

ACCREDITATION STEERING COMMITTEE

**Accreditation Steering Committee Chair**  
Kimberly Manner

**ALO, Co-Chair**  
Aracely Aguiar

**Academic Senate**  
Adrienne Foster

**Administrative Services**  
Iris Ingram

**AFT Faculty Guild**  
Olga Shewfelt

**AFT Staff Guild**  
Kimberly Davillier

**ASO**  
(Vacant)

**Evidence Manager**  
Ken Lin

**Facilities**  
Bill Smith

**Research and Planning**  
Rebecca Tillberg

**SEIU 721**  
Antoinette Simpson

**Student Services**  
Michael Goltermann

**Teamsters**  
Mary-Jo Apigo

**Interim President**  
Robert Sprague

**Standard I**  
Rebecca Tillberg  
Nancy Sander  
Kenneth Taira

**Standard IIA**  
Aracely Aguiar  
Buck Stapleton  
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**Standard IIB**  
Ken Lin  
Susan Trujillo

**Standard IIC**  
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**Standard IIIA**  
Hansel Tsai  
Kimberly Manner

**Standard IIIB**  
Kevin Considine  
Bill Smith  
Lorraine Patriarca

**Standard IIIC**  
Marcus Butler  
Nick Dang

**Standard IIID**  
Iris Ingram  
Olga Shewfelt  
Rasel Menendez

**Standard IV**  
Olga Shewfelt  
Adrienne Foster  
Fran Leonard  
Antoinette Simpson

Minutes

February 1, 2016

3:00 p.m., Winlock Lounge

**Present:** Aracely Aguiar, Celena Alcala, Mary-Jo Apigo, Nick Dang, Adrienne Foster, Michael Goltermann, Iris Ingram, Ken Lin, Kimberly Manner, Olga Shewfelt, Buck Stapleton, Rebecca Tillberg

- I. Call to Order. The meeting was called to order by Chair Kimberly Manner in Winlock Lounge at 3:00 p.m. The agenda was approved.
- II. Approval of Minutes of the January 8, 2016 Meeting. Minutes were approved.
- III. Update to ACCJC. The College is preparing an update of activities since the SER was prepared to Kindred Murillo, the visiting team chair. The update will be sent two weeks prior to the site visit.  
  
It was also noted that ACCJC approved the BS in Dental Hygiene on January 22, 2016.
- IV. Pre-Visit Planning. Kindred Murillo, visiting team chair, and her assistant, Jeremy Brown, will come to campus February 16, 2016 to finalize preparations for the site visit. Dr. Murillo has requested to meet with all standards chairs on that day.
- V. District Office Perspective. Ryan Cornner, the new Vice Chancellor, has shared ESC preparations for the site visit. On Sunday, March 6, there will be a lunch meeting at the Sheraton with all District visiting team members, college presidents, ALOs, visiting team standards chairs, the Board of Trustees, and the Chancellor. On Monday, March 7, all teams will be downtown in the morning. Teams will be on college campuses Tuesday and Wednesday, March 8 and 9.
- VI. Site Visit Preparation.

A. Status Update. K. Manner has held trainings and mock interviews with standing committee chairs. The mock interviews were videotaped and emailed to interviewees for self-critique.

On February 2, she will work with division chairs at Divisional Council.

Spring Summit will be held February 5, 2016. Faculty, staff, administrators, and students will learn about accreditation, their role in the accreditation process, and their roles in achieving the goals of the Quality Focus Essay.

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The committee was reminded that Leap into Accreditation will be held February 29, 2016. Preparation for this event will begin immediately after the Spring Summit.

B. Standards Chair Preparation. K. