Accreditation Steering Committee
Minutes
ART 216 | August 15, 2011 1:00 PM

PRESENT: Deanna Abma, Beth Cataldo, Kristin Charles, Ophelia Clark, Don Griffin, Lidia Jenkins, Larry Klein, Gohar Momjian, Madeline Mueller, Alice Murillo, Andrea Niosi, James Rogers, Karen Saginor, Fred Teti, David Yee

1. **Approval of Minutes:**
   Minutes from the 5/24/2011 and 7/19/2011 meetings were approved.

2. **Welcome to Larry Klein, James Rogers, and Bobby Arenas**
   Chancellor Griffin welcomed Larry Klein to the Steering Committee and thanked him for his excellent work over the summer. Karen welcomed James Rogers, head of the Classified Senate. Bobby Arenas, President of the Ocean Campus Associated Students, was not present.

3. **Progress on the Draft Reports**
   - Standard 1 is complete except for a few questions related to the references.
   - Standards 2A and 2B have been sent to editing with a notation that the Distance Education statistics need to be standardized and consistent throughout the entire report.
   - Standard 2C is done.
   - Standard 3 is mostly complete except no reliable staff data has been found for Fall 2010.
   - Standards 4A and 4B are expected to be sent to editing by the end of the month.
   - Meetings with the Board are necessary.
   - The Front Matter is almost complete. Larry will work more closely with it once the standards are all sent to editing. It should be noted that the data provided in the Front Matter must be checked to ensure that it matches data in the standards.
   - CCSF did not include a section on the ‘Process of the Self Study’ in the 2006 Self Study. The college has been asked to include this in the next report. Whether this section will be a chart or a narrative or a combination of both will be discussed at the next meeting.

4. **Publication Plans**
   A draft of the Self Study, including the data charts, will be available for public view on Sept. 1st. It was suggested that both PDF and MS Word formats be made available on the college website. Sufficient copies will be produced via DocuTech through Mission Campus Graphic Communications and distributed.
Larry Klein and Mark Albright are in the process of identifying a publisher. A draft will be sent to the publisher on Sept. 1st. At some point after the publisher has started work, formatting changes and changes to charts will become more difficult, although content can still be changed.

Fact checker(s) must be identified to crosscheck the data in the front matter with the standards in September and October. The signature sheet should be signed off by specific representatives of the College (e.g. The President of the Board of Trustees, the Chancellor, the Classified Senate President, the Academic Senate President) before mid-November. The completed Self Study must be sent to the printer mid November.

5. College Wide Review
The document will be presented/discussed at both the College Advisory Council meetings in September and October. A work group made up of Deanna Abma, Fred Teti, James Rogers and David Yee will meet to discuss ways to get the college community to actively engage in the review process. Madeleine Mueller will be a resource person. The work group will identify which groups (e.g. students, campuses) and committees need presentations and then name coordinators who will present the self study or relevant section of it and solicit feedback. The work group will report back to the Steering Committee.

6. Other Work for 2011-12
The completion of the Self Study report is on schedule. Aside from the report, the Steering Committee will need to draft an update to the report showing what the college has accomplished since the report was published. This update will cover new college successes, data and activities between Nov. 2011 – Mar. 2012. Coordinators should let key individuals know that updates will need to be provided.

The visiting team will be on campus March 12-15th 2012. Preparation for the visit was tabled.

Minutes submitted by Andrea Niosi