Accreditation Steering Committee Minutes
March 1, 2011
12:30 pm
MUB 360

Attendees: Beth Cataldo, Ophelia Clark, Lindy McKnight, Milton Marks, Pam Mery, Gohar Momjian, Alice Murillo, Andrea Niosi, Uyen Nguyen, John Rizzo, Lisa Romano, Karen Saginor, Fred Teti, Suki Wong, David Yee

1. **Surveys**
   Student Survey: Bonnie Gratch-Lindauer is coding the open-ended responses to the student surveys. There were several thousand comments. The data from this survey should be ready for distribution on March 18.
   Employee Survey: The employee survey doesn’t have as healthy a response rate as in 2000. The group agreed to promote it for one more week. The final deadline is now March 9.
   Technology Survey: The Technology Survey will be sent out in April.
   Non-credit Student Survey: We do not have capacity for collecting data from this survey at this point.

2. **Format of Final Self-Study Report**
The group discussed the appropriate way to format the final report, including the correct content categories. We will revisit this after we receive feedback from the first draft.

3. **Reviewing the First Draft of the Self-Study Report**
The first draft of the report will be distributed on March 2. The Steering Committee discussed the best ways to distribute the report and solicit feedback. Plans were made to distribute and present the report to student groups, shared governance committees and the Board of Trustees.
   Final feedback on the first draft is due March 24.

4. **Web Site Improvement Work Group**
A web improvement work group has been established to address problems with the web site. The priorities will be the areas that the Accreditation Team will be focused on, including the accuracy of the content, course and program descriptions and other information key for student success. Send improvement recommendations to Beth Cataldo (bcataldo@ccsf.edu).

Minutes submitted by Beth Cataldo