

**ACCREDITATION STEERING COMMITTEE**

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Minutes

June 8, 2015

4:15-5:30, GC 210K

Present: Ken Lin, Susan Trujillo, Mary-Jo Apigo, Phyllis Braxton, Rasel Menendez, Iris Ingram, Bobbie Kimble, Allison Tom-Miura, Fran Leonard, Alice Taylor (Chairing)

- I. Approval of agenda
- II. Minutes of May 11 approved
- III. Education Services Center presentation

Kimble reviewed materials she had presented to the Board Institutional Effectiveness Committee, with attention to the effects of changes at the ACCJC:

- Emphasis on evidence
- Calendar changes, with West and the other Seaside colleges having their cycle compressed by 3 years.

She presented District projects to support accreditation:

- Her office is writing responses to 29 standards, expected by the end of June.
- District Program Review, including user surveys to assess SAOs, She noted that with the exception of the Personnel Commission, District services get positive ratings.
- Collection of evidence in Sharepoint. Tom-Miura can provide logins to anyone who needs them.
- Evidence Cross-listing of more than 250 documents useful for district-wide responses.

Taylor noted that there will be places where the District response will not be sufficient for West.

Kimble reviewed areas where her office is working on Planning and Governance issues, for example:

- Linkage of District Technology Plan to District Strategic Plan. Wendy Bass-Kerr worked on this.
- Master calendar for IPIE

An area where IPIE is working to identify and potentially fill gaps is the link between planning and resource allocation. In many cases, we need to recognize what we do, for example:

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

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- Budget calendar reflects the linkage, without explicitly stating it. Ingram suggested that managing growth through enrollment management can be a useful lens for presenting the linkage.
- Revising the Structural Map. Kimble presented sample pages, including the overview of District Units and Sub-Units, and pages drilling down into IT. She asked to come back to West later to review the completed Map. Braxton suggested that it be shared in draft form as it is developed. Ingram noted an emphasis on enterprise IT rather than instructional (including student services.)

Kimble reviewed the May 22 memo, "LACCD Accreditation FAQs," reporting the news that the Board has decided that its Institutional Effectiveness Committee should hold official meetings at each campus to review and make recommendations on our Self Evaluations. This very likely will give us time beyond the worst-case scenario of a due date for the full draft on October 7, 2015. However, the fact that several Board members now have 9-5 jobs means that it will be more challenging to schedule meetings. Board meetings will now start at 5:30.

The memo also indicates that a template has been suggested for Self Evaluation reports. Taylor noted that our draft does not use bullet points, unlike the District drafts.

The committee thanked Kimble and Tom-Miura for an informative and collegial discussion.

#### IV. Summer timeline for Self Study draft.

Taylor emphasized that today's Workshop was the culmination of the campus-wide evidence-gathering phase; we now turn to writing and circulating drafts of the responses to each standard. Taylor will be drafting responses, using the evidence and claims identified in the process. She will try to produce drafts in a pattern that means individuals will have drafts to review throughout the summer. She reported that Apigo has undertaken to write drafts of several standards supported by our SLO efforts, by the end of June. Ingram and Menendez will be writing III.C and III.D. When the drafts of the standards being written by Tom-Miura are available, they will have to be reviewed with a focus on West's issues (such as bond funds sunk on planning which had to be redone when the District moved from design/build to the current system).

#### V. Future Meetings

The committee agreed to meet at 12 every other Tuesday during the summer, starting July 14. She will send meeting invitations via Outlook.

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