**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 **Thursday, August 16.**

**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’, Enrique Mireles, Francine Podenski, James Rogers, Lety Sazo, Athena Steff, and Kathleen White

**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

08/21/12 – Continue work on administrative re-organization
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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>timeline</th>
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<tbody>
<tr>
<td>Proposed Administrative Reorganization</td>
<td>completion of proposal by mid September</td>
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<tr>
<td>Procedures for appointing Interim or Acting Administrators</td>
<td>completion of proposed procedures August 31</td>
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<tr>
<td>Creating a Vacancy Review Group process</td>
<td>recommendation by end of September</td>
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<tr>
<td>Integrate institutional program review with the planning &amp; budget processes and link to the annual allocation of funding</td>
<td>Present proposal by end of September</td>
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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.

The group has reviewed the current CCSF organization, including:
- reviewing and discussing current CCSF organization;
- reviewing other single-District org charts; consulted with Dr. Bob Agrella; and started drafting proposed administrative organization charts.

The group has reviewed procedures for:
- administrative interim and acting appointments;
- administrative temporary additional duties;
- administrative upgrading, reclassifying, lateral transfers; and classified hiring and transferring. The group agreed that the processes for each category referenced above should be enforced.

The group agreed that the Vacancy Review Group needs to be reinstated as a committee, including:
- regular scheduled meetings;
- a timeline/calendar that includes as an item: response to the requestor; and an appeal process.

Regarding training and program review: the group is proposing the following:
- Communicate to the Program Review Work group the need to include data-driven requests/recommendations for staffing expansion and reductions in the program review template, if not already addressed;

- Reinstall and develop a schedule for Orientations/Trainings for deans, department chairs, program coordinators, and expand for other groups as applicable;

- Reinstall professional development funding for all employee groups and develop a set of recommendations to reinstall a centralized professional development office;

- Develop a schedule for delivery of and expand required Leadership Training topics, include supervisory/management training;

- Evaluate/assess training;
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.