

**Accreditation Steering
Committee Chair**

Alice Taylor

ALO, Co-Chair

Ara Aguiar

Academic Senate

Adrienne Foster

Administrative Services

Iris Ingram

AFT Faculty Guild

Olga Shewfelt

AFT Staff Guild

Joann Haywood

Facilities

Allan Hansen

Research and Planning

Rebecca Tillberg

Student Services

Phyllis Braxton

President

Bob Sprague

DRAFT Minutes

July 14, 2015

12-1:30, PCR

Present: Michael Goltermann, Rasel Menendez, Allan Hansen, Iris Ingram, Mary-Jo Apigo, and Alice Taylor (chairing)

- I. Approval of agenda
- II. Minutes of June 8 accepted with no changes
- III. Progress on draft responses to standards
 - a. Alice Taylor offered **I.A.4**, on the approval and publication of the emission statement, as a sample of the format—statements of facts that show we meet the standard, each with an endnote to evidence of the fact. The endnotes should include a URL, and be clear as to which part of the linked document is meant. Eventually, we hope to have the notes hyperlinked to the appropriate sections. Since we are focusing on addressing each element of each standard, it will be useful to use headings to orient the reader. Taylor will consult with Michelle Long-Coffee about this.
II.A.7 is on validation of admissions and placement instruments. The committee is not sure whether admissions refers to acceptance into programs, like Dental Hygiene. Mary-Jo Apigo suggested using the Guide to Evaluating Institutions; although it has not been updated, this standard is not new. The questions for evaluators seem to suggest that admissions refers only to admissions to the college. We will consult with ORP.
II.A.8 is on validation of department-wide exams. Taylor is awaiting clarification from Math on its exams.
IV.B.3 deals with the college president's leadership.
 - b. Mary-Jo Apigo is drafting Outcomes assessment-related responses. She has met with Administrative Services. They are waiting on analysis of the Campus Climate Survey to finish their spring 2015 outcomes assessment. Going forward, they plan annual user surveys. A meeting with Student Services will deal with progress on the plan outlined in the Midterm report.
 - c. Iris Ingram and Rasel Menendez are working on **III.D**. ESC drafts of many of the standards in III.D are expected any day now. Valley has shared a draft of III.D, but it does not have evidence yet, and Ingram

Meetings for 2015-2016: **Starting at 12:** July 14, July 28, August 11.
Starting at 3, September 14, October 12, November 9, December 14,
January 11, February 8, March 14, April 11, May 9, June 13

West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.



and Menendez are disadvantaged by being new to the District. They need access to the Sharepoint District evidence files.

Ingram will be moving on to **III.C**. Ken Takeda's partial draft is in Etudes. Taylor pointed out that there are evidence files for III.C in Etudes. Apigo suggested that Ingram call on Marcus Butler for input, and that Apigo can draft sections about Tech Fair.

Apigo noted that Hansel Tsai has been working on **III.A**, and the committee confirmed that he has updated evidence files in Etudes. Taylor will draft those standards.

Allan Hansen asked that Taylor review the evidence he provided earlier, and ask for whatever else might be needed. Once he retires, he will still be checking his West email, and can help with anything Lorraine Patriarca cannot locate.

IV. Quality Focus Essay

The committee did not have much time to devote to the QFE. It should draw heavily on the EMP. The next meeting will focus on the QFE, and Taylor will put out a call for ideas in advance.

V. Other elements of the Self Evaluation:

- a. Taylor reported that Rebecca Tillberg and other institutional researchers are working on a unified approach to the required evidence.
- b. Organizational Information—Apigo suggested that this means the personnel org chart; Hansel Tsai might have one that is up to date.
- c. Changes and Plans Arising Out of the Self Evaluation Process—this should be put together late in the process, to capture what comes up.
- d. Appendix: Evidence—ours will be in the form of endnotes. Since they are liable to be voluminous, we will probably use hyperlinks to the endnote text, to save the space taken up by URLs.

VI. Timeline for completion

- a. Draft to BoT IE Committee, due sometime between October 10 and November 14
- b. BoT IE Committee at West November 12 or as early as October 27—these dates are still not clear, as the BoT has not established IE Committee membership for next year.
- c. Completion of evidence
 - i. Locating and mounting to web
 - ii. Highlighting and providing anchors
 - iii. Updating endnotes in report

Meetings for 2015-2016: **Starting at 12:** July 14, July 28, August 11.
Starting at 3, September 14, October 12, November 9, December 14,
January 11, February 8, March 14, April 11, May 9, June 13

West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.

