DRAFT

Please use this document to prepare your response to Standard I.A. - Mission

Guidelines

In the **Evidence of Meeting the Standard** sections:

- Use bulleted statements to describe the ways in which we meet this Standard
- Next to each statement, provide links to evidence related to meeting this Standard (include the name of the document/item). *Please also add the document to the Evidence Folder within Teams and provide the name of the file next to each statement. If there is no link available, don't worry as long as you have placed a copy of it in the Evidence folder.*

In the **Analysis and Evaluation** sections:

- Use bulleted statements to confirm whether or not we meet the Standard.
- If you determine that we don't meet the Standard, state why we don't meet the Standard. *(Note that, at a later date to be determined, we are asking you to repeat these findings in the Improvement Plans section along with suggesting how we might make changes in order to meet the Standard; see below).*

In the **Conclusions** section:

- Please leave this blank for now.

In the **Improvement Plans** section:

- Please leave this blank for now. (*At a later date, if applicable, we will ask you to use bulleted statements to restate the way(s) in which we don't meet particular subsections of the Standard [from each of the Analysis and Evaluation sections]. It is also possible for us to meet the Standards yet find that there are ways in which we can continue to improve. For any areas of improvement, we will at some point ask you to identify actions we can take.)*

You do not need to add anything to the **Evidence List** (we will cull from what you include in the Evidence of Meeting the Standard sections).

See also the *Guide to Institutional Self Evaluation, Improvement, and Peer Review:* https://accjc.org/wp-content/uploads/Guide-to-Institutional-Self-Evaluation-Improvement-and-Peer-Review.pdf

Commented [KC1]: @Cherisa Yarkin I just replaced the Guidelines with the new and improved version (there are some changes beyond what you, Pam, and I discussed). Please replace this in any other documents you have in progress as needed. Thank you!

Standard I.A. Mission

I.A.1 The mission describes the institution's broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. (ER 6)

Evidence of Meeting the Standard
https://www.ccsf.edu/about-ccsf/city-colleges-mission-and-vision
Evidence Folder: *revised evidence* 1A4-1_BP_1.00.pdf

- CCSF's mission describes
- broad educational purposes -
  The mission states that City College of San Francisco provides educational programs and services that promote student achievement and life-long learning to meet the needs of our diverse community.
- intended student population -
  The mission states that the college will provide diverse communities with excellent educational opportunities and services. Students are able to see this on our web site and in our catalog. Student groups/leadership are invited to discussions and given opportunities for input.
- types of degrees and credentials offered -
  The mission states that the college offers Transfer to baccalaureate institutions; Associate Degrees in Arts and Sciences; Certificates and career skills needed for success in the workplace; and Basic Skills, including learning English as a Second Language and Transitional Studies.
- comment to student learning and student achievement -
  The mission states that the college is committed to provide affordable, accessible, and high-quality education; a variety of academic and student services, enhance student success, close the achievement gap, assess student learning outcomes to improve institutional effectiveness, and serve as a sustainable community resource

Analysis and Evaluation
We meet the standard.

- CCSF is a far-reaching public institution of dedicated teaching and student learning.
- Students pursue a variety of self-fulfilling and economically gainful directions.
- Real Estate studies, Horticulture Science, Architecture, Biological Sciences, Culinary Arts, Hotel and Restaurant Management, X Ray Technology, Nursing, to name a few that may lead to Gainful employment.
- Athletics and team sports promote the viral social dynamics of working together. to achieve the best people are capable of. City College Football, Baseball, Soccer, Water Polo, Basketball, Tennis, and Track and Field allow students to develop physical strength as well as mental clarity and judgment.
- Attaining their AA Degrees, City College transfer to universities to obtain BA, Ma, or Ph.D degrees in an upward spiral of academic success.

