Accreditation Show Cause Report TEMPLATE

Draft 11/19/12

Work Group Leaders: Please complete and submit this template to Gohar Momjian (gmomjian@ccsf.edu) and Grace Esteban (mesteban@ccsf.edu) via email by Friday, December 7.

Complete a separate template for each Standard/subsection for which you are responsible (see attached “Assignment Chart of Responsibility”).

1. **Full Standard Number** (e.g., II.B.3):

   I.A.4

2. **Full Standard Text:**
   Please copy and paste the full text of the Standard from the September 2012 ACCJC Manual for Self Evaluation beginning on page 11, found at:

   **The institution’s mission is central to institutional planning and decision-making.**

3. **Descriptive Summary:** A primarily descriptive overview of what the institution does in relation to each of the Standards.

   Until recently, the College formally reviewed and revised the mission statement every six years. This timing was delineated so that the revised mission would inform the Strategic Plan. The Strategic Plan articulates six priorities for the College’s improvement and innovation efforts intended to move the College toward fulfilling its mission and vision. Unit plans have been developed via program review. Unit plans directly reference the Strategic Plan and/or the Annual Plan which flows from the Strategic Plan.

   A revised calendar and process was adopted in September 2012. The mission is now reviewed annually, and along with establishing Board Planning Priorities for subsequent fiscal year. As units complete their program reviews in the fall, the first item to which they must respond is “Description of Programs and Services and their Locations – Insert description from previous program review and revise as necessary to remain consistent with the College’s Mission.” A program review checklist has been created for deans and supervisors. The checklist ensures that deans and supervisors check all submitted draft program reviews for completeness and work with departments to revise responses if questions such as the congruence with the College mission have not been sufficiently addressed.

   Program review contains information about staffing, technology, facilities, and other resource needs. Units are also required to “cite linkages to Board priorities and/or Board-approved college plans” throughout their reviews, especially when identifying planning objectives and citing associated budgets.

4. **Self Evaluation:** Based on the descriptive summary, the institution should analyze and systematically evaluate its performance against the Eligibility Requirements, Accreditation Standards, Commission policies