

## *Organization of the Self-Study*

### **Formation of Committees**

The self-study process at College of San Mateo began a full two years prior to the 2001 site visit. In March of 1999, the Steering Committee members, representing students, classified staff, faculty, and administration, were appointed. The Steering Committee included the vice president for instruction and the vice president for student services, who served as two of the three co-chairs; the president of the Academic Senate; the faculty co-chair, who also served as editor of the self-study; two members of the classified staff; and the president of the Associated Students.

The Steering Committee was augmented by the dean of articulation and research, who created, administered, and compiled the results of student, classified staff, and faculty/administration surveys and who provided the charts and graphs for the self-study. Also, the college technical graphics specialist participated in early meetings of the Steering Committee, created the design of the cover and section pages of the final document, and took responsibility for printing matters.

In April of 1999, the Steering Committee met to nominate the twenty standards co-chairs, an administrator and a faculty member for each of the ten standards. The co-chairs then began committee recruitment; meanwhile, a memo was sent to all faculty and staff, apprising them of the accreditation process about to be undertaken and asking them to volunteer for committee membership. Students were recruited through the Associated Students. Also in April, Steering Committee members attended a district-wide meeting at the San Mateo County Community College District Office at which David Wolf, Executive Director of the Accrediting Commission for Community and Junior Colleges, made a presentation.

### **Training, Data Gathering, and Writing**

The Steering Committee met throughout the rest of the spring and summer of 1999, planning, among other things, an August flex day activity on accreditation and an early September kickoff event for all standard committee co-chairs and members. That four-hour event included lunch and a presentation by Darlene Pacheco, Assistant Director of ACCJC, and packets containing guidelines, timelines, and general information were distributed. In mid-September, the Steering Committee attended a College of San Mateo-hosted ACCJC self-study workshop, presented by Dr. Pacheco.

Meanwhile, the surveys of students, classified staff, faculty, and administrators were administered and the results collated, and the ten standard committees began their data gathering and early drafting of responses. In October of 1999, the faculty

co-chair made presentations at an Academic Senate Governing Council meeting and at a meeting of the San Mateo County Community College District board of trustees. Also, she sent out the first of three accreditation newsletters to the entire college community.

In November of 1999, the co-chairs of the ten standard committees made oral progress reports to the Steering Committee, and the Steering Committee offered suggestions and assistance. By this point, the committees were well into their research and some already had created drafts of their responses.

In January of 2000, the co-chairs of the odd-numbered standards submitted their first drafts to the Steering Committee members, who individually read the drafts and subsequently met to critique the drafts as a group. In February, the same process was followed for even-numbered standard committees' first drafts. The three co-chairs each took responsibility for meeting with the co-chairs of three or four of the committees to present feedback on the first drafts.

Throughout the rest of the spring semester, co-chairs and committee members revised their drafts and worked on finalizing the responses to their standards. The faculty co-chair gave updates on the accreditation process to the Academic Senate Governing Council and the district board of trustees in April of 2000 and also created and distributed a second accreditation newsletter for general college distribution.

The standard committee co-chairs submitted their committees' second, more-or-less final, drafts in May of 2000. Meanwhile, the composition of the Steering Committee changed. The vice president for instruction, who had served as a co-chair, left the committee upon becoming college president; one of the classified staff members left the college; and the student member relinquished his appointment.

The self-study editor worked on the drafts over the summer of 2000, submitting her work to the appropriate standard committee co-chairs to assure that she was retaining the intent of the committees in revising and editing. Meanwhile, the remaining Steering Committee co-chair and the remaining classified staff member also read these drafts and submitted suggestions to the editor.