- One-time City College students go on to hold jobs in the private business sector, or in the public sector as Muni Bus Drivers, clerical or administrative staff at City Hall, the DMV Office, or San Francisco General Hospital.
- Benefitting from immersion in the world's diverse cultures and counties, City College students may work on studying foreign languages in the Study Abroad Programs City College offers.
- City College is not a compulsory education system – which makes it attractive to young potential transfer students and older lifelong learners.
- City College students often praise the warm, person to person interaction they enjoy with their professors
- Across disciplines, teaching and learning flourish in an academic atmosphere of mutual respect and love of learning.

I.A.2. The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.

Evidence of Meeting the Standard

- The Board regularly reviews data to determine effectiveness in mission accomplishment. E.g., as listed in the Implementation Plan for Board Goals 2020-2021 Goal Fulfillment Summary column https://docs.google.com/spreadsheets/d/10wILrSU-QpPrvkk6c-b1msLrmg_YMIe66Llo_xIFG28/edit#gid=1791325951

Evidence Folder: 1A2-1_ImplPlanBoTGoals_20-21.pdf

- One of the board goals "To balance the safety and well-being of students and employees with the purpose of providing high quality education, review and approve decisions regarding COVID-19 and its impact on the college." The specific activity is to "ensure that the staff is prepare for return to campus and systems are in place to ensure students can learn and in an environment that is not a threat to their health and safety. The college states that one of the ways it is fulfilling that goal is that the COVID-19 webpages are updated regularly to keep the community informed of the progress. https://www.ccsf.edu/covid-19-updates

Evidence Folder: 1A2-2_COVID-19Updates_CCSF.pdf

- Education Master Plan (EMP), the overarching plan in the college's integrated planning, budgeting and assessment process, was developed based on extensive review of data addressing the various components of the college mission. https://archive.ccsf.edu/content/dam/Organizational_Assets/Department/Research_Planning_Grants/EMP/CCSF%20EMP%202018-25.pdf (see pages 11 – 43)

Evidence Folder: 1A2-3_CCSF_EMP_2018-25.pdf (see pages 11 – 43)

- Institutional metrics are posted on the college website for use by the Board, the Chancellor and others at the college and in the community https://www.ccsf.edu/about-ccsf/administration/academic-institutional-affairs/institutional-advancement-and-effectiveness/institutional-metrics

Evidence Folder: 1A2-4_InstMetrics_CCSF.pdf

- Data on student learning is regularly analyzed and made available on the Institutional Assessment webpage https://sites.google.com/mail.ccsf.edu/slo-minisite/institutional-assessment-data *** In process of update circa Jan 2022***

Evidence Folder: ***1A2-5_InstAssmntData** tbd***

- Use of data is central to the college's integrated planning and budgeting process, which includes
    - a cycle of comprehensive Program Review and Annual Plans https://www.ccsf.edu/program-review

Evidence Folder: 1A2-6_ProgramReview_CCSF_F21.pdf

    - see archive of Fall 2018 Program Reviews with data sheets https://archive.ccsf.edu/en/employee-services/research-planning-and-

grants/planning/program_review/program_review_fall_2018/program-review-list.html)

Evidence Folder: 1A2-7_ProgramReviewList_F18.pdf

Analysis and Evaluation

- We meet the standard.
- The board reviews data to create activities and goals directly linked to the college mission. They then report if they were able to meet that goal.
- Specifically, the board goals and their fulfillment are reported on through college activities. For example, one goal to ensure that the staff are prepared to return to campus. The board cited meeting that goal by creating and regularly updating a COVID-19 Updates webpage.
- The college's Educational Master Plan (EMP) Update contains a lengthy discussion of the internal and external data that informed the planning assumptions and institutional goals. Data include FTES and headcount analyses, course success rates, degrees and certificates awarded, employee demographics, labor market trends, and considerations for enrollment growth, including survey data. The EMP Update also includes qualitative data collected through listening sessions, town halls, interviews, and feedback forums.
- The instructional and student services areas participate in program review annually. The program review process includes an assessment currency, review of data trends, and a section to make resource requests.
- To improve, the college should make data, college plans, and college initiatives linked to the mission webpage and generally easier to search.

I.A.3. The institution's programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.

Evidence of Meeting the Standard

CCSF offers programs and services aligned with the college mission.

