Minutes
Accreditation Steering Committee Meeting
January 27, 2012 12:30 p.m.

Present: Deanna Abma, Beth Cataldo, Lidia Jenkins, Phyllis McGuire, Lindy McKnight, Gohar Momjian, Alice Murillo, Andrea Niosi, Karen Saginor, Fred Teti, David Yee

Minutes. The Steering Committee corrected and approved the minutes of December 16, 2011.

Draft of Self Study Update. Committee reviewed draft compiled by Larry. Members discussed whether Update Report should be cited. This question will be posed to Larry. It was suggested that standard III C be revised to more accurately reflect the recent discovery of network security issues. Progress on the audit was reported and should be included in the Update Report. Edits should be sent to Gohar Momjian, Peter Goldstein and Larry Klein.

Printed Evidence Review. Two or more volunteers are needed to review the evidence. A second pass with fresh eyes is needed to verify and cross-check references. Andrea Niosi, David Yee, Deanna Abma and Gohar Momjian will review the evidence. Others who are available for this task should contact Gohar for dates/times.

Scheduling of Open Meetings during the Visit. Gohar Momjian has been coordinating with the Team Lead on scheduling meetings and visits to CCSF campuses. The visiting team consists of 16 members. The Chancellor’s Office has posted information about the visiting team on the CCSF website. The committee discussed times and locations for the campus-wide meetings. At least one meeting should be held at a campus other than Ocean. The proposed schedule is: Monday, March 12, from 3:00- 4:00 p.m. in the Pierre Coste Room; Tuesday, March 13 at Mission campus; and Wednesday, March 14, from 12:00 – 2:00 p.m. in MUB 140. Gohar will coordinate the schedule.

Presentation by Visiting Team. The exit meeting will take place on Thursday, March 15 at 1:30 p.m. in the Diego Rivera Theatre.

Other Visit Preparation Needs. Two rooms will be made available to the visiting team: the Faculty/Staff Room and the video conference room, 5th floor, Rosenberg Library.
Upgrades are needed in the room. IT will work on providing Wi-Fi connections. The college may need to provide things such as laptops, parking passes, elevator keys, coffee and other items as needed. Larry will be located in Rosenberg 206. Team members are lodging at the Handlery Hotel. Karen Saginor will inform the faculty that team members may visit classrooms during their visit. The College should be prepared to provide access to course outlines upon request from the visiting team. Larry Klein returns to CCSF on February 1, 2012.

**Next Steering Committee Meeting.** February 24, 12:30-2:30 p.m. Karen will email location.

Minutes submitted by Lidia Jenkins