SELF STUDY STEERING COMMITTEE
Tuesday, September 7, 2004
Rosenberg 518


* Co-Chairs

MEETING MINUTES

I. Status Report from the Accreditation Work Group:

An overview of summer work plan was presented. The primary focus over the summer months was establishing a viable mechanism to study evidence. Tools were developed and populated with information taken from WASC resource documents and with sources of evidence gathered from key programs and departments at all CCSF campuses. The recruiting process continued and a Web site was created and populated with key documents and the self study tools (or “templates”), with the goal of bringing together all the necessary resources for committee volunteers to begin analyzing Standards this fall.

As of the official Self Study Roll-out on Flex Day, August 17, more than 100 volunteers have been oriented, have been assigned to the four Standards, and have met with their respective Standards co-chairs. Initial feedback has been positive, with analysis underway by volunteers on each committee with collective goal of completing first drafts of templates by end of September.

II. Co-Chair Reports:

Brief synopses of the work of each Standard Committee were provided by co-chairs. All of the groups plan to deliver drafts of each template by the end of September. Overall, each committee is sufficiently staffed, with special requests for some additional participation, especially by students.

Standard I (Co-Chairs: Susan Lopez and Bruce Smith): Thirteen volunteers are assigned and all but two have been oriented. The early committee meetings have been centered on defining key tasks, where and how to access information, and identification of key resource personnel. The group’s approach to analyzing Standards has been to reorganize the Standard into related topical areas (e.g., College mission, planning cycles, and dialogue) and to assign members to templates based on these specific areas. Co-chairs are still recruiting for faculty members from the Ocean Avenue Campus and students.
Standard II:
Section A (Co-Chairs: Brian Ellison and Raymond Gamba): Thirty-two members have volunteered to serve on this committee, half of whom attended the Flex Day Orientation program; most of the rest of whom have been (or are being) oriented on an individual basis by the co-chairs. All but three of the 25 templates have been assigned and work is in progress with the goal of completing a first draft for each template by the end of this month. There is also dialogue occurring between the co-chairs of Standard II, Sections A, B, and C regarding related questions and analysis on issues of student and learning services.

Section B (Co-Chairs: Ophelia Clark and Jane Lualhati): All but two of the 32 volunteers have been oriented and are actively engaged in their respective template assignments. The group has been divided into three subgroups, each of which has committed to pre-scheduled weekly meetings.

Section C (Co-Chairs: Bonnie Gratch-Lindauer and Andrea Noisi): All but two of this group’s 12 members have gone through orientation. Volunteers have been divided into pairs to concentrate on specific areas of the Standard (e.g., Language Lab, Media Center, Learning Assistance Programs).

Standard III:
Section A (Co-Chair: Lety Santana-Sazo): A brief report was provided on behalf of the absent co-chair. The office of Human Resources has dedicated staff to each of the relevant templates, with the goal of completing first drafts by the end of the month.

Section B (David Liggett): A brief report was provided on behalf of the absent co-chair. The office of Facilities Planning has dedicated staff to each of the relevant templates, with the goal of completing first drafts by the end of the month.

Section C (Co-Chair: Mamie How): The six members of this group have met three times to date and are each well into their template assignments with drafts promised by the end of this month.

Section D (Peter Goldstein): This section has 17 individual templates, each of which is assigned to one of three key finance/budgeting personnel in the Vice Chancellor’s Office. The Standard volunteers will then review the templates and offer additions and/or changes as appropriate.

Standard IV (Co-Chairs: Stephen Kech, Lawrence Klein, and David Yee): The fourteen members of this group have each been assigned templates. They have agreed to regular Friday meetings and have designated a spot near their regular meeting room for storage of all hard copy evidence for convenience and easy access.
III. Discussion: Theme-based Report:
Bob Gabriner led a discussion on his draft outline for the College’s Theme-based section of the Self Study Report. The outline was distributed and discussed at an early meeting of the Self Study Work Group. The subject of themes and related “self-reflective essays” as the primary foci of the final Accreditation Report triggered a lively discussion about the College’s approach to the project and the merits of emphasizing themes over the more traditional Standards approach to Self Study.

While the traditional Standards analysis underway this fall will lead to a comprehensive report in the more traditional style, the Committee agrees that charting new territory with WASC’s six new themes mandate can potentially produce a much more dynamic study. The concern is only that nothing gets lost or “buried” in the final product by overemphasizing a new approach at the expense of the traditional approach.

The next meeting will be on October 4th at 3:00 p.m. at R518.