- The College Overview section of the catalog lists the programs and services offered, which align with the mission. Overview of the College (ccsf.edu)

Evidence Folder: 1A3-1_OverviewOfCCSF-21-22.pdf

- Additionally, the Programs and Courses (ccsf.edu) section directly addresses the college's commitment, as part of the mission, to assuring that, "in the pursuit of individual educational goals, students will improve their critical thinking, information competency, communication skills, ethical reasoning, and cultural, social, environmental, and personal awareness and responsibility."

Evidence Folder: 1A3-2_Pgms&Courses_21-22.pdf

The mission guides institutional planning as can be seen in the major college plans:

- Multi-Year Budget and Enrollment (MYBE) Plan (2020) - see page 2, 3rd bullet in second set of bullets, and pages 4-5 (m/v) https://www.ccsf.edu/sites/default/files/2020/document/Multi-Year-Budget-and-Enrollment-Plan-Final-2020-11-12-ADA.pdf

Evidence Folder: 1A3-3_MltiYr-Bdg&EnrllPlan20.pdf

- Facilities Master Plan (2019) see page 8 (m/v), page 19, https://archive.ccsf.edu/dam/Organizational_Assets/Department/Research_Planning_Grants/College_Plans/College_Plan_Docs_2019/FMP_03182019.pdf

Evidence Folder: 1A3-4_FacilitiesMstPlan_2019.pdf

- Technology Plan (2021) see page 3 (m/v), page 4 https://www.ccsf.edu/sites/default/files/2021/document/Technology-Plan-Draft-2021-08-25.pdf (to be retitled "final")

Evidence Folder: **IA3-5_TechPlan_2021-25 tbd – awaiting final version**

The mission informs institutional goals for student learning and achievement. CCSF established 4 Institutional Learning Outcomes (ILOs) based directly on the Mission Statement, "In the pursuit of individual educational goals, students will improve their critical thinking, information competency, communication skills, ethical reasoning, and cultural, social, environmental, and personal awareness and responsibility."

- The 4 ILOs can be found on the website (page/link will be updated by March 2022 – current link https://sites.google.com/mail.ccsf.edu/slo-minisite/assessment-data-and-reports) *** In process of update circa Jan 2022***
  Evidence Folder: ***See: ***1A2-5_InstAssmntData tbd***

- ILOs are assessed on a rotating basis by the SLO Coordination team in consultation with the SLO Committee. ILO assessment includes course-section level SLO assessment results, student services outcome assessment findings, departmental and Flex Day conversations with faculty and other constituencies, data on pass rates, and information from student surveys. See ILO 4 report 2021, page 4 https://docs.google.com/document/d/1on8RhGt-GCeKxqR_Rj2Mp2ZXs4t81keYGuFx-4Q9rsU/edit#

  Evidence Folder: 1A3-6_ILO4Report2021.pdf

- Results are presented on the CCSF website: CCSF SLO - Assessment Data and Reports *** In process of update circa Jan 2022***
  Evidence Folder: ***See: ***1A2-5_InstAssmntData tbd***

- Student Achievement goals are articulated in the Institution Set Standards, and widely reviewed and discussed in the context of student equity
  - Student and Achievement metrics Student Equity and Achievement Data Tables (ccsf.edu)

  Evidence Folder: 1A3-7_StdntEquity&Achvt2020.pdf

  - Student Equity Plan 2019 – 2020 https://docs.google.com/document/d/1CNLuLL9C2VMx9JmWz8XHCXDBV07Gcds5P9nd7B32aYA/edit

  Evidence Folder: 1A3-8_StudentEquityPlan2019.pdf

Analysis and Evaluation

- We meet the standard.
- The catalog presents the programs and services offered, and all are clearly aligned with the mission and designed to "support and encourage student possibilities" as articulated in the vision.
- Major college-wide plans including the Multi-Year Budget and Enrollment Plan, Facilities Master Plan, and Technology Plan all clearly cite the college mission as foundational, illustrating that the mission guides institutional decision-making, planning, and resource allocation.
- Mission informs institutional goals for student learning and achievement. CCSF's Institutional Learning Outcomes are directly connected to the college mission, and are regularly assessed, with results made broadly available. Student achievement data reflected in Student Equity metrics is grounded in the the college mission to "meet the needs of our diverse community", assessed annually and widely shared for planning.

