Accreditation Self Study  
Steering Committee Minutes  
October 25, 2004

Participants: Ophelia Clark, Philip Day, Brian Ellison, Ray Gamba, Robert Gabriner, Don Griffin, Bonnie Gratch, Mamie How, Stephen Kech, Larry Klein, Susan Lopez, Milton Marks, Andrea Niosi, Francine Podenski, Lety Santana Sazo, Bruce Smith, Fred Teti, David Yee, Ann Zinn,

I. Co-Chair Report Structure

The co-chairs provided updates on the status of the templates for each Standard. Overall, the completed templates are in good condition. There was some discussion on the extent to which the templates should be “polished” for publication in the final report. It was suggested that the templates themselves would not appear in the final report; rather, they would be available as referenced documents in the co-chair reports.

Most of the areas covered by the templates are reported to be in satisfactory or superior condition with some exceptions. There was discussion on level of critique required by the report. The co-chairs were reminded to focus on the WASC questions and to provide answers based on those questions and not on any personal agendas. An example given was the various evaluation reports the College uses. Are they perfect? No. Can they be improved? Yes. But don’t lose sight of the fact that CCSF actually has evaluation tools at every major level of the institution.

The Work Group will make the reports available to the Steering Committee as soon as possible and no later than Nov. 30 so that the committee has the opportunity to review and provide editorial feedback. Two additional meetings of the Steering Committee are being scheduled in December in order to maximize the opportunity for critique.

The Chancellor suggested that the reports also be reviewed at the Dean level in a group format where critical issues can be addressed and new ideas captured.

II. Site Visits

Experiences at two recent site visits were discussed shared. General strengths and weaknesses of each institution’s report were outlined and it was suggested that CCSF is on course to outperform these other institutions, primarily because we will be one of the first institutions to tackle the theme-based approach which WASC continues to emphasize. The importance of creating an integrated report was emphasized, noting the tendency for reports to reflect a “silo approach” to writing, which makes for bumpy reading.

III. 2005-06 Timlines

The work group will bring planned timelines for Spr. 05/Fall 06 to the next meeting.