

Accreditation Steering Committee Chair

Alice Taylor

ALO, Co-Chair

Bob Sprague

Academic Senate

Adrienne Foster

Administrative Services

Ken Takeda

AFT Faculty Guild

Olga Shewfelt

AFT Staff Guild

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

Draft Minutes

September 8, 2014

3-4:30 PM, Winlock

Present: Anne Winter, Fran Leonard, Rebecca Tillberg, Ken Lin, Susan Trujillo, Mary-Jo Apigo, Alice Taylor (chairing)

I. Minutes of August 11 and 21 were approved with minor corrections.
<http://www.wlac.edu/accreditation/agendasandminutes.html>

II. The committee welcomed Anne Winter, an adjunct humanities instructor, who expressed an interest in knowing more about West than adjuncts usually are exposed to.

III. Review of draft Response to Rec.6 for inclusion in draft 2015 Midterm Report

Taylor apologized for the changes tracked in the printed document. Our final report will not have underlines. Italics will be used for emphasis and book titles, bold for section titles. She noted also that the footnotes had gotten jumbled and promised to restore them.

All caps indicates text that will be replaced. Lin and Trujillo wondered if the paragraph about the Library Advisory Committee should be retained. It was decided that the goal of having the LAC meeting sometime in the fall was reasonable, and the paragraph was retained.

Trujillo suggested noting that she serves on the Curriculum Committee in part to make sure the library is aware of needs connected with courses. Tillberg suggested adding library Program Reviews to the evidence. The committee offered suggestions for clarifying wording. Taylor undertook to incorporate these changes into the draft. The committee agreed that the draft should include the new response to Rec. 6.

Leonard explained why a member of a visiting team would expect notes to be purely references to evidence, without any argumentation, so that endnotes are more appropriate than footnotes. Taylor noted that the change to endnotes will have to wait for the final draft.

III. Campus review of draft Midterm Report and production of Final Draft

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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Leonard noted that the College Council Chair is not included on the certifications page. Our report has a large number people signing off. Taylor undertook to email all the individuals to check whether the bodies they represent need to be included.

Taylor presented the timeline as: September, presentation of report; October, shared governance bodies vote on it, and forward comments by October 13; November 10, the committee recommends a final draft for approval. Apigo pointed out that the shared governance bodies don't need to vote until they have the final draft to vote up or down.

Taylor noted that faculty approval of the report will have to occur before the end of the fall semester. Board approval could be as late as February, but we would prefer January or December.

IV. Timeline for Report submission—reports are due to ACCJC in **March** of 2015 and 2016

Taylor reported that the Commission had clarified that the reports are due in March. She had been confused about January due dates.

V. Professional Development Week Faculty interest in 2016 comprehensive Self-Evaluation

The Committee noted that 12 faculty had indicated an interest in serving on standards committees.

VI. Matrix of Committee responsibilities and new Standards

Taylor showed an excel spreadsheet listing the component Standards, mapping each to a primary committee and other committees. Tillberg offered to format the spreadsheet. Apigo showed how to use the filter tool to sort by committee. This will help inform committees of how their work impacts accreditation, and help the standards committees track the committee work that helps the college meet each standard.

The spreadsheet is incomplete. The committee assigned people to review each standard and flesh it out:

Standard I: Tillberg

Standard II.A: Apigo

Standard II.B: Lin and Trujillo

Standard II.C: Phyllis Braxton

Standard III. A, B, and D: Ken Takeda

Standard III.C: Apigo

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Standard IV: Adrienne Foster and Olga Shewfelt

Taylor agreed to email each of these people a copy of the matrix, as well as the list of standards and the committees corresponding to them previously prepared by Apigo, Foster and Bob Sprague. She will ask that the filled-out matrices be returned by September 26, so that they can be combined for the committee to review before our October 13 meeting.

VII. Committee Self-Evaluation

Taylor agreed to send a draft to the committee by September 26, for consideration at the Oct. 13 meeting.

VIII. Web redesign

The Accreditation pages of WLAC.edu can be revamped as we switch to Kentico. Apigo and Winter each offered to look for ideas for effective presentations and send them to Taylor so that she can prepare a proposal for the October meeting. She noted that our current accreditation page is directed more to employees than to the public or to students.

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