I.A.4. The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. (ER 6)

Evidence of Meeting the Standard

- The college mission is articulated in Board Policy 1.00, which includes a Vision statement that elaborates on the college's commitment to student learning and achievement. https://www.ccsf.edu/sites/default/files/2020/document/bp-1-00-1395.pdf

Evidence Folder: 1A4-1_BP_1-00.pdf

- The mission statement is widely published; on the college website https://www.ccsf.edu/about-ccsf/city-colleges-mission-and-vision ;

Evidence Folder: **See** 1A1-1_CCSFMission&Vision.pdf (link corrected)

- in the college catalog https://www.ccsf.edu/sites/default/files/2021/document/front-matter-2021-22.pdf ;

Evidence Folder: 1A4-2_CCSFcatalogPages21-22

- and in college-wide plans;
  - Multi-Year Budget and Enrollment (MYBE) Plan (2020) - see page 2, 3rd bullet in second set of bullets, and pages 4-5 (m/v) https://www.ccsf.edu/sites/default/files/2020/document/Multi-Year-Budget-and-Enrollment-Plan-Final-2020-11-12-ADA.pdf

Evidence Folder: **See** 1A3-3_MltiYr-Bdg&EnrllPlan20.pdf

  - Facilities Master Plan (page 8) https://archive.ccsf.edu/en/about-city-college/administration/vcfa/facilities_planning/facilities-master-plan.html,

Evidence Folder: **See** 1A3-4_FacilitiesMstPlan_2019.pdf

  - Technology Plan (page 3), https://www.ccsf.edu/sites/default/files/2021/document/Technology-Plan-Draft-2021-08-25.pdf)

Evidence Folder: **See** **IA3-5_TechPlan_2021-25 tbd – awaiting final version**

- The mission and vision are periodically reviewed by the Board. E.g,
  - July 15, 2021 agenda item 6 ,

Evidence Folder: 1A4-3_BoT_MissionVisRev_21.pdf

  - August 24, 2019 agenda item 4

Evidence Folder: 1A4-4_BoT_MissionVisRev_19.pdf

- The mission and vision were most recently updated in Nov. 2014 (see B.P. 1.00 footer).

Evidence Folder: **See** 1A4_1_BP_1-00.pdf

- CCSF is undertaking a revision of the process for mission and vision review and update, A.P.1.00 see

- Planning Committee Nov 1, 2021 minutes, agenda item 4, Planning Committee - Minutes November 1, 2021;

Evidence Folder: 1A4-5_PlanningCmteMin_11-1-21.pdf

- Planning Committee Dec 2, 2021 minutes, agenda item 4 (still in draft form 1/3/22) https://docs.google.com/document/d/1sxMpMunw1S2Exaf0Uu2vSoeOOSHJT0VVTwbrGToiY88/edit

Evidence Folder: **1A4-6_PlanningCmteMin_12-6-21.pdf to be added once finalized**

Analysis and Evaluation

- We meet the standard.
- The mission is articulated in Board Policy 1.00, along with the vision.
- The mission statement is published in a widely accessible manner, on the CCSF website and in the CCSF catalog, and in other publicly shared college documents such as the Facilities Master Plan, Technology Plan, and Budget Notebook).
- The mission is periodically reviewed by the Board of Trustees
- The mission was updated as a result of review (2014).
- Current CCSF Administrative Procedure 1.00 which specifies a particular process and timeline for review and update of the Mission and Vision is outdated, however, the Planning Committee initiated a participatory process for update.

Conclusions on Standard I.A. Mission
[please leave this blank for now]

Improvement Plan(s)
[insert response if applicable using the guidelines above]

Evidence List
[you do not need to list evidence here; simply embed links throughout your responses in the "Evidence of Meeting the Standard" sections above]