

## MINUTES

October 13, 2014  
3-5 PM, Winlock

Present: Olga Shewfelt, Adrienne Foster, Fran Leonard, Mary-Jo Apigo, Susan Trujillo, Rebecca Tillberg, Phyllis Braxton and Alice Taylor (chairing)

I. Minutes of September 8 were approved with minor corrections

<http://www.wlac.edu/WLAC-Accreditation/Agendas-and-Minutes.aspx>

II. Inside a visiting team.

Leonard shared her recent experience on a visiting team to Contra Costa College, one of three in the Contra Costa District. She noted that the team members work very hard both in preparing for the visit and during the visit, but that it is worthwhile work, contributing both to the college visited and to the team members' home campuses. She reported that Sylvia Thomas did a fantastic job as team chair, that Contra Costa was generally impressive. The district team communicated with the three college teams, and noted that the district needed to adjust its faculty evaluations to comply with the SLO needs. Shewfelt highlighted the need to respect collective bargaining agreements. Apigo reminded the committee that the new standards call for faculty to be evaluated in part on how they use the results of SLO assessment to improve. Taylor noted that this is more in line with our contract than the old standards, which could be interpreted as calling of faculty to be penalized if their students did not achieve course SLOs.

III. Review of draft Midterm Report—next steps

1. Retreat Oct. 24. The committee did not think a retreat would be necessary to finish the Midterm report, and suggested that a somewhat later retreat could be used to kickoff the Self Evaluation.
2. Publication Nov. 10 for campus approvals. In order to meet this deadline, the committee resolved to fill in all the gaps by October 27, so that Taylor can email a final version to the committee on November 3 for approval at our November 10 meeting. The committee reviewed the draft and assigned each gap to a specific person. It was noted that the gaps in evidence due to the transition to Kentico might have to be filled later, but that the footnote should be complete, naming the document and page number.
3. Board Institutional Effectiveness Committee Dec. 3. Tillberg requested the date be checked.

Meetings for 2014-2015: July 28, August 11 and 25, September 8, October 13, November 10, December 8, January 12, February 9, March 9, April 13, May 11, June 8

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Bob Sprague

**Academic Senate**

Adrienne Foster

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Ken Takeda

**AFT Faculty Guild**

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Joann Haywood

**Facilities**

Allan Hansen

**Research and Planning**

Rebecca Tillberg

**Student Services**

Phyllis Braxton

**President**

Nabil Abu-Ghazaleh

**Workgroup leaders**

**Recommendations 1 & 2**

Rebecca Tillberg

**Recommendations 3 & 4**

Mary-Jo Apigo  
Luis Cordova

**Recommendation 5**

Ara Aguiar

**Recommendation 6**

Kathy Walton  
Ken Lin

**Recommendation 7**

Ken Takeda

**2006 Recommendation 13**

Adrienne Foster  
Olga Shewfelt

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- IV. Plans for the Self Evaluation, with approvals late fall of 2015
1. Standards Committee Chairs: the committee agreed to the following chairs, who would be asked to suggest co-chairs and to comment on whether separate committees should be established for some component standards:  
Standard I: Tillberg, perhaps with Leonard or Carmen Dones as co-chair  
Standard II: Braxton  
Standard III: Ken Takeda, perhaps with Shewfelt, Kevin Considine or Vidya Swaminathan as co-chair  
Standard IV: Foster, Shewfelt and Nabil Abu-Ghazaleh
  2. Interface with college standing committees  
The committee clarified the purpose of the matrix aligning the standards with standing college committees. This would be a tool for the Standards committees to use in reaching out to committees for input. The committee agreed to fill out the matrix and get it to Taylor by Oct. 20. Taylor will draft a second matrix, aligning the standards with major claims of the 2012 Self Study, the 2013 Follow-Up Report, and the 2014 Midterm Report. She will also align the standards with the planning agendas of the 2012 report.

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