## **Opportunities for College-wide Comment**

In mid-August 2000, the edited ten standard responses were put on the district Intranet. The third accreditation newsletter was distributed, apprising members of the college community of opportunities to respond to the self-study document: by accessing the Intranet site, reading the responses to the ten standards there, and responding to the co-chairs electronically; by accessing print copies of the responses, available from Steering Committee members and in division offices and

the library; by attending an accreditation flex day workshop, at which questions could be asked of and feedback given to the standard committee co-chairs; and/or by attending two open forums held in early September of 2000. Comments from members of the college community were submitted on widely distributed forms. Upon receipt of these comments, committee co-chairs and members of each committee met to incorporate, as appropriate, the feedback to their standard response. The revised drafts were forwarded to the editor in late September for final editing and proofreading.

In late October of 2000, the final version of the self-study was sent to the printer, and in December of 2000 it was presented to the San Mateo County Community College District board of trustees. In January of 2001, the self-study was mailed to the visiting team members and to ACCJC, in anticipation of the March 2001 site visit.

### **Timeline for the Self-Study**

March 1999	Accreditation Steering Committee, co-chairs, and editor appointed
April 1999	Standard co-chairs appointed; recruitment of committee members began; Steering Committee attended district-wide ACCJC training
August 1999	Flex day activity on accreditation held
September 1999	Kickoff event was held for all standards committee co-chairs and members; Steering Committee members attended ACCJC regional self-study workshop; information from student, classified staff, faculty and administrator surveys compiled and distributed; committees began research and writing
October 1999	Presentations made to the San Mateo County Community College District board of trustees and to the Governing Council of the Academic Senate; first accreditation newsletter distributed college-wide
November 1999	Standard committee co-chairs made oral progress reports to the Steering Committee; research and writing continued
January 2000	Co-chairs of standards 1, 3, 5, 7, and 9 submitted first drafts to Steering Committee for feedback
February 2000	Co-chairs of standards 2, 4, 6, 8, and 10 submitted first drafts to Steering Committee for feedback

April 2000	Presentations made to the San Mateo County Community College District board of trustees and to the Governing Council of the Academic Senate; second accreditation newsletter distributed college-wide
May 2000	Second drafts of standards responses submitted for editing
Summer 2000	Editing done in consultation with co-chairs
August 2000	Edited drafts of standards responses put on district Intranet for review and feedback by members of the board of trustees, personnel at the district chancellor's office, and students, classified staff, faculty, and administrators at the college and across the district; print copies made available for review and feedback in division offices and the library; flex day activity on accreditation self-study document held
September 2000	Two open forums held to solicit feedback on the self-study from the college community; open period for feedback to co-chairs continued; co-chairs and committees met to respond to feedback and revise their standards responses, as appropriate
October 2000	Final editing and proofreading completed; self-study sent to the printer
November 2000	Self-study printed
December 2000	Self-study presented to the board of trustees
January 2000	Self-study mailed to visiting team members and ACCJC
March 2000	Accreditation team visit

### **Steering Committee**

Valerie Anderson, Classified Staff  
Chris Eldredge, Student (1999-2000)  
Patricia Griffin, Administrator (Co-chair and Accreditation Liaison Officer)  
Shirley Kelly, Administrator (Co-chair 1999-2000)  
Catherine Motoyama, Faculty  
Linda Scholer, Faculty (Co-chair and editor)  
Karen Tremain, Classified Staff (1999-2000)

## **Support to the Self-Study Process**

Joan Bell, Documents

Phyllis Hechim, Documents

Christina LaRussa, Proofreading

John Sewart, Surveys, charts, and graphs

Helen Walker, Cover and section page design, printing liaison

## **Ten Standard Committee Co-chairs and Members**

### **Standard One: Institutional Mission**

**Co-chairs:** Ruth McCracken, Administrator, and William Rundberg, Faculty

**Members:** Linda Hand, Faculty; Matthew Gurvitz, Student; Deborah Laulusa, Classified Staff; Jamie Marron, Faculty

### **Standard Two: Institutional Integrity**

**Co-chairs:** John Mullen, Administrator, and David Danielson, Faculty

**Members:** Fauzi Hamadeh, Student; Bruce Maule, Faculty; Rosemary Nurre, Faculty; Nancy Paolini, Faculty; David Robinson, Faculty; Stephen Robison, Classified Staff; Frances Schulze, Faculty

### **Standard Three: Institutional Effectiveness**

**Co-chairs:** Robert Kowerski, Administrator, and Milla McConnell-Tuite, Faculty

**Members:** Juanita Alunan, Faculty; John Avakian, Administrator; Joanna Brown, Classified Staff; Michael Burke, Faculty; Cathleen Kennedy, Faculty; Gus Petropoulos, District Office Staff; Marilyn Tabor, Classified Staff; Carlene Tonini-Boutacoff, Faculty

### **Standard Four: Educational Programs**

**Co-chairs:** Susan Estes, Administrator, and Andrés Gonzales, Faculty

**Members:** Wendy Aedo, Classified Staff; Adrienne Akinsete, Faculty; Durella Combs, Faculty; Tom Diskin, Faculty; Michaela Higgins-Cloyd, Student; Kenneth Kennedy, Faculty; Diane Musgrave, Faculty; Amy Sobel, Faculty; Jesus Valle, Faculty

### **Standard Five: Student Support and Development**

**Co-chairs:** Gary Dilley, Administrator, and Carolyn Fiori, Faculty

**Members:** Sharon Bartels, Faculty; Blanca Candamil, Faculty; Arnett Caviel, Faculty; Imelda Hermsillo, Administrator; Richard Inokuchi, Classified Staff; George Kramm, Faculty; Martina Lai, Student; Moon-Wai (Willie) Lau, Student; Richard Lohmann, Faculty; Chester Lui, Student; Michael Mitchell, Classified Staff; Steve Morehouse, Faculty; Marie Paparelli, Faculty; Jian (Ken) Yi, Student

### **Standard Six: Information and Learning Resources**

**Co-chairs:** Gregg Atkins, Administrator, and Joan Hare, Faculty

**Members:** Jill Azevedo, Classified Staff; Lorie Granero, Classified Staff; Robert Komars, Faculty; Frederick Lee, Classified Staff; Colette Norman, Faculty; Susan Petit, Faculty; Carol Wills, Faculty

### **Standard Seven: Faculty and Staff**

**Co-chairs:** Michael Claire, Administrator, and Matthew Leddy, Faculty

**Members:** Gladys Chaw, Faculty; Gerald Frassetto, Faculty; Modesta Garcia, Faculty; Bernard Gershenson, Faculty; Suzanne Russell, Faculty; Michelle Schneider, Classified Staff; Carol Steagall, Faculty; Jing (Emily) Zhang, Student

### **Standard Eight: Physical Resources**

**Co-chairs:** Grace Sonner, Administrator, and John Hogan, Faculty

**Members:** Gloria Bianchi, Classified Staff; James Clifford, Faculty; Sandra Stefani Comerford, Faculty; James Cullen, Faculty; Lyle Gomes, Faculty; David Lee, Student; Theresa Martin, Faculty; Annette Perot, Classified Staff; Christopher Phillips, Classified Staff; Patrick Thomasson, Classified Staff; Michelle Warner, Faculty

### **Standard Nine: Financial Resources**

**Co-chairs:** Nancy Morrissette, Administrator, and Ruth Turner, Faculty

**Members:** Sylvia Aguirre-Alberto, Faculty; Ada Delaplaine, Classified Staff; Ron Galatolo, District Office Staff; Melvin Hom, Faculty; Charu Magon, Student; Rosemary Nurre, Faculty; Louise Piper, Faculty; Laura Skaff, Classified Staff

## **Standard Ten: Governance and Administration**

**Co-chairs:** Albert Acena, Administrator, and Catherine Motoyama, Faculty

**Members:** Rick Ambrose, Faculty; Leighton Armitage, Faculty; Kathy Chaika, Classified Staff; Barbara Christensen, District Office Staff; Lloyd Davis, Faculty; Chris Eldredge, Student; Gus Petropoulos, District Office Staff