

DRAFT

Organization for the Self Study

Organization for the development of Mesa College's Self Study began in the fall, 2007. The first activity was the selection of two co-chairs: one, a faculty member and the other, a manager. The duties and responsibilities of these two positions were determined including the provision of reassigned time for the faculty co-chair. A memo was sent inviting applications for the faculty co-chair and included a description of duties. By the spring, 2008, both co-chairs had been selected. Reassigned time was provided to the faculty co-chair from spring 2008 through fall, 2010 during the preparation of the self study.

A totally different approach to develop the self study was taken. Using the "Guide to Evaluating Institution", templates of the questions for the four standards were created by the faculty co-chair. To assist the self-study teams, an accreditation website was designed to house reference materials as well as a repository for their work products. In addition, a set of materials for each standard was produced for use by the self-study teams.

Because the President's Cabinet is the College's participatory governance council, it was decided this body would serve as the basis for the steering committee for the accreditation process. The administrative and faculty co-chairs as well as the standard coordinators and section leaders would augment the President's Cabinet membership. The cabinet is chaired by the College President and includes members of her Executive Staff, the vice presidents of Instruction, Student Services and Administrative Services. Representatives from the Deans' Council, the Academic Senate, the Classified Senate and the Associated Student Body are also voting members of the Cabinet. Many others, including all administrators, routinely attend the weekly meetings. Accreditation became a standing item on the President's Cabinet agenda. In addition, the Self Study Co-chairs were invited to present to the Executive Staff on a regular basis.

During the fall, 2007, the recruitment of members for the standard subcommittees began with the Self Study Co-Chairs attending faculty, classified staff and administrative meetings. In the spring, 2008, the self study teams for the four standards were formed. Meetings were scheduled for each of the standards where coordinators and section leaders were identified. During these meetings, accreditation materials including timelines were discussed. The co-chairs explained the use of the templates and the importance of collecting evidence relative to the standard. After the review of the 2004 Self Study and the 2007 Focused Mid Term Report, important principles concerning accreditation including the themes were emphasized. The role of dialogue was reviewed. The subcommittees were encouraged to contact the co-chairs with questions. Finally, each subcommittee arranged meeting schedules and their work began and continued on through the fall semester. As standard subcommittee completed their work, it was submitted to the Co-Chairs for review. The writing of the narrative began during the spring, 2009. Due to the sabbatical of the faculty co-chair/lead writer, an additional faculty co-chair was selected at this time. During the summer of 2009, the self study chairs wrote the first drafts of the self study and started the compilation of a central evidence file. This work continued during the fall semester and with her return in the spring 2010, the three co-chairs began to finalize the self-study draft. They had regular weekly meetings to assure that the process was progressing in a timely fashion, to address issues, to provide guidance to the subcommittees and to plan for the next steps.

Mesa College welcomed a new Vice President of Instruction in during the summer 2009 and he assumed the role of ALO from the Administrative Co-Chair. He provided support and guidance to the Self Study Chairs. He received weekly updates from the Administrative Co-Chair concerning the status of the self study.

As part of the San Diego Community College District, the Self Study Chairs and the Accreditation Liaison Officer (ALO) attended district-wide meetings involving the three colleges and Continuing Education. In addition to developing survey instruments to collect student and employee data for the necessary research support of the Self Study, monthly meetings focused on district-college matters affecting the accreditation process. Procedures were developed and implemented for the requesting of evidence. Regular reports and briefings were developed and presented to the Board of Trustees, the Chancellor's Cabinet and District Governance Council.

The Standard IV Coordinators for all three colleges attended a special Board of Trustees study session held April, 2009. A common set of questions were a set was developed and used to elicit valuable information for the preparation of the self study. A similar process with district Human Resources was organized so that information for Standard IIIA could be collected. A district-wide workshop on linking budgeting and planning was held in September, 2009 to develop a common understanding on integrated planning and the resource allocation process as well as provide information for the appropriate parts of the Self Study.

To ensure that the entire Mesa College community was aware of the contents of the Self Study and had ample opportunity for involvement and input, a series of eleven forums was organized for the spring 2010 semester. These forums were scheduled during for Tuesday afternoons for one hour and included the last half hour of President's Cabinet. After the design of a common agenda, "ground rules" were developed for the presentation of the standards. One week prior to the forum, the standard to be reviewed was sent via email to the Steering Committee and the entire college. Those who could not attend the forum in person were encouraged to send feedback to Administrative Co-Chair. At the forum, Coordinator and Section Leader for the standard under review presented a brief description and introduced team members. Any feedback received from the college was presented and then the standard itself was reviewed and discussed page-by-page. Feedback, comments and issues were recorded with decisions made by the Steering Committee on the revisions to be made to the standard. If an issue could not be resolved, it was either referred for further research by the ALO and Self Study Chairs or for additional discussion at a Friday meeting. At the conclusion of each forum, edits were done to the reviewed standard and then it was posted to the Accreditation Website for the college community to read. In addition, the post-forum standard was forwarded to the Chancellor by the President for input by the appropriate Vice Chancellor and district-level personnel. The Steering Committee and the college community reviewed the front matter of the Self Study and had an opportunity for feedback and comment during a final forum on May 4, 2010. A campus-wide meeting for review of the entire Self Study was held on May 7 and during the May 11 President's Cabinet, a "signing ceremony" was held upon approval of the document.

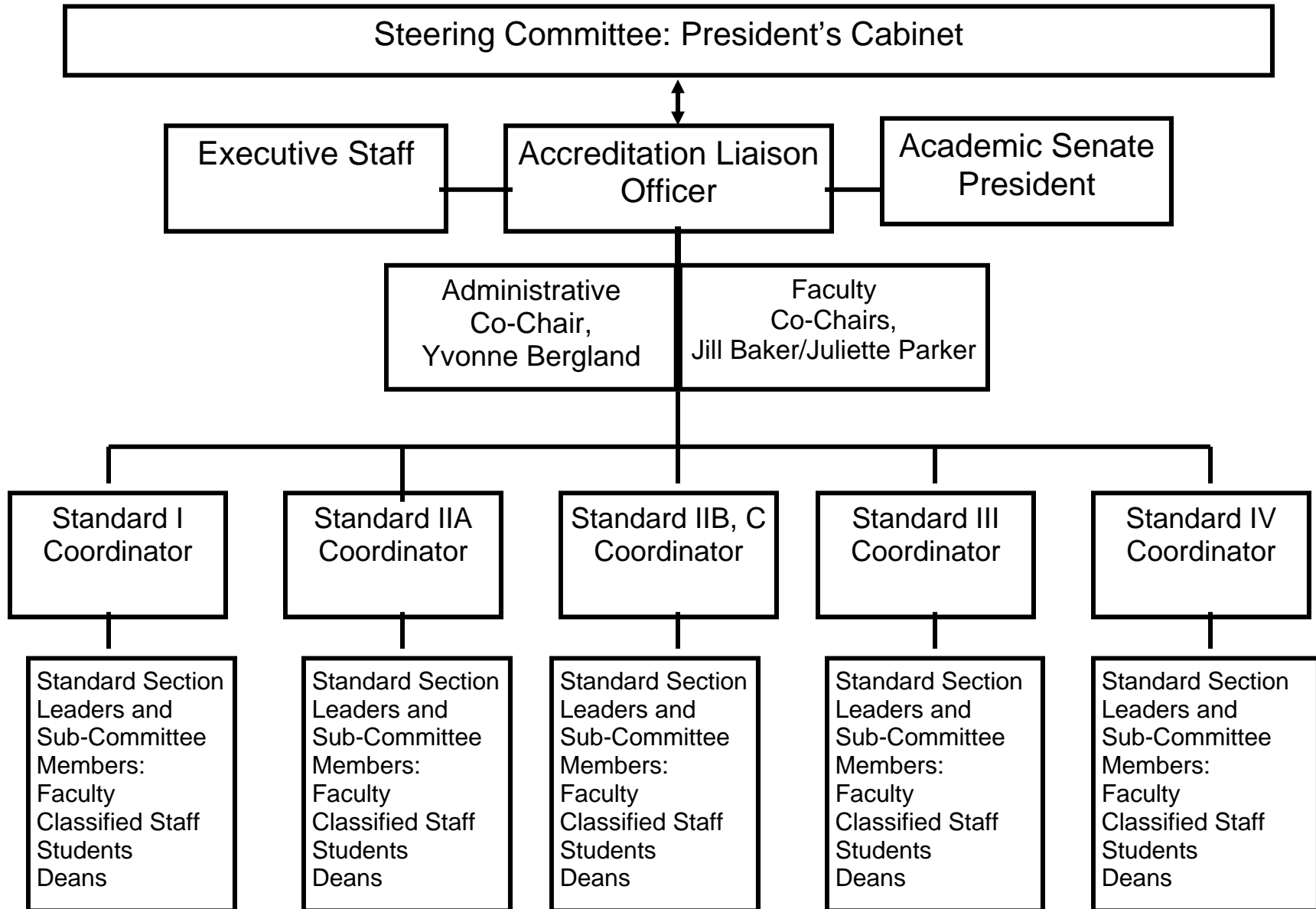
The final draft was prepared in late May and then reviewed by the Chancellor's Cabinet June 1, 2010. This draft was also reviewed and discussed by the District Governance Council in June. The final document was submitted for inclusion on the Board of Trustee agenda for June 8, 2010. The final document was also posted on the College's website in late June. Following acceptance by the Board, the Self Study was sent to the printer and then mailed to Accrediting Commission in August.

