Accreditation Workgroup #4 Meeting Notes
July 18, 2012

Timeline
By August 3:
• Complete Matrix including list of activities, status of activities, projected timeline, resources needed, and evidence to be presented.

By September
• Complete ACCJC SLO Status Report. Not officially due until spring 2013, but will give us indication of shortfalls at CCSF. All colleges are to be at Proficiency level by fall 2012.

By December 12
• Departments complete assessment of courses, and programs.

Curriculum Committee Activities:
• Check for standardize language on all course outlines.
• Check for integrated course outlines.
• Promote use of CCSF Webpage to document work completed on SLOs.
• Track and report out on SLO inclusion at the course level. Courses that do not have SLOs must be updated by September 30, otherwise they will not be offered in spring 2013.

Department Level Activities:
• Develop and implement an assessment plan with a continuous review/assessment/change cycle.
• Review 100% of courses for inclusion of SLO in course outlines.
• Review 100% of course outlines for assessment component.
• Review 100% of syllabi/first day handouts for inclusion of SLOs.
• Conduct curriculum mapping

Other:
• Institutional SLOs will be developed so they can be moved through the approval process.
• Define roles of faculty, department chair, dean, VC, curriculum committee as they relate to SLOs.
• Identify resource people such as lead department chairs, deans, SLO Ad Hoc Committee.
• Conduct staff development for deans and chairs. Put presentation on the website.
• Compile grid of courses and programs with and without SLOs and monitor progress.
• Identify the accountability level for Faculty/Chair/Dean/Vice Chancellor/Chancellor/Board

Resources
• CCSF Webpage on SLOs
• CCSF Survey
• Betty Inclan
• Lead Resource People

Evidence
• Webpage
• Survey
• Grid/Chart showing cycle of course review/status/outcomes
• Program Review Reports
• Meeting Agendas and Notes

Next Meeting: Tuesday, July 24 at 3:30 in MUB 250
Questions: What can Research and Planning Office provide?