Accreditation Steering Committee. May 7, 2013 Tuesday, 3:00 pm – 4:00 pm in MUB 249 Sandra Vaughn (svaughn@ccsf.edu) and Karen Saginor (ksaginor@ccsf.edu)

During the accreditation visit, the visitors gave us what seemed like positive feedback, speaking about the changes that they saw.

Progress on action plans for various standards.
A spreadsheet is being used to record progress on all the action plans. A draft will be made available soon to members of the Accreditation Steering Committee and to the college. Members and resources to the committee reported on progress for some of the standard areas:

Standard I.A.-Mission Statement-Board will review in late summer-at their retreat. Question about order of board review of mission, start of program review cycle, and student survey raised but not definitively answered. Suggestion made that students be surveyed in May, at end of school year.

Standard I.B.- Institutional effectiveness. Action plan items completed include Senior level staffing Office of Research and Planning. Expect to program review funding will permit hiring of a research position. [position approved last fall but not funded at that time.] The Planning Committee is fostering timely dialogue. An interim evaluation is underway to determine modifications and adjustments needed to the program review process. The Statewide Score Card metrics will be a big part of our dashboard, additional measures are needed, especially for non-credit. The Dean of Human Resources is working on developing a staffing plan.

Standard II.A.-SLO work is proceeding with no delays. Outcomes assessment review forms are officially due August 31, but prizes are being offered to encourage submission by June 1st, so that they will already be in place when ACCJC review our progress. Many prizes have been provided. Concern was expressed by the visiting team about our ability to sustain momentum. Job announcement for SLO coordinator position will closes May 8th.

Standard II.C.-The Library is waiting to see if it received tier one program review funds for extending hours. The library is moving forward on SLOs and PSLOs. In fulfillment of an action plan, e-books, have been evaluated and a subscription purchased for upcoming year.

Standard III.C. Technology: Tier one program review requests will provided a funding allocation for technology. Because staffing cost will come out of that allocation, IT is conducting an internal process to prioritize other technology needs.. They know what needs replacing, but they have to decide what can wait -- using criteria and data
Standard IV.A.: A work group is convening to draft operational guidelines for Participatory Governance Council and its committees. The Academic Senate is about to conduct a survey in accordance with one of its action plans. Development of a Collegial Process between Senate and Board has stalled, and the Senate requests that a report on the status of that item be included in report sent to ACCJC. The spreadsheet about our progress sent to ACCJC can include links to other documents.

**Action plan update will be posted** to indicate where we are and highlights of progress made since the site visit.

**Professional development** needs were discussed. We do not have well developed professional development. In this coming year, there will be two additional regular (not independent) Flex days, one in September, one in February. One idea for more robust professional development is an hour set aside in the weekly schedule for professional development. The library is exploring having an independent flex credit CRN# for informational competency interviews between librarians and instructional faculty. Brainstorming for more ideas is needed.

**Accreditation Steering Committee membership and future directions.** This spring the committee included both the accreditation workgroup leaders and the members appointed by the constituent groups. In the Fall, the Committee membership will be just the latter. The goal of the committee is to meet the accreditation standards at all times. The purpose and responsibilities as listed in the template are:

a. Communicate accreditation information about accreditation standards and best practices throughout the college.

b. Foster college wide dialogue on how the college meets or does not meet accreditation standards.

c. Serve as a conduit for constituency input into accreditation reports and responses.

d. Create and monitor plans and timelines for the preparation of all accreditation reports and responses required by ACCJC.

e. Provide leadership in the preparation of reports.

f. Monitor plans and timelines for the remediation of areas in which the College does not fully meet accreditation standards.

At the first meeting of this group in the fall, we will lay out a timeline of what needs to be done, including substantive change proposals and maintaining momentum.