Roles and Staffing – Dr. Fisher discussed the role of the steering committee to coordinate the work of the workgroups addressing the 14 recommendations. The Steering Committee includes the Chancellor, ALO Gohar Momjian, Assistant to ALO Grace Esteban, and report writer Kristin Charles who will also be addressing the eligibility requirements. Steering Committee members include the workgroup leaders and constituent representatives.

Timeline Overview – Dr. Fisher reviewed key dates and deadlines for preparing the Special Report (due Oct. 15), as well upcoming board meetings.

Resources/Training – Gohar Momjian reminded group of various trainings which have taken place to date, e.g. ACCJC training with BOT and with response team, as well as pointing out the various resources on the accreditation website (including online training).

Report from Workgroup Leaders – Each of the workgroup leaders reviewed their matrix and noted activities planned.

Campuses/Centers Workgroup – Dr. Fisher will convene a workgroup #15 to address the review of campuses and centers. This is a theme which permeates throughout the workgroups, namely #1 (mission), #2 (planning), #8 (physical resources), and #10/11 (finances). Those who were supposed to serve on workgroup #14 will serve on #15, in addition to the leaders of the related workgroups. Workgroup #14 is now comprised of the entire board.

Narrative/Progress Report – Gohar Momjian and Kristin Charles distributed the progress report form which workgroup leaders must submit by Aug. 16. These documents will form basis for progress update to board on Aug. 23, as well as basis for Special Report.

Participatory Governance during the Crisis – The Steering Committee agreed to hold off on CPBC and CAC meetings for the near future and use that time for Steering Committee meetings.

Next meeting – Wed. Aug. 22, 12-2pm, location tbd
Accreditation Response Team
Steering Committee

Agenda

August 8, 2012

1. Roles and Staffing
2. Chancellor’s Update
3. Timeline Overview
4. Resources/Training
5. Report from Workgroup Leaders
6. Sites/Centers Workgroup
7. Narrative Due
8. Participatory Governance during the Crisis
A. Updates from Chancellor Pam Fisher
   • Mayor Ed Lee appointed Rodrigo Santos as the new Board of Trustee member.
   • FCMAT will have their preliminary report to the Board on August 23, 2012. The completed and detailed report will be submitted to the Board and will be made public on September 18.

B. Updates & report from the Accreditation Liason Officer, Gohar Momjian
   • Gave the group a copy of all the progress reports submitted by all the workgroups and a packet she sent to the Board of Trustees for review.
   • Bulk of Mission workgroup is done. First reading of revised Board Policy will be August 23, 2012.
   • Encouraged Tim Ryan (WG9), Clara Starr (WGs 6/7), Peter Goldstein (WG 10/11) and David Liggett (WG 8) to coordinate with Pam Mery (WG2) and make sure their activities are synced in with workgroup 2.
   • Faculty Flex Day in September will focus on SLOs
   • Workgroup Technology Resources will include Security topic in their Progress report.

C. Update on Eligibility Requirements – Kristin gave the group members the sample table of contents and outline of Eligibility Requirements report.

D. Update on General Timeline of Activities

   Internal Reporting Deadlines:
   Sept. 6 – Oral Workgroup Progress Report #2 update
   Sept. 7 – Written Workgroup Progress Report #2 update Due
   Sept. 17 -- Draft Special Report Due
   Sept. 19 – Steering Committee Feedback on Draft Special Report
   Sept. 21 – Send Draft Special Report to the Board
   Sept. 27 – Board Feedback on Draft Special Report
   Oct. 15 – Submit Special Report to ACCJC

E. All workgroup leaders are expected to attend Board meetings and be ready to answer questions related to their workgroup.

