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Antoinette Simpson

Minutes

July 28, 2015

12-1:20, PCR

Present: Fran Leonard, Iris Ingram, Michael Goltermann, Kimberly Davillier, Adrienne Foster, Mary-Jo Apigo, Ara Aguiar

- I. **Approval of agenda.**
- II. **Minutes of July 14, 2015** approved with corrections.
- III. **Standards committees.** Alice Taylor explained that we are using a somewhat unusual process. Instead of having committees write the responses to the standards, we held workshops where faculty, students, administrators and staff gathered to list the claims we should make to show how we meet each standard, and the specific evidence that supports the claims. We used an evidence file for each standard to record the results. Taylor also took standards to various committees, some of which set aside time to brainstorm, and some of which assigned members to submit claims and evidence for standards. The names under Standards are a combination of people appointed to work on standards by the ALO, and of people who worked on the evidence at workshops. Once the draft is out, we will ask that they take feedback on the draft. Fran Leonard suggested inviting the new ASO President, Sebastian Rodriguez.
- IV. **Progress on responses to Standards.** We need all of responses by Aug. 27. Iris Ingram is almost done with IIID, working on IIIC. She will proceed to the rest of Standard III.
 - a. **District responses** to parts of III have been released and are on the Etudes site. Another standard in III is expected, plus all of IV C and D. Taylor noted that West will have much to add in some areas, such as facilities planning.
 - b. **Call for evidence** Taylor warned the vice presidents that she will need prompt help in dealing with evidence before Aug. 27, especially with figuring out whether or not the evidence listed in the files in Etudes actually exists.
- V. **Quality Focus Essay** Taylor asked for input on the preliminary draft she provided on July 27. Mary-Jo Apigo pointed out that the Guide (July 2015) calls for 2-3 action projects, while the Manual (January 2015) calls for 2-3

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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VI. areas for improvement. The committee agreed that Ara Aguiar and Taylor should seek advice from Bob Pacheco and Matthew Lee on how to interpret this. Is the Commission asking for something like the QFE questions in the Guide, which are fairly focused on specific, limited actions, or something broader, like the areas Taylor suggested: West, A Learning College; West, a Force for Social Justice, and West, Self-Aware and Self-Informed? These three can encompass the entire Educational Master Plan—is this too broad? We noted that the EMP includes timelines that we can use in the QFE.

The committee liked the three areas. Michael Goltermann approved of the use of the first person, as a break from the voice of the rest of the report. Leonard suggested discussing the leadership retreat, Academic Senate and EMP as focused on Social Justice. The objectives on math and English sequences could be included under social justice, as could the IGETC certificate.

If narrow action projects are needed, we might focus on the \$10,000 Bachelors Degree. (This refers to the entire cost of tuition for 4 years.)

VII. Plan for input and review of Self Evaluation

- a. Senate
- b. Unions
- c. ASO
- d. College Council

To review the entire report for approval, perhaps as early as October.

e. CTE advisory committees. These that can meet in the fall might review responses to standards that pertain to the program

f. Community leaders might be asked to read the QFE only. Ingram cautioned that we need to be clear on what we are asking, and what we intend to do with the response. Suggested groups: Amend, Brotherhood Crusade, WLAC Foundation. The college might benefit by having a community advisory committee.

VIII. Other items. In considering whether the DH acceptance process is an admissions process, Taylor noted that the Guide has a question about admission to DE programs. Adrienne Foster noted that we have never defined what we mean by a program. Ingram noted that Adobe’s searchable PDF program can include anchors in PDFs.

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