Attendees: Kristin Charles, Ophelia Clark, Philip Day, Brian Ellison, Ray Gamba, Bob Gabriner, Peter Goldstein, Bonnie Gratch-Lindauer, Don Griffin, Susan Lopez, Bob McAteer, Milton Marks III, Kitty Moriwaki, Sharon Seymour, Fred Teti, Diane Tong, David Yee, Ann Zinn

I. Theme Outlines

The co-chairs provided overviews of their thematic outlines and ideas for the composition of the six reflective essays.

Theme 1 (Co-Chairs: Kristin Charles and Ray Gamba): The focus of this committee is the Basic Skills initiative and its origins in the College’s Mission Statement and Strategic and Annual Plans. The report will highlight the foundational importance of basic skills instruction, their relationship to high quality education, and the College’s evolution of the focus on basic skills as a strategic priority. The Chancellor requested that the study not focus on him or his role but rather on the program itself and its relationship to the overall planning objectives.

Theme 2 (Co-Chairs: Bob McAteer and Bruce Smith): The committee is looking at institution-wide initiatives that demonstrate a commitment to Student Learning Outcomes. The first section will discuss a “culture of evidence” related to SLOs at the institutional level. The second section of the report will present case studies of SLOs being addressed at the department and program levels.

Theme 3 (Co-Chairs: Ophelia Clark, Bonnie Gratch-Lindauer): The report will define “dialogues” and will highlight significant examples of dialogue that have occurred since 2000, using a description of the College’s governance system as a major conduit for system-wide communication. The committee has proposed many good examples from which the co-chairs are attempting to select a few strong examples that tell a story of dialogue at CCSF. Members of the Steering Committee had several more examples to offer. The Chancellor suggested the committee look at those stories that are best documented.

Theme 4 (Co-Chairs: Bob Gabriner, Susan Lopez): How the planning cycle results in continuous improvement to student progress, achievement and success will be the focus of this committee. The group will focus on three areas: service, process and programs, with Financial Aid, Registration, and non-credit promotion testing in ESL as the cases for examination in each of those three areas. The Chancellor recommended that the group review the external
performance audit that was prepared for the Financial Aid department in the late 1990s and was instrumental in guiding the reshaping of that division.

Theme 5 (Co-Chairs: Brian Ellison, Sharon Seymour): This group is looking at several aspects of one division: the Biotech program. Following a short description of the program, their report will explore the organizational means of identifying student learning outcomes and methods used to evaluate the program’s effectiveness overall. In doing so, this report will cover topics like course outlines, advertising, funding, professional development, and student support services, as well as the faculty evaluation process and program assessment methods that have led to changes in this evolving program.

Theme 6 (Co-Chairs: Kitty Moriwaki, David Yee): The co-chairs presented numerous prospective subjects for the report. A discussion took place on the “ideal” number of topics or “case studies” and on the extent to which the six essays should follow a similar model in their approach to discussing few or many subjects. The Chancellor reminded the group to focus on as many topics as can be covered thoroughly, accurately, and paint a representative picture of the institution.

II. ACCJC: Visiting Team Training

Bob Gabriner initiated a telephone conference with ACCJC Executive Director Barbara Beno for the purpose of establishing some ground rules for training of the CCSF visiting team. As members of two separate visiting teams, Bob and Bonnie Gratch-Lindauer have experienced situations where the teams are not effectively trained to evaluate the new theme-based approach to self study. Recently, Foothill Hill College, also in the process of preparing their accreditation self study report using theme essays, initiated a training program customized to complement their own approach which the commission has accepted. Executive Director Beno expressed a willingness to accommodate the CCSF model and asked for a “preview” of the essays and standards reports this summer to determine a training model that can work for the team and for CCSF. Bob emphasized that a special effort must be made to map the thematic essays to the standards reports and vice versa for easy reference both for the visiting team and the college community.

III. Outstanding Co-chair Reports

A cursory review of Standard III.B prompted a request to carry the report over until the next Steering Committee meeting in March. Standard Co-chairs for Standard II.B also requested an extension in order that the latest revisions be fully sunshined with that committee. It too will come back to the Steering Committee for approval March 1.

IV. Spring Schedules

Updates to the spring meeting calendars were highlighted.