

ACCREDITATION STEERING COMMITTEE

Minutes  
February 23, 2015  
11 AM, PCR

Present : Phyllis Braxton, Fran Leonard, Ken Takeda. Rebecca Tillberg, Ara Aguiar, Angel Viramontes, Bob Sprague, Mary-Jo Apigo, Susan Trujillo, Adrienne Foster, Ken Lin, Nabil Abu Ghazaleh

**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  
Susan Trujillo

**Recommendation 7**  
Ken Takeda

**2006 Recommendation 13**  
Adrienne Foster  
Olga Shewfelt

I. **Minutes of February 9** <http://www.wlac.edu/WLAC-Accreditation/Agendas-and-Minutes.aspx> approved with a spelling correction.

II. **Standards Committee Composition and work**

Standard I, Co-Chairs R. Tillberg and Carmen Dones. PIE Committee as the Standard Committee

Standard II

II.A R. Sprague and A. Foster will consult and agree on co-chairs by the end of the day today.

II.B K. Lin and Kathy Walton

II.C P. Braxton and A. Viramontes (staff) as co-chair.

Standard III, Chair Ken Takeda until April 30, then his successor

III A Hansel Tsai, Kim Manner

III B Kevin Considine, Allan Hansen, Lorraine Patriarca

III C Rasel Menendez, Olga Shewfelt

Standard IV, Co-Chairs Adrienne Foster and Olga Shewfelt

F. Leonard noted that we need more members than the ones identified, and that each standard committee would need to schedule meetings beyond the workshops planned for each month. Co-chairs should consider the standards' language before the March 9 workshop. R. Tillberg suggested they focus on the new language. A. Taylor agreed to write to all the people listed above (II) to point out the new language.

III. **Understanding the report requirements**

R. Tillberg reported that she had shown LATTTC's 20-page draft of Standard I to Jack Pond at a team training, and he said the length was appropriate. A. Taylor pointed out that the Powerpoint that characterizes a 150-

Meetings for 2014-2015: July 28, August 11 and 25, September 8, October 13, November 10, December 8, January 12, February 9, March 9 (2 PM), April 13 (2 PM), May 11 (2 PM), June 8 (2 PM)



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page report as “voluminous” is from the Commission. It is not clear whether the Commission is asking for shorter reports or not. R. Sprague suggested we maintain longer drafts that we can cut down if that is our final decision, or perhaps provide the fuller analysis as a link from a shorter Self Evaluation.

K. Takeda reported that LATTC thinks the new format still requires a section on next steps, what they are calling “suggested improvement activities.” A. Taylor recalled the format now asks only for evidence, evaluation and analysis.

A. Taylor and R. Tillberg each reported coming to an understanding that I.B.6 does not call for SLO assessments to be disaggregated by the same groups that we use in disaggregating achievement data. Rather, we should be looking at specific data sets promise to yield actionable results, such as comparing SLO results in classes taught face-to-face to those taught in distance ed, or courses with pre-requisites vs. ones without.

N. Abu-Ghazaleh underscored the importance of making our processes meaningful rather than merely compliant with our understanding of a given standard, as visiting teams may have their own understandings of the standards.

#### IV. **Document Sharing**

Etudes: A. Taylor demonstrated the use of Resources in an Etudes shell set up for our accreditation work. Concerns were raised about the duplication of work when two individuals each think they are working on a standard alone, and about keeping the files organized. A. Taylor set up the discussion tool so that files could be sent to her (and perhaps others) for uploading. The committee agreed that with the short time-frame we face, we should use what’s at hand, that is, Etudes.

Sharepoint: N. Abu-Ghazaleh reported that he had not found it worth the learning curve.

#### V. **Workshops** 2<sup>nd</sup> Mondays, 2 PM, GC 110, followed by Steering Committee meetings.

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