

ACCREDITATION STEERING COMMITTEE

Minutes

January 12, 2015

3:15-4:50, PCR?

Present: Ken Takeda, Rebecca Tillberg, Celena Alcalá, Susan Trujillo, Alice Taylor (by phone) and Bob Sprague (co-chairing)

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

I. Minutes of Dec. 8, 2014 <http://www.wlac.edu/WLAC-Accreditation/Agendas-and-Minutes.aspx> Postponed, as some members had not been able to access them.

II. Preparation for the Board's Institutional Effectiveness meeting January 28

Although West presented its report to the IE Committee in December, R Tillberg clarified that this meeting is the formal presentation—the December meeting had been intended as a chance for the colleges to share preliminary drafts. We have instruction from Maury Pearl:

Presentation Guidelines: Each college has 15 minutes, including questions and answers. College Administrative Liaison Officer(s) and Faculty Co-Chairs(s) usually make the presentation. It should cover:

1. The process of report preparation (i.e., those involved in preparation and approval).
2. Team findings and recommendations
3. College actions to address the recommendations
4. Any remaining actions and the timeline for completion

B Sprague explained that he would do an introduction, and that A Taylor would go through the points on our 5-page Powerpoint. We should expect questions from the trustees.. He and A. Taylor thanked R. Tillberg for producing the Powerpoint and working with it through several drafts.

The committee reviewed the executive summary, which the vice presidents and R. Tillberg had already reviewed with Nabil Abu-Ghazaleh. R. Tillberg had edited, and A Taylor had further edited. A Taylor was concerned with the choice of words to characterize various bullet points: completed, systemized, on-going and scheduled. R. Tillberg explained that all of the points are of the same stature, as they all reflect our systematized continuous improvement. The committee agreed to remove the labels and to edit the bullet points as needed to indicate stages in our processes.

R. Tillberg also pointed out that the instructions do not call for each element in the full report. The committee agreed to delete the paragraphs on self-identified issues and substantive change.

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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A. Taylor offered to make the changes and forward the summary. It was agreed to share the summary with our counterparts at Harbor and Southwest, so that they are not taken unawares by our summary of the District Recommendations.

Board Approval of Midterm Feb. 11, 2015. Bring signed certification page. K. Takeda explained that the actual Board approval will probably be on the consent agenda, and not require another presentation.

III. Self Evaluation progress

A Taylor pointed out that the Self Evaluation is due to the ACCJC in January 2016, so our timeline for production is somewhat tighter than that for the Midterm. We should have a full draft ready for flex day in 2015.

She proposed providing some seminars to orient interested staff to accreditation and the Standards in the week of January 19. She noted that to participate, staff need to leave their regular jobs, and that they are not expected to work outside of their paid hours.

B. Sprague, K. Takeda and C. Alcalá (for Student Services) agreed that staff participation is important, and worth providing the time both for the seminars and for further participation, as staff identify where they can best contribute.

K. Takeda noted that AFT 1521A does not represent all the staff. A. Taylor reported she had reached out to SEIU 721, but it was agreed that SEIU 99 was also important to the process, especially as students (at FIGs) have reported that they see the custodians as knowledgeable and very approachable, so that they are often a first point of contact for students.

Standards Committees and standing committees:

B. Sprague pointed out that many parts of the standards align well with our committees (such as Technology, Facilities) and that the committees need to know just what is expected of them.

A. Taylor agreed to ask for time on the agendas of all the committees at their first meetings, to help them understand the standards and how their work fits into them, to ask the committees to provide information on how we meet the standards, and to ask the committee members to volunteer to serve on the standards committees. She will be clear that while standing committees are welcome to write about how they meet the standards, they are not being asked to take responsibility for writing.

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C. Alcala reported that ASO is not meeting over the winter session, but that leadership is around. She will ask M. McCracken about setting up a meeting where A. Taylor can discuss accreditation with them and begin to help them find where they can be involved.

Standards Committees:

A. Taylor stated that we do need standards committees, to have a formal place where the community can raise any concerns. While they do not need to write the responses to the standards, they do need to review drafts as they are written.

Standard I: R. Tillberg and Carmen Dones, co-chairs. This Standard aligns well with the PIE committee.

Standard II: Phyllis Braxton has volunteered to chair a committee on the Student Services section, with Angel Viramontes (staff) as co-chair. She did not agree to address the rest of the standard. Volunteers will be needed from Academic Affairs. A. Taylor asked that staff be considered for this. B. Sprague suggested that once leaders have been identified for each section of Standard II, one might agree to chair the whole standard,

Standard III: Ken Takeda will chair, but he is retiring at the end of April 2015. He intends to have a draft ready by then. He noted that IIIA will need significant Academic Senate input. A. Taylor asked him to identify a co-chair for the sake of continuity.

Standard IV: Adrienne Foster and Olga Shewfelt have agreed to chair.

Accreditation Matters Newsletters:

A. Taylor proposed drafting a newsletter to go out at the beginning of the spring semester, focusing on the timeline. She will email a draft to the committee by the end of the week, and ask C. Castellanos for help with layout.

B. Sprague suggested that the next newsletter should focus on how our processes work, such that we do meet the standards. It could touch on SLO improvements, FPIP process, purchases coming out of our planning and budget process, and the means by which we keep acing accreditation reviews of our distance ed program. A. Taylor will email leaders asking for input/ideas so that the committee can discuss a draft at the February meeting.

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