

## **DRAFT 10/6/22**

### **A. Organization of the Self-Evaluation Process**

The College's Accreditation Steering Committee serves as the main body for organizing and monitoring the self-evaluation process. It is a standing committee of the Participatory Governance Council and consists of faculty, classified staff, student, and administrator representatives. The Accreditation Liaison Officer and an Academic Senate-appointed faculty member serve as co-chairs.

To kick off the development of the Institutional Self Evaluation Report (ISER), the Accreditation Steering Committee co-chairs hosted a session in April 2021, during which the College's ACCJC Staff Liaison (at that time the ACCJC President) provided an overview of the new formative-summative accreditation process to CCSF leaders representing the Academic Senate, Department Chairs, Classified Senate, administrators, and the Accreditation Steering Committee.

Following that training, the Accreditation Steering Committee co-chairs designated administrators to serve as Lead Team Facilitators for each of the 13 Standards based on their expertise and responsibilities, along with faculty co-leads in several cases, and issued a call for volunteers to serve on the ISER teams. To support this work, the ACCJC Staff Liaison returned in June 2021 to facilitate a training session for those faculty, classified staff, and administrators who volunteered. The session focused on interpreting the Standards within the context of City College of San Francisco.

In August 2021, the Lead Team Facilitators participated in an orientation session which included a review of the ISER development timeline; a review of their role, team tasks, and tools (each team had a designated Microsoft Teams site for collaboratively working on documents and storing evidence); and a list of next steps, which included reaching out to their teams to begin scheduling meetings. As the ISER teams began interpreting the Standards and collecting and analyzing evidence during Fall 2021, additional individuals joined the teams.

During October 2021, with the help of the Director of Student Activities and Associated Students, the College held a series of information sessions to introduce students to the accreditation process and encourage them to participate on ISER Teams.

The ISER teams completed their first drafts in December 2021, and the Accreditation Steering Committee co-chairs reviewed the initial drafts, provided feedback, and shared their findings with the ISER teams and the Accreditation Steering Committee members. Accreditation Steering Committee members also had the opportunity to provide feedback on the drafts along with selected governance committees whose work is closely aligned with specific Standards. During Fall 2022, the edited drafts were available on the Accreditation Web page for Collegewide review and subsequent endorsement.

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The graphic below provides an overview of the ISER development timeline.

