**Accreditation Work Group Progress Form**

**Work Group Leaders:** Please complete and submit this form to Gohar Momjian (gmomjian@ccsf.edu) and Grace Esteban (mesteban@ccsf.edu) via email by **Tuesday, September 11, 2012.**

**Recommendation number and topic:**
7: Human Resources

**Full recommendation text:**
To fully meet Standard III.A Human Resources, the team recommends that the college assess the adequacy of its current number of qualified classified staff and administrators and their appropriate preparation and experience necessary to support the institution’s mission and purpose. The college must ensure that human resource planning is fully integrated with the institutional program review, planning and budgeting processes and linked to the annual allocations of funding to maintain and improve institutional effectiveness.

**Related standards:**
III.A.2, III.A.6, I.B.4

**Work group members:**
Clara Starr, Chair
Andre’ Barnes, Kristin Charles, David Dore’, Katie Gelardi, Enrique Mireles, Francine Podenski, James Rogers, Lety Sazo, Athena Steff, and Kathleen White, Jennifer Worley

Provide the dates and times of all meetings held to date. For each meeting, please briefly describe the primary focus of the discussion that took place (1-2 sentences per meeting).

07/27/12 – Introduction, First discussion on group task & recommendations

07/31/12 – Discuss Group recommendations, activities, applicable resources and evidence and work on completion of response matrix

08/07/12 – Started working on proposed administrative re-organization

08/10/12 – Discussed Chancellor’s Division
08/21/12 – Continue work on administrative re-organization
   Discussed Research & Planning, and Grants

08/27/12 – Discussed Student Services Division

09/05/12 – Discussed Student Services Division and Finance & Administration Division

09/10/12 – Discussed Academic Affairs Division

Describe your plans for addressing the recommendation. Include a brief paragraph describing each activity included on your timeline along with key dates for accomplishing those activities.

Please see the attached WK Group #7 RECAP
Summarize your progress to date on carrying out the activities described above where applicable. If you have completed any of these activities, please note the date on which it was completed and append the evidence or any products relating to the activity.

Please see the attached WK Group #7 RECAP

List any challenges you have encountered or anticipate facing with respect to addressing the recommendation.
The discussions have been difficult and it is challenging to remain objective coming up with what is best for the College versus what is best for the constituency group represented by the members.