

ACCREDITATION STEERING COMMITTEE

Minutes  
December 8, 2014  
3-4:30

Present: Rebecca Tillberg, Mary-Jo Apigo, Fran Leonard, Bob Sprague, Phyllis Braxton, Kken Lin, Katy Kelley, Patty Banday Susan Trujillo, Holly Bailey-Hofmann, Nabil Abu Gazaleh, Ana Chang, Alice Taylor, chairing

A single-item agenda was adopted:

**Preparation for the Board’s Institutional Effectiveness meeting** Dec. 9. at 2:15.

The committee reviewed the “West Los Angeles College Midterm Report: Key Personnel “ document that the IE committee has been sent.

Recognizing that the meeting will be fluid, depending on the Trustees’ interests, the committee reviewed the reasons people are listed on the document. For example, Katy Kelley is listed under rec. 4 (SAOs) because she has used parent surveys to identify improvements in the Child Development Center. Holly Bailey-Hofmann is listed for rec. 1 because of her leadership role in the development of the Educational Master Plan.

Several key names were added.

Ideally, most of the personnel listed will be at the meeting ready to speak to their contributions to the progress reported in the Midterm, or to their roles in creating the report, or both.

The committee planned a series of very short presentations on the individual recommendations, assigning one person to prepare for each, and identifying a key person to call on for more detail or a different perspective.

Other matters:

Bob Sprague reported that Susan Trujillo is working on the archives in the library. Along with Dolores Gallegos, she has volunteered to proof-read the Midterm.

**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

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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