



West Los Angeles College Campus-wide Governance Committee Self-Evaluation Form



Committee Name: Accreditation Steering Committee

Committee Charge (Summary): The Accreditation Steering Committee of West Los Angeles College provides leadership for the college's accreditation efforts in the following ways:

1. review the ACCJC Accreditation Standards
2. encourage and promote dialogue across the college on student learning and institutional effectiveness
3. communicate information on accreditation to the college constituencies and community
4. facilitate the organization and structures for accreditation reports
5. oversee the preparation of accreditation reports
6. establish guidelines for the cataloging and maintaining of evidence to support accreditation
7. plan, facilitate and prepare for accreditation team visits to the college

For Academic Year: 2015-16

Date of Self Evaluation: May 9, 2016

Month	Meeting Date(s)	# of Attendees	Agendas posted in advance?		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
August 2015	August 11	5	x		x		Preparation of the SER
September 2015	September 14	5	X		X		Preparation of the SER
October 2015	October 19	13	X		X		Preparation of the SER
November 2015	November 3	14	X		X		Preparation of the SER
December 2015	December 14	?		x		x	Preparation of the SER
January 2016	January 8	9	X		X		Preparation for the site visit Steering Committee membership PIE recommendations re: embedding accreditation standards into committee work
February 2016	February 1	12	X		X		Preparation for the site visit
March 2016	March 14	8	X		X		Site visit debrief Report to IESS
April 2016	April 11	9	X		X		Evidence management Embedding standards into committee work Revision to College Mission Statement
June 2016	June 13	7	X				Response to site visit report One-year vs. two-year catalog Committee self-evaluation

Average Attendance

9

Major Committee Accomplishments &

Prepared the self evaluation report
Prepared for the site team visit

Achievements in Past Year	Responded to site visit report
Major Obstacles/Problems with Committee Function	We began the academic year behind in the writing of the SER, but with tremendous effort by a lot of people on and off the committee we were able to catch up and turn out a strong Self Evaluation Report. The change in leadership was challenging, but the ASC was able to continue functioning well.
Recommendations for Improving Committee Process/Efficiency	Embedding the accreditation standards into the work that standing committees do will make writing the follow-up report much easier. During the next self-evaluation cycle, standards chairs should oversee the writing of the narratives for each of their standards. The role of the faculty accreditation chair should be to assist the standards chairs in the writing and to revise for a unified voice. A complete draft of the SER should go through the shared governance process one full semester before it is to be submitted to ACCJC to allow time for careful editing.
Committee Goals (If Appropriate) for Coming Year	Ensure that accreditation standards are embedded in committee work. Assist in the site visit for the BS in Dental Hygiene. Prepare the follow-up report.

Chair/Co-Chair Signature: _____

Chair/Co-Chair Name: Aracely Aguiar

Chair/Co-Chair Signature: _____

Chair/Co-Chair Name: Kimberly Manner

Members:

- Committee Chair: Kimberly Manner
- Academic Senate: Adrienne Foster
- Administrative Services: Iris Ingram
- AFT Faculty Guild: Olga Shewfelt
- AFT Staff Guild: Kimberly Davillier
- ALO and co-chair: Aracely Aguiar
- Evidence Manager: Ken Lin
- Facilities: Bill Smith
- Research and Planning: Rebecca Tillberg
- SEIU 721: Antoinette Simpson
- Student Services: Michael Goltermann
- Teamsters: Mary-Jo Apigo

Resources:

- Bob Sprague (President)
- Fran Leonard (College Council)
- Luis Cordova (SLOs)