Organization for the Self Study and Acknowledgements

Prior to August, 2010. The Chancellor appointed the Accreditation Liaison Officer who corresponded with ACCJC/WASC and served as a conduit for information to the Administration and to the College community.

August to September, 2010. The Chancellor asked the Academic Senate President to help provide leadership in our Accreditation efforts, along with the Vice Chancellor of Academic Affairs. The Steering Committee was formed, its membership was finalized, and it began meeting. The Steering Committee approved the appointment of co-chairs for each of the four standards.

September to November, 2010. All members of the College community were invited to volunteer for work on the Self Study. Three orientation sessions were conducted and one of the orientations was video taped for volunteers who joined later. There were about 100 volunteers who were provided with templates to use in gathering and evaluating information about the College. The volunteers sought information from College documents, interviewed or wrote to others and used their own knowledge to draft initial responses to the sections of the standards.

November, 2010 to January, 2011. The co-chairs for each of the standards collected the templates, consulted additional sources, and created a first draft of the Self-Study report for each standard. The Steering Committee reviewed and approved a survey instrument that was sent to students taking credit courses to provide information for various aspects of the report.

January to March, 2011. The Steering Committee read the standard drafts, reviewed the text together, and made suggestions to the co-chairs for the standards. The improved, “raw” drafts were posted on the Web. The Steering Committee reviewed and approved a survey instrument that was sent to employees to provide information for the report.

March to May, 2011. College constituent groups and individuals were invited to review and comment on the “raw” draft of the Self-Study report. The co-chairs for the standards wrote preliminary second drafts based on feedback from constituents and on their own further research. The Steering Committee reviewed the preliminary second drafts. Second drafts were posted online as they were finished. A workgroup was created (“Webcred”) which functioned independently from the Steering Committee to review CCSF webpages and make improvements. Over the next six months, it provided advice and support to offices and departments and implemented redesigns of numerous webpages.
May to August, 2011. The second drafts of the responses to the standards were turned into final drafts by small teams of faculty and administrators who revised the text, identified and supplied missing or inconsistent information, and provided specific evidential references for the standards. The introduction was written and the front matter was compiled. A former administrator was brought in to serve as Accreditation Liaison Officer and editor-in-chief. With an editing team, he provided final revisions, stylistic rewrite, and copy-editing to the Self-Study report.

September to October, 2011. The semifinal draft of the Self-Study report was posted online and distributed in paper copy to representatives of constituent groups and the Board of Trustees for discussion and approval. Feedback was solicited and revisions made to the report. Layout work commenced.

November to December, 2011. Final revisions to the report were completed. Institutional leaders signed the Certification page. The report was printed and a CD-Rom edition was created.

Composition of the Steering Committee

The Accreditation Self Study Steering Committee included the following Institutional leaders or their representatives:

Academic Senate President
Accreditation Liaison Officer
AFT 2121 President
Articulation Officer
Associated Students Presidents
Board of Trustees President
Chancellor
Classified Senate President
Department Chairpersons Council President
Executive Assistant to the Chancellor
SEIU 1021 President
Shared Governance Coordinator
Student Trustee
Vice Chancellor of Academic Affairs
Vice Chancellor of Finance and Administration
Vice Chancellor of Research and Policy
Vice Chancellor of Student Development

The Steering Committee included additional faculty, administrators, students, and classified staff.
Composition of the Standards Work Groups

The co-chairs for the standards were selected to include faculty, administrators, and classified staff. For some of the standards, the co-chairs were assisted in the initial collection of materials and texts by coordinators for the letter sections, e.g. II B, IV A. The volunteers for the initial phase included trustees, faculty, administrators, students, and classified staff.

Templates used by the volunteers in September-November, 2010

Each template showed a small section of the text of a standard along with the questions from *Guide to Evaluating Institutions*. Steps for researching and analyzing the evidence were provided, along with a scoring rubric, and a sample completed template.
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Boegel, Tom
Brown, Steven
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Cataldo, Beth
Cauthen, Alfred
Chandler, Andrew
Charles, Kristin
Chavaria, Fred
Clark, Ophelia
Clark, Sunny
Conaway, Ellen
Connors, Jim
Curtis, Smiley
D’Souza, Alan
Dai, Kit Y.
Daniels, Lisa
Davis, Ms. Bob
Dewar, Cynthia
Doré, David
Dye, Dora
Escobar, Luis
Fang, Jeffrey
Feliz, Veronica
Francisco, Chris
Franklin, Kim
Gabor, Atilla
Gamba, Ray
Gant, Patricia
Garcia, Ana Rita
Gates, Robin
Goldstein, Peter
Goodfriend-Koven, Nora
Gorthy, Michelle
Grandy, Carla
Gratch-Lindauer, Bonnie
Gutierrez, Guadalupe
Hall, Terrance
Hayes, Donna
Hernandez, Barbara
Hetherington, Thomas
Hirose, Lynda
Holmberg, Aaron
Homer, Sue
Hotchkiss, David
Hunnicut, Veronica
Huntsman, Hal
Hutchings, Sascha
Jenkins, Lidia
Jew, Carl
Johnson, Paul
Kech, Steve
Kitchel, Marc
Lee, Soonduk
Leung, Lorelei
Leyba, MaryLou
Liggett, David
Liu, Hsin-Yun
Liu, Monika
Liu, Scarlett
Low, Joanne
Lu, Quyen
MacAndrew, Ann
Magalong, Phil
Magos, Miguel
Mata, Cindy
McGuire, Phyllis
McKnight, Lindy
Mery, Pamela
Mezirka, Laura
Moriwaki, Kitty
Montemayor, Roland
Motamedi, Isabelle
Mueller, Madeline
Murillo, Alice
Naas, Jodi
Newton, Don
Niosi, Andrea
Norris, Jennifer
Osborne, Marie
Overton, Ann
Podenski, Francine
Pugh, Robin
Re, Doug
Reitan, Carol
Rigg-Carriero, Todd
Roberson, Rose
Rodriguez, Pablo
Romano, Lisa
Rosales-Urbe, Maria
Rosenthal, Nadine
Rudolph, Johanna
Rusali, Mia
Scolari, Laurie
Shvarts, Olga
Smith, Leslie
Sparks, Jack
Starr, Clara
Ta, Minh Hoa
Teti, Fred
Toney, Sophia
Trink, Antonio
Vogt, Lee
Wall, Ellen
Weinberg, Elizabeth
Wolf, Rebecca
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Wong, Kathleen
Worley, Jennifer
Wu, Wilbur
Yee, David