F. Next meeting – Thursday. September 06, 3-4:30pm, Rosenberg 518
Accreditation Response Team
Steering Committee

Agenda

August 22, 2012
12noon – 2pm
Science 300

1. Review Workgroup Progress Reports
   a. Workgroups #1 - #12/#13
   b. Workgroup #14 Matrix

2. Update on Workgroup #15

3. Update on Eligibility Requirements

4. Update on General Timeline of Activities

5. Internal Reporting Deadlines:
   a. Sept. 6 – Oral Workgroup Progress Report #2 update
   b. Sept. 7 – Written Workgroup Progress Report #2 update Due
   c. Sept. 14 – Draft Special Report Due
   d. Sept. 19 – Steering Committee Feedback on Draft Special Report
   e. Sept. 21 – Send Draft Special Report to the Board
   f. Sept. 27 – Board Feedback on Draft Special Report
   g. Oct. 15 – Submit Special Report to ACCJC

6. ACCJC Special Report Guidelines
   a. CCSF Special Report Table of Contents
   b. Summary of call with ACCJC

7. Steering Committee Meetings
   a. Thursday, Sept. 6, 3-4:30pm, Batmale 108
   b. Wednesday, Sept. 19, 3-4:30pm, Batmale 108
Accreditation Response Team
Steering Committee

Agenda

September 6, 2012
3:00pm – 4:30pm
Rosenberg 518

1. Introductions and Updates (Pam Fisher)
   a. New workgroup leaders.

2. Workgroup Progress Report Updates (Workgroup Leaders)

3. Eligibility Draft Report (Kristin Charles)

4. Preparing for the Show Cause Reports (Pam Fisher)

5. Steering Committee Meetings
   a. Wednesday, Sept. 19, 3-4:30pm, Batmale 108

FYI -- Internal Reporting Deadlines:
   a. Sept. 6 – Oral Workgroup Progress Report #2 update
   b. Sept. 7 – Written Workgroup Progress Report #2 update due
   c. Sept. 17 – Draft of Special Report to Steering Committee (Kristin Charles)
   d. Sept. 19 – Steering Committee Feedback on Draft Special Report
   e. Sept. 21 – Send Draft Special Report to the Board
   f. Sept. 27 – Board Feedback on Draft Special Report
   g. Oct. 15 – Submit Special Report to ACCJC
Accreditation Response Team
Steering Committee
Notes
September 6, 2012

Attending Steering Committee Members: Tom Boegel, Kristin Charles, Pam Fisher, Peter Goldstein, Anita Grier, Lidia Jenkins (for Jorge Bell), Joanne Low, Alisa Messer, Gohar Momjian, Francine Podenski (for Darlene Alioto), Tim Ryan, Karen Saginor, Thelma Scott-Skillman, Clara Starr, Athen Steff, William Walker

A. Updates from Chancellor Pam Fisher
   • Review of items on Sept. 11 BOT agenda (planning, budget, mission, Special Trustee)
   • Review of items for Sept. 18 BOT agenda (FCMAT)
   • Regular BOT Sept. 27

B. Workgroup Updates – each of the workgroup leaders provided oral reports on progress of their workgroup to address the recommendations

C. Draft Eligibility Report-- Kristin Charles distributed draft of response to eligibility requirements/findings

D. Show Cause Report – Gohar Momjian requested feedback from ACCJC on a proposed format and approach for developing the Show Cause report. This approach is based on matching all the accreditation standards to a particular workgroup wherever possible. Workgroups would be responsible for drafting sections addressing the standards and drawing heavily upon the updated October 15 report which responds directly to the recommendations.

E. Reviewed timelines – draft report to be sent on Monday, Sept. 17 for Steering Committee review

F. Next meeting – Wednesday, September 19, 12-2:00pm, Batmale 108
1. Read and Review DRAFT Special Report
   a. Is it accurate/honest?
   b. Does the plan and expected outcomes clearly respond to the recommendations?
   c. Is anything missing that has occurred?
   d. Is there anything missing that is planned to occur by Oct. 15?

2. Any Outstanding Issues

3. New Section to Respond to Audit Findings per ACCJC 9/12/12 letter

4. New Section to Respond to the Fiscal Crisis Management and Assistance Team (FCMAT) Report

5. Next Steering Committee Meeting: Tuesday, October 16, 3-5pm, location tbd

FYI -- Internal Reporting Deadlines:
   a. Sept. 19 – Steering Committee Feedback on Draft Special Report
   b. Sept. 21 – Send Draft Special Report to the Board
   c. Sept. 27 – Board Feedback on Draft Special Report
   d. Oct. 15 – Submit Special Report to ACCJC