VII. Discussion Items/Action Items:

C. Accreditation Progress Report – The Chancellor and the Accreditation Liaison Officer (ALO), Gohar Momjian will present a comprehensive report on the structure, activities, timeline and progress of the workgroups addressing the 14 recommendations and unmet eligibility requirements cited by the Accrediting Commission.

RECOMMENDATION: That the Board of Trustees review the report, provide direction as needed and approve the working plans.
Overview of Workgroup Activities as of 8/17/12

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>#1 Mission</td>
<td>- Conducted review of mission and held special meeting to review proposed language - Established process and timeline for annual review - Included statements about role of mission in driving institutional priorities and resource allocation</td>
<td>Board policy 1&lt;sup&gt;st&lt;/sup&gt; reading Aug. 23, 2&lt;sup&gt;nd&lt;/sup&gt; reading Sept. 11 By October 15 completed</td>
<td>Revised mission statement does not limit what CCSF undertakes, but it does define primary mission and circumstances to offer add’l services and programs</td>
</tr>
<tr>
<td>#2 Planning</td>
<td>- Revised the Annual Assessment, Planning, and Budgeting timeline - New timeline clarifies roles, begins with board direction on priorities, informed by assessment and data, supported by unit level planning, and sufficiently timely to inform next years plan and budget, transparent in link to resource allocation - Visuals developed - Timeline for Education Master Plan drafted</td>
<td>Board review of timeline scheduled Sept. 11 Board retreat on planning and establishing priority goals scheduled for Sept. 11 By October 15 completed</td>
<td>Evidence that what CCSF offers is in line with planned goals and used in resource allocation decisions</td>
</tr>
<tr>
<td>#3 Program Review</td>
<td>Program Review Template revised: - Now includes more focused SLO component - Now includes planning for maintenance, growth, reduction - Requires ranking of goals/needs as relates to resource allocation - Guidelines developed to help dept. chairs and deans complete program review - Rubric developed to help deans evaluate resource request - Before 2 year cycle, now sync-ed with Annual Assessment Cycle, conduct program review on annual basis</td>
<td>Roll out Aug. 31&lt;sup&gt;st&lt;/sup&gt; to all college units Program Review completion by dept. chairs Dec. 2012 Determine priorities for next fiscal year based on program review – conduct in Jan./February 2013 By March 15, 2013 show how closed loop and made changes based on assessment</td>
<td>Data not 100% complete for dept. chairs Tight timeline</td>
</tr>
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| #4 SLO / Instruction | **-Centralized reporting of SLOs in Office of Instruction and online**  
**-Conducted training on SLOs (Aug. 13)**  
**-Developing special flex day for SLO work (Sept. 12)**  
**-Aligning course and program SLOs**  
**-Gathering info on external assessment**  
**-Aligning course and General Ed SLOs; assessing**                                                                 | **Planning of Fall 2012 Course SLO assessment activities done by Aug. 31**  
**Alignment of Course, Program, General Ed SLOs completed by Dec. 2012**  
**Program reviews due Dec 2012 will each include a summary of departmental directions taken as a result of SLO assessments**  
**First comprehensive report on assessment and closing loop completed in January 2013**                                                                 | **Varying levels of knowledge and expertise among faculty and dept. chairs**  
**Institutional SLOs – need to determine division responsible and next steps to address recommendation**                                                                                                                                                                                                                 |                                                                                                                                                                                                                       |
| #5 SLO / Student Services | **-Developed standard template for student services SLOs**  
**-Created best practices binder of student services SLOs**  
**-Established Fall 2012 calendar for completion of student service SLOs**  
**-Conducted student service SLO workshops**  
**-Collecting SLO data / assessment for decision making**                                                                 | **SLO documentation completed and centralized by Sept. 7**  
**Program reviews due Dec 2012 will each include a summary of departmental directions taken as a result of SLO assessments**                                                                 | **Data collection - staffing**  
**Centralization of work effort**                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                       |
| #6 SLO / HR Evaluation | **-Negotiating with AFT 2121, Dept. Chair Council, SEIU 1021, Admin. Assoc. to include SLO component in evaluations**                                                                                                                                                                                                                                    | **Expect negotiations to be complete and to include SLO component in future job announcements and evaluation documents by Oct. 1**                                                                                     | **Scheduling conflicts**                                                                                                                                                                                                                                                                                                                                 |
### Overview of Workgroup Activities as of 8/17/12

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| #7 Human Resources / Staffing | - Reviewed and discussed pros/cons of CCSF current organization  
- Reviewed and discussed procedures for interim/acting appts., transfers, add’l duties, etc.  
- Reviewed vacancy review group role  
- Recommending professional development/training opportunities  
- Developing recommendations regarding organization and procedures to Chancellor / Board | Review of pros/cons of adequacy of staffing and distribution completed  
Procedures for appointing interim or acting administrator to be completed by Aug. 31  
Proposal for administrative reorganization to be completed by mid-September 2012  
Proposal for vacancy review group process to be completed by end of Sept. 2012 | Difficult and sensitive topics of discussion |
| #8 Physical Resources | - Reviewed State vs. CCSF definitions of campus, centers, sites  
- Reviewed model total cost of ownership (TCO) for future planning  
- Identified challenges in determining annual and long-term operational and staffing costs  
- Analyzing specific costs associated with operations/maintenance for current buildings, centers, sites | Focused on developing TCO model for Chinatown/NorthBeach campus to be completed by Dec. 2012 | Difficulty understanding chart of accounts, banner codes, methodology for determining budget for maintenance and staffing |
| #9 Technology Resources | - Redefined Technology Plan  
- Added Cost and Staff Requirements to Tech. Plan  
- Working on AcademicEquipment Inventory  
- Created Guiding Principles (augment ITS Mission)  
- Identifying Sources of Equipment Usage Data, developing models for replacement, articulating relationship with planning process | Components to comprehensive plan for equipment maintenance, upgrade, replacement completed by Oct. 1  
Analysis of staffing and costs, and constraints of funding sources completed by Oct. 1 | Establishing accurate inventory  
Creating atmosphere of shared resources  
Standard replacement cycle  
Adequate staffing with changes in technology |
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| #10 / #11 Financial Planning and Stability Financial Integrity and Reporting | - Working on list of options for reducing costs  
- Staffing resources added to accounting dept. to ensure deadlines for audits are met  
- FCMAT Review (oral report 8/23/12)                                         | List of options to reduce costs for board consideration by Aug. 31  
Submit Annual 311 Report by Oct. 5 to State Chancellor Office  
Submit Annual Audit report by Dec. 31 2012 to State Chancellor Office  
Submit 311-Qs by quarterly deadlines                                          | Challenges of options for reducing costs will be outlined in forthcoming list  
Additional resources to assist with audit are not ongoing solutions          |
| #12/#13 Governance and Decision Making Governance Structures                | - Discussed what works and doesn’t work in current system  
- Discussed barriers to decision making  
- Reviewed sample policies on shared governance  
- Reviewed Shared Governance Evaluation Report  
- Discussed ways to improve student participation  
- Identified ideal criteria of model system  
- Developing new model                                                        | Conducted trainings: Accrediting Commission presentation to Board (July 10, 2012); Association of Community College Trustees (ACCT) conducted retreat with Board (August 6/7, 2012); California Community College League and Academic Senate for California Community Colleges (August 23/24, 2012)  
Completed analysis of shared governance process  
Ideal model proposed by end of Sept. 2012                                    |                                                                                                                                 |
| #14 Board Organization                                                   | - Board reviewing proposed plan / matrix                                          | Accrediting Commission presentation to Board (July 10, 2012); Association of Community College Trustees (ACCT) conducted retreat with Board (August 6/7, 2012); California Community College League and Academic Senate for California Community Colleges |                                                                                                                                 |
### Overview of Workgroup Activities as of 8/17/12

| #15 Centers and Sites Review | Workgroup held first meeting on 8/17/12 and discussed charge of group and possible activities to analyze and assess the issues regarding centers and sites as referenced in the accreditation recommendations; and to identify and where possible collect data necessary for a fiscal and programmatic analysis of CCSF centers and sites | To be determined |

(August 23/24, 2012)