Accreditation Progress Form – Eligibility Requirements

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:
Eligibility Requirement 5, Administrative Capacity
Eligibility Requirement 17, Financial Resources
Eligibility Requirement 18, Financial Accountability
Eligibility Requirement 21, Relations with the Accrediting Commission

Full recommendation text:

Eligibility Requirement 5, Administrative Capacity: The college does not have sufficient administrative staff with appropriate experience to support the necessary services for an institution of its size, mission, and purpose.

Eligibility Requirement 17, Financial Resources: The institution cannot document a funding base, financial resources or plans for financial development that are adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

Eligibility Requirement 18, Financial Accountability: The institution fails to conduct audits and provide reports to the college or community in a timely manner. The institution has also failed to implement corrective action to audit findings over multiple years.

Eligibility Requirement 21, Relations with the Accrediting Commission: The institution does not adhere to each of the Eligibility Requirements and Accreditation Standards and has failed to follow Commission directives to address the deficiencies noted by the 2006 evaluation team.

Related standards:
• All

Responsible Individual:
• Kristin Charles

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).

August 7, 2012: Met with Chancellor Fisher and Gohar Momjian to discuss the Work Group’s role in addressing the Eligibility Requirements and their relationship to the Commission’s Recommendations. Identified the development of a crosswalk as a useful tool for mapping the Eligibility Requirements to the Recommendations.

August 17, 2012: Met with Gohar Momjian to review activities to date and plans for moving forward in addressing the Eligibility Requirements, largely focusing on the progress reports developed to date by the Work Groups as the sources for evidence. Determined need for
developing a draft report on Eligibility Requirements by September 5 (in time or the 3rd Accreditation Steering Committee meeting).

**August 22, 2012:** Meeting scheduled with Susan Clifford and Jack Pond of ACCJC to discuss format and contents of the Show Cause Report, including response to Eligibility Requirements.

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.

**Activity 1:** Develop crosswalk linking Eligibility Requirements to Recommendations and distribute to Steering Committee (Work Group Leaders). The crosswalk will serve as a tool for mapping the Eligibility Requirements to the Recommendations to ensure that we come into full compliance with all four Eligibility Requirements.

**Activity 2:** Review progress reports submitted by each Recommendation Work Group to identify and document the ways in which the Work Groups are addressing the Eligibility Requirements. This will take place during the week of August 20, 2012 once all progress reports have been assembled.

**Activity 3:** Reach out to the Recommendation Work Groups for clarification as necessary regarding the extent to which they are addressing the Eligibility Requirements. I will do this by attending meetings and/or by contacting the Work Group leaders with questions between August 20 and 31, 2012.

**Activity 4:** Prepare draft report on Eligibility Requirements for inclusion in the Special Report due October 15. I will prepare the first draft of the report on how we are meeting or plan to meet the Eligibility Requirements by September 5, in time for the 3rd Steering Committee meeting.

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.

**Activity 1 (completed):** During the August 8 Steering Committee meeting, I distributed the crosswalk to ensure that the Recommendation Work Groups are aware of the Eligibility Requirements that relate to their Recommendations and plan their activities accordingly. Please see attached crosswalk.

List any challenges you have encountered or anticipate facing with respect to addressing the recommendation.

The most challenging aspect of addressing the Eligibility Requirements is having sufficient knowledge of the Recommendation Work Groups’ activities. The progress reports, individual contacts, and attendance at sample Work Group meetings will mostly, but not completely, address this challenge. Attendance at all meetings would fully address this challenge, but this is not possible, nor would it be efficient, due to scheduling demands and the sheer number of Work Groups.