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Minutes

August 11, 2015

12:15-1:50, PCR

Present: Rebecca Tillberg, Kimberly Davillier, Mary-Jo Apigo, Ara Aguiar, Alice Taylor, chairing

- I. **Approval of agenda.**
- II. **Minutes of July 28, 2015** approved with corrections.
- III. **Progress on responses to Standards.**
 - a. **District responses.** Alice Taylor and Ara Aguiar reported that Bob Pacheco did not feel the District's bulleted lists were appropriate. The committee agreed that the district responses should be fairly uniform, so that if we are rewriting them, there should be coordination. Taylor offered to contact the faculty chairs at three other colleges to see what they were contemplating. Rebecca Tillberg suggested that Bob Pacheco might be the person to broach this with Bobbi Kimble.
 - b. **Evidence.** Taylor had oriented Kimberly Davillier to the process needed to use the Etudes site to track progress on closing evidence gaps, and to add link to the evidence files as materials come in. However, her workload is too great to handle all of this added detail. Tillberg offered to help her free time at home, and they arranged to split the current evidence backload. Mary-Jo Apigo offered to combine the progress files in Etudes into one that would be easier to search. Taylor stressed that as time is short; we need to keep the evidence files current so that writers can use them. Tillberg will request some overtime for staff to work on the data section. The president has proposed assigning another .5 to support the faculty chair, and .2 for a librarian to help with documentation. Most of the work will be in the fall.
 - c. **Paid writers.** Taylor reported on the meetings held to organize staff and faculty to write standards, using the evidence files. Seven came to the evening session Aug 10 and 5 to the morning, Aug. 11. Two full-time faculty, 4 staff and 7 adjuncts. She and Aguiar will email initial assignments late today. The plan is to give each writer only two standards, and to dole out assignments as they finish.

Meetings for 2015-2016: July 14, July 28 and August 11, 12-1:30.
September 13, October 12, November 9, December 14, January 12, February 8,
March 8, April 12, May 9, and June 13, 3-4:30.

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- d. **Other writing.** Taylor agreed to ask Michelle Long-Coffee to write the History section. Apigo confirmed that she is reviewing and adding to I.B.2, II.A.3, II.A.11, and significant parts of II.C.2 and II.B.3

IV. **Quality Focus Essay Topics**

- a. Finding Value in SLO assessment
- b. Leaping forward in CTE
- i. The BS in Dental Hygiene
- ii. New facilities. Aguiar noted that these include Film Production, Computer Science and Office Technology, Business and Paralegal.
- c. The power of the new district-wide student information system. Taylor reported that Bob Pacheco was enthusiastic about a topic that shows how the district supports all the colleges. She offered to contact other faculty chairs to see if they might want to use this same action project. She will be seeking input from Besty Regalado when she returns from vacation Aug. 17, so that she can have a draft ready for a session on the QFE in professional learning week. The need to connect the QFE to the standards might be met with a table, or with references in the standards.

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Plan for input and review of Self Evaluation

- d. Accreditation Matters Newsletter. The committee admired Apigo's work in creating an attractive one-sheeter, which includes the Commission description of the QFE. We filled in dates on the Calendar section with the report mailed to reach the Commission by Jan. 7, and the visit March 7-10. Taylor was dissuaded from an attempt to make the Commission's language more specific to West.
 - e. Meetings: Town Hall for September 30, 12:30-2:30.
 - f. Taylor requested that Aguiar contact Computer Science, Dental Hygiene and Film Production to see if they can schedule advisory board meetings in the fall to review the QFE and other areas of the self evaluation that impact those areas.
- V. **Other business.** Meetings return to the regular semester schedule, second Mondays from 3-4:30, in Winlock. It was noted that September 14 is Rosh Hashanah, and the meeting will be held without those who observe the holiday. Aguiar will chair.

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