report

Evidence/appendices: Overview Timeline; Assignment Chart of Responsibility; List of Steering Committee members; List of Workgroup members; Progress Report; Show Cause Template; Agendas/Notes of Steering Committee and Participatory Governance Council, Board Meetings