**SAN DIEGO MESA COLLEGE
 SELF STUDY PROCESS FOR ACCREDITATION EVALUATION
 ACCREDITATION FORUMS
 STEERING COMMITTEE/PRESIDENT'S CABINET REVIEW
 SELF STUDY REVIEW SCHEDULE, SPRING 2010, TUESDAYS FROM 3:30 TO 4:30 P.M., LRC 435 (*)**

DATE (*)	STANDARD/TITLE	COORDINATOR/SECTION LEADER	MEETING WITH COORDINATOR & SELF STUDY CHAIRS
February 16	IIC - Library and Learning Support Services	Brian Stockert /Jack Forman	February 19 (10:00 – 11:00 am)
February 23	IIB - Student Support Services	Brian Stockert /Art Boyd	February 26 (10:00 – 11:00 am)
March 2	IIA - Instructional Programs	Juliette Parker/Denise Rogers	March 5 (10:00 – 11:00 am)
March 9	IA – Mission	Terrie Teegarden/Ivonne Alvarez	March 12 (10:00 – 11:00 am)
March 9	IB - Improving Institutional Effectiveness	Terrie Teegarden/Susan Mun	March 12 (11:00 am – 12:00 pm)
March 16	IIIA - Human Resources	Charlotta Robertson/Kathy Wells	March 26 (10:00 – 11:00 am)
March 23	IIIC – Technology Resources	Charlotta Robertson/Jean Smith	March 26 (11:00 am – 12:00 pm)
March 29-April 3 Spring Break			
April 6	IIIB - Physical Resources	Charlotta Robertson/Kevin Branson	April 9 (10:00 – 11:00 am)
April 13	IIID - Financial Resources	Charlotta Robertson/Kathy Wells	April 16 (10:00 – 11:00 am)
April 20	IVA - Decision-Making Roles and Processes	Kris Clark/Monica Romero	April 23 (10:00 – 11:00 am)
April 27	IVB - Board and Administrative Organization	Kris Clark/Monica Romero	April 30 (10:00 – 11:00 am)
May 4	Steering Committee/President's Cabinet Final Review of Self Study	ALL	N/A
May 7 Campus-wide Meeting for Review of Self Study			
May 11	Steering Committee/President's Cabinet Final Approval of Self Study	ALL	N/A
June	DISTRICT GOVERNANCE COUNCIL; CHANCELLOR'S CABINET	Respective Representatives	N/A
July	Board of Trustee's Approval of Self Study	ALL (including President, ALO, Self Study Chairs)	N/A

San Diego Mesa College Accreditation Self Study, 2010

Accreditation Steering Committee



ACCREDITATION SELF-STUDY COMMITTEES

Tim McGrath (Vice President, Instruction) Accreditation Liaison Officer
Jill Baker (Faculty), Self Study Chair
Yvonne Bergland (Manager), Self Study Chair
Juliette Parker (Faculty), Self Study Chair
Caterina Palestini (Classified), Administrative Assistant

Standard I: Institutional Mission and Assessment of Effectiveness

Terrie Teegarden (Faculty) Coordinator
Ivonne Alvarez (Supervisor), Section Leader, IA
Susan Mun (Campus-Based Researcher), Section Leader, IB
William Brothers (Faculty)
Adrienne Dines (Faculty)
Jonathan Fohrman (Manager)
Jonathan McLeod (Faculty)
Saloua Saidane (Faculty)

