Minutes
Accreditation Steering Committee Meeting
December 16, 2011 – 12:30 p.m.

Present: Deanna Abma, Ophelia Clark, Attila Gabor, Lidia Jenkins, Larry Klein, Lindy McKnight, Pam Mery, Alice Murillo, Karen Saginor, Fred Teti

Minutes. The Steering Committee corrected and approved the minutes of November 1, 2011

Self Study Report. Committee members admired and received printed copies of the final report. The final electronic version has been posted online. Paper copies have been sent to ACCJC/WASC and will be sent to members of the visiting team when they are identified. The CD-ROM edition will be completed and sent to members of the visiting team. Paper copies will be distributed to College constituent groups. The visiting team will be chaired by Sandra Serrano, Chancellor of Kern Community College District (Bakersfield, Cerro Coso, Porterville) who will visit City College in January to develop the plan for the March visit.

Update to the Self Study Report. Larry Klein, Deanna Abma, Pam Mery, Andrea Niosi, and Fred Teti will serve as our Update Team, preparing a document that will supplement the Self Study Report with short, summary statements of College accomplishments from November-January and significant new College plans and reports. The Committee reviewed an update topic list prepared from review of the Self Study Report and identified appropriate persons for writing update statements or supplying information. In addition, messages will be sent to the College community soliciting updated information. Update information should be sent by the end of January to Larry Klein at both lklein@ccsf.edu AND lklein2011@gmail.com.

Lessons learned for the next cycle. This Steering Committee will compile a written report in Spring, 2012. Suggested title for the report: Making It Easier: Accreditation Preparation for 2018. Data should be made available much earlier – two years in advance of the report. Some of the material that is suggested for inclusion in the Self Study report, especially for evaluation sections, reflects desire for change that needs to be addressed through shared governance or other avenues, before being included in the Self Study report. The next Strategic Plan needs to be completed well in advance of the next Accreditation Self Study Report.

Future Steering Committee Meetings
January 13, 2012, 9:15-10:15. Steering Committee members will attend Chancellor’s Flex Day address in which he will encourage all employees to prepare for the March visit.
February 10, 12:30-2:30. Steering Committee will meet to review Update to the Self Study Report.
March 2, 12:30-2:30. Steering Committee will meet to prepare for the visit.
March 12-15. Steering Committee members should be available to assist the visiting team as needed.
April TBA. After the preliminary statement of findings has been received, the Steering Committee will meet to debrief and complete advice for the next cycle.

Minutes submitted by Karen Saginor

Karen Saginor, President
Steven Brown, Second Vice President
Frederick Teti, First Vice President
Venette Cook, Secretary