1. **Initial Step:**
   1. Remember to read entire team report and decision letter
   2. Review Accreditation timeline
   3. Review standard references related to recommendations
   4. Review recommendations
   5. Review section of team report leading to recommendation
   6. Complete matrix by August 22 by identifying possible activities, tasks, resources available and/or needed and evidence to be acquired related to process and proposed resolutions to the recommendations.

2. **Notes**
   1. A detailed work plan must eventually be adopted by Board of Trustees by the end of September 2012 and implemented by the College by the end of February 2013 in order to meet Commission deadline.
   2. Please also note that while some work group tasks maybe fully endorsed by the work group; others will not. Multiple options may be presented to the Chancellor and Board of Trustees for further consideration.
   3. For some of your issues/tasks, there will be overlap with other work groups. Throughout the process, team leaders will coordinate their efforts and the ALO & Steering Committee will ensure communication between and among groups.

3. **Charge:** To identify, and where possible, collect data necessary for a fiscal and programmatic analysis of CCSF's major campuses other than Ocean, including: Castro, Civic Center, Chinatown/NorthBeach, Downtown, Evans, John Adams, Mission, Southeast.

4. **Discussion / Possible Activities**
   a. Definitions
   b. Total Cost of Operation
   c. Foundation Grants
   d. Course Offerings / Sections per Center
   e. Human Resources Allocation
   f. Student Data (including addresses)
   g. Proximity to Alternative Locations/Transportation
   h. Real Estate Value
   i. Other Factors/Data

5. **Next Steps**