Standard II: Student Learning Programs and Services

IIA: Juliette Parker (Faculty), Coordinator
Denise Rogers (Faculty), Section Leader
Elizabeth Chu (Faculty)
Jennifer Cost (Faculty)
Michael Fitzgerald (Faculty)
Leroy Johnson (Faculty)
Angela Oberbauer (Faculty)
Michael Reese (Interim Manager)
Judy Ross (Faculty)
Joe Safdie (Faculty)
Arlis Svedberg (Classified)
Larry Weiss (Manager) (Retired)

IIB: Brian Stockert (Manager), Coordinator
Art Boyd (Faculty), Section Leader
Naomi Grisham (Faculty)
Chris Kalck (Faculty)

IIC: Brian Stockert (Manager), Coordinator
Jack Forman (Faculty), Section Leader
Val Ontell (Faculty)
Carol Sampaga (Supervisor)
Erica Specht (Faculty)

Standard III: Resources

IIIA: Charlotta Robertson (Supervisor), Coordinator
Kathleen Wells (Supervisor), Section Leader
William Craft (Manager)
Dave Evans (Manager)
Suzanne Khambatta (Supervisor)
Gilda Maldonado (Supervisor)
Joyce Skaryak (Classified)

IIIB: Charlotta Robertson (Supervisor), Coordinator
Kevin Branson (Classified), Section Leader
Donna Budzynski (Faculty)
William Craft (Manager)
Michael Gast (Classified)
Paul Gomez (Supervisor)
Anthony Reuss (Interim Manager)

IIIC: Charlotta Robertson (Supervisor), Coordinator
Jean Smith (Faculty), Section Leader
Karen Owen (Faculty), Section Leader
Michael Davis (Classified)
Dwayne Gergens (Faculty)
Ken Hargreaves (Student)
Paul Lukaszevig (Classified)
Steve Manczuk (Classified)

IIID: Charlotta Robertson (Supervisor), Coordinator
Kathleen Wells (Supervisor), Section Leader
William Craft (Manager)
Dave Evans (Manager)
Chris Horvath (Classified)
Michele Rodgers (Classified)
Paul Sykes (Faculty)

Standard IV: Leadership and Governance

IVA: Kristan Clark (Faculty), Coordinator
Monica Romero (Supervisor), Coordinator
Jan Ellis (Faculty)
Margie Fritch (Manager)
Guadalupe Gonzalez (Faculty)
Ashanti Hands (Manager)
Michael McLaren (Classified)
Cynthia Rico-Bravo (Faculty)
Robin Watkins (Classified)

IVB: Kristan Clark (Faculty), Coordinator
Monica Romero (Supervisor), Coordinator

**SAN DIEGO MESA COLLEGE
SELF STUDY PROCESS FOR ACCREDITATION EVALUATION**

FALL 2010 Revised 02/01/10

Timeline	Activities
Fall 2007	Select Co-Chairs
Spring 2008	Form Self Study Teams for the Four Standards; Identify Coordinators for Standards teams for Steering Committee; Organize and begin work; Review last self study and focused midterm report responses
Fall 2008	Start compiling the narrative, evaluation, and planning sections, and begin collecting evidence
January-May 2009	Narrative, evaluation, planning, and evidence sections for all four standards completed and submitted to Co-Chairs. Selection of additional co-chair/ lead writer.
June – August 2009	Self Study Chairs (Lead Writers) develop draft self study and begin to compile central evidence file. Administrative self-study chair reassignment.
Fall, 2009 (October to December)	Pilot – Linking Planning and Resource Allocation
Fall 2009 (November – December)	Self Study Chairs (Lead Writers) continue to develop and edit Self Study draft. Continue compilation of evidence file.
January, 2010	Self Study Chairs (Lead Writers) Finalize Self Study Draft
February to April, 2010	Self Study Draft to Standard Coordinators and Subcommittees for review and feedback. Self Study Co-Chairs to incorporate revisions.
February to April, 2010	Steering Committee to review Self Study and hold open campus forums to collect input and feedback.
April to May, 2010	Self Study Chairs (Lead Writers) finalize, edit, format, and print final draft and complete evidence file.
May 4, 2010	Steering Committee/President's Cabinet review of final draft
May 7, 2010	Campus-wide Meeting for Review of Self Study
May 11, 2010	Steering Committee/President's Cabinet Approval of final draft
June, 2010	Board of Trustees approval of self study
August 2010	Mail Self Study to Commission
August, 2010-October, 2010 Site Visit	Assemble documentation; organize visit. Serve as liaison to team for team arrangements.
October 11 – 14, 2010	Onsite Visit.