

**Accreditation Steering Committee Chair**

Alice Taylor

**Academic Senate**

Adrienne Foster

**Administrative Services**

Ken Takeda

**AFT Faculty Guild**

Olga Shewfelt

**AFT Staff Guild**

Joann Haywood

**ALO**

Bob Sprague

**Facilities**

Allan Hansen

**Research and Planning**

Rebecca Tillberg

**SEIU 721 Steward**

Abel Rodriguez

**Student Services**

Phyllis Braxton

**President**

Nabil Abu-Ghazaleh

**Workgroup leaders**

**Recommendations 1 & 2**

Rebecca Tillberg

**Recommendations 3 & 4**

Mary-Jo Apigo  
Todd Matosic

**Recommendation 5**

Kathy Walton

**Recommendation 6**

Kathy Walton  
Judy Chow

**Recommendation 7**

Rebecca Tillberg

**2006 Recommendation 13**

Adrienne Foster  
Olga Shewfelt

## Minutes

Sept. 9, 2013

3-4:30 PM, Winlock

Present: Alice Taylor (chair), Bob Sprague, Mary-Jo Apigo, Ken Takeda, Phyllis Braxton, Rebecca Tillberg, Adrienne Foster

- I. Minutes of August 12: approved
- II. Committee Self-Evaluation: amended and approved
- III. Steering committee membership

The current membership is constituency-based. Adrienne suggested that the committee will initiate a discussion of restructuring membership to correspond to the standards, instead. To that end, Alice will draft a list of the areas covered by the standards for review at our Oct. meeting for possible recommendations to College Council and Academic Senate. She will alert Fran Leonard, Olga Shewfelt, Able Rodriguez and Joann Haywood that this discussion is planned. Bob will alert Nabil.

### IV Next report: Midterm for Spring 2015

Alice suggested that since we have not heard from the ACCJC that they want a full self-evaluation and visit in 2015, we should assume that it's too late for this to be required now, and we should focus on the Midterm report that the Commission has told use will be required in spring 2015.

She presented two matrices. One was based on SCC's use of the questions from Guide to Evaluating Institutions. The other charted our 2012 recommendations against the standards, the follow-up team report, and the committees which worked on the response. It provided questions for committees to answer. Phyllis noted that the SCC matrix was easier to take in, visually, and the committee worked to simplify the second matrix. Alice agreed to draft a new matrix referencing the standards, quoting the recommendations and the 2013 evaluation report, but also including a bullet point list of what we said we had done to respond. The questions were boiled down to two: "How is your committee working on sustaining

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## ACCREDITATION STEERING COMMITTEE

this progress?” and “What other committees or individuals does your committee think are or should be working on this issue?”

Bob suggested we devise a way to get the matrix in use. Alice will start with rec. 13 of 2006, on governance, and take it to ASO, both AFTs and Academic Senate, (after getting the committee’s feedback by email). Mary-Jo and Rebecca will work on matrices for the recommendations on the recs on SLOs and planning. Ken will work on Rec. 7, all for consideration at our October meeting.

To further committee engagement, Adrienne offered to prepare a draft agenda template for college committee meetings, including accreditation as a topic for discussion at each meeting. Bob reported that ALOs heard at an orientation last spring that ACCJC welcomes the broader use of language from the standards in minutes and other documents.

### V. Other business

Adrienne is serving on the State Academic Senate committee on Accreditation and Assessment. She will be sharing some of our processes that could potentially help CCSF. She asked for topics for the February 2014 SAS Accreditation Institute. Suggestions included the use of the “Guiding Questions” in the preparation of Self-Evaluations, and new standards.

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