Organization for the Self Study

Early Planning

Planning for the 2009 *Accreditation Self Study* commenced in June 2007. Under the direction of the Vice President of Academic Services and in collaboration with the Academic/Faculty Senate President, the *Accreditation Self Study* Steering Committee was formed. The Steering Committee consisted of the Dean of Arts and Humanities as Accreditation Liaison Officer; a Mass Communications instructor and a librarian as Faculty Co-chairs; and the Vice President of Student Services in the Administrative Resource role. The Steering Committee's first task was to create an Accreditation Coordinating Group, consisting of the *Accreditation Self-Study* chairs, co-chairs, administrative resource personnel and members of the steering committee. Together they began planning activities and establishing a timeline.

The shared governance groups, representing all constituencies, immediately became involved in the *Accreditation Self Study* process. The Steering Committee kept the constituent groups, via the governance committees, apprised of the *Self Study* activities and findings. In open meetings the Institutional Planning and Budget Council, comprised of students, faculty, staff, and administrators from every division on campus, advised the Accreditation Coordinating Group about how the project should be organized.

Formation of Teams

The Accreditation Steering Committee divided the *Accreditation Self Study* work into nine committees:

1. Standard I A, *Mission*, and I B, *Improving Institutional Effectiveness*. This committee worked with the Institutional Planning and Budget Council.

2. Standard II A, *Instructional Programs*.

3. Standard II B, *Student Support Services*.

4. Standard II C, *Library and Learning Support Services*.

5. Standard III A, *Human Resources*, in consultation with the Staff Development Committee.

6. Standard III B, *Physical Resources*, in consultation with the Facilities Committee.

7. Standard III C, *Technology Resources*, in consultation with the Technology Committee.

8. Standard III D, *Financial Resources*, in consultation with the Budget Committee.

9. Standard IV A, *Decision-Making Roles and Processes*, and IV B, *Board and Administrative Organization*, in consultation with the Academic/Faculty Senate.

After the formation of the committee leadership teams, recruitment for committee members began college-wide. Training workshops were convened to introduce the 2002 Accreditation Standards and Themes. Relevant materials were discussed and provided to the Accreditation Coordinating Group in print and to the College at large via the Accreditation Homepage: *Accreditation Reference Handbook; 2002 Accreditation Standards: Implementation; Self Study Manual, ACCJC Standards Adopted June 2002; Working with the 2002 Accreditation Standards: The Faculty's Role; Substantive Change Manual, August 2004; Guide to Evaluating Institutions, 2006; and Chabot Accreditation Self Study, 2002.*

The Accreditation Steering Committee created a document, *Self Study Instructions for Analyzing Evidence and Assessing Chabot's Performance*, which laid out five steps for drafting an accreditation standard report. These were reviewing the specific standard section to be analyzed, planning and gathering evidence, drafting the descriptive narrative, developing a scoring rubric, and creating the planning agenda. A writing template was developed for the committees to use while drafting their reports.

On September 21, 2007, Chabot's Accreditation Coordinating Group, along with a like group from Los Positas College, attended an accreditation self study workshop at the CLPCCD office in Pleasanton presented by the Western Association of Schools and Colleges. This workshop set the groundwork for our accreditation process.

The Accreditation Coordinating Group met monthly, sometimes oftener, during the research and writing process. Chairs, co-chairs, and resource people gave monthly progress reports and together addressed findings and issues as they arose.

The accreditation process and progress were shared with the college at the 2007 and 2008 Convocations and during Flex Day training workshops and working sessions. Faculty and staff were encouraged to participate at every turn, as involvement across campus was fundamental to the production of a fair and comprehensive document.

Statistics and Surveys

The Coordinator of Institutional Research and Grants worked with the Accreditation Coordinating Group and each Accreditation Self Study committee to review and create questions for the Spring 2008 Faculty, Staff, and Administrator Accreditation Survey. So that results could be readily compared to assess changes over the years, the majority of questions were taken directly from the last accreditation survey, just as they had been repeated on surveys conducted in the intervening years.

The results of the Survey were published in hard copy and made available on the Chabot Institutional Research webpage at http://www.chabotcollege.edu/IR/. In addition, the highlights and lowlights, as they related to each standard, were provided to the self study committees. These data were used extensively in the document, as were the results of the Fall 2007 Student Survey, particularly in evaluating performance.

Writing and Editing the Self Study

The self study committees discussed their draft reports with the Accreditation Steering Committee, and further research, study, and collection of evidence ensued as needed. Support and resources were provided to the committees throughout the process. After committees made the additions and

revisions to their reports, the Steering Committee began filling in the areas that needed further detail and evidence.

The edited draft was distributed to the student, staff, and faculty senates in March 2009. The report was posted on the Chabot Accreditation Webpage and hard copies were made available throughout the campus. The College President held college-wide forums on April 22nd and 23rd to discuss the document, and substantive feedback was incorporated into the final draft. The completed self study was presented to all constituency groups, College Council, and the CLPCCD Board of Trustees for final approval in May 2009.

Accreditation Self Study Timeline

September 2007
- Coordinating Group Meetings
- Surveys Distributed to Committees for Feedback
- WASC Accreditation Workshop at District Office

October 2007
- Coordinating Group Meetings
- Distribute Faculty/Staff Survey for Feedback

November 2007
- Coordinating Group Progress Update
- Student Survey Results Available

December, 20097
- Faculty/Staff Survey Feedback Due

January – December 2008
- Coordinating Group Meetings
- Write Draft Reports

April 2008
- Report Outline/Structure
- Steering Committee Review Committee Outlines

May 2008
- Draft Reports to Steering Committee
- Revise Draft Reports Based on Feedback

May – August 2008
- Steering Committee Update and Edit Drafts

August 2008
- Convocation Standards Breakout Sessions

December 2008
- Drafts to Standard Committees

January – March 2009
- Edit and Rewrite Drafts Based on Feedback
- Draft to Editor
- Graphic Artist Works on Publication

March, 2009
- Senates receive Self Study

April 2009
- Senates provide feedback
- Report to the district (as we're going through the consultation process on campus)
- Board of Trustees review

April 22, 2009
- 1st College-wide forum at 2:00 p.m. in room 1232

April 23, 2009
- 2nd College-wide forum at noon in the Little Theater

May 8, 2009
- Self Study Report to College Council at 1:00 p.m. in the Board Room
- Self Study Report to Board of Trustees for 2nd reading

Accreditation Steering Committee

Accreditation Liaison: Gene Groppetti (Administrator)
Faculty Co-Chair: Chad Mark Glen (Faculty)
Faculty Co-Chair: Jim Matthews (Faculty)
Administrative Resource: Melinda Matsuda (Administrator)

Support Staff

Editor: Carol Murray (Faculty)
Layout and Evidence
    Repository: Kaaren Krueg (Staff)

Accreditation Coordinating Group

Standard I
Institutional Mission and Effectiveness
    Carolyn Arnold [F] (Chair)
    Gene Groppetti [A] (Resource)
    Debra Howell [F]
    Stacey Moore [S]
    Wayne Phillips [F]
    Rajinder Samra [S]
    Maggie Schumacher [S]
    Ron Taylor [A]
    Yvonne Wu-Craig [S]

Standard II A
Instructional Programs
    Norma Ambriz [F]
    Marcia Corcoran [A] (Resource)
    Doris Hanhan [F]
    Katie Hern [F]
    Gloria Meads [F]
    Jan Novak [F]
    Rebecca Otto [F] (Chair)
    Harjot Sawhney [F]
    Cynthia Stubblebine [F]

Standard II B
Student Support Services
    Nanette Aldana [S]
    Joe Berland [F]
    Jane Church [F]
    Ana Del Aguila [S]
    Patrise Diaz [F]
    Katrin Field [S]
    Tammeil Gilkerson [S]
    Matthew Kritscher [A] (Chair)
    Melinda Matsuda [A] (Resource)
    Mary Mino [S]
    Dharna Patel [S]
    Rachel Ugale [S]

Standard II C
Library and Learning Support Services
    Cindy Hicks [F] (Co-chair)
    Frederick Hodgson [F]
    Kaaren Krueg [S]
    Jim Matthews [F] (Co-chair)
    Michelle Sherry [F]

Standard III A
Human Resources
    Vanessa Cormier [S]
    Mary Anne Gularte [A] (Resource)
    Charlotte Lofft [F]
    John Parente [F]
    Patricia Posada [S]
    Judy Young [A]

Standard III B
Physical Resources
    Steve DaPrato [F]
    Laurie Dockter [F]
    Darrell Dolin [S]
    JoAnn Galliano [F] (Co-chair)
    Catherine Gentiluomo [S]
    Dov Hassan [F]
    Gayle Hunt [F]
    Keith Mehl [F]
    Mark Stephens [F]
    Jonathan Traugott [F]
    Dale Wagoner [A] (Resource)
    Linnea Wahamaki [F]
    Wanda Wong [F] (Co-chair)

Standard III C
Technology Resources,
    Kathleen Allen [F]
    Norman Buchwald [F]
    Tom Clark [A] (Resource)
    Arlene DeLeon [S]
    Jeannine Methe [A]
    Jan Novak [F]
    Steve Piatetsky [A] (Co-chair)
    Catherine Powell [S]
    Mark Schaeffer [F] (Co-chair)
    Mike Seaton [S]
    Catherine Tollefsen [S]
    Rachel Ugale [S]
    Lisa Ulibarri [S]
    Gordon Watt [S]
    Minta Winsor [S]
    Abdullah Yahya [S]
    Judy Young [A]

Standard III D
Financial Resources,
    Mike Absher [F] (Co-chair)
    Jaswinder Bhangal [F]
    Tim Dave [F] (Faculty, Co-chair)
    Farhad Javaheripour [A]
    Stephen Small [F]

Standard IV
Leadership and Governance
    Ming Ho [F] (Faculty, Chair)
    Sally Jahnke [A]
    Dmitriy Kalyagin [F]
    Clara McLean [F]
    Catherine Pinkas [F]
    Michael Thompson [F]
    Tram Vo-Kumamoto [A] (Resource)
    Diane Zuliani [F]

LEGEND:
[A] Administrator
[F] Faculty
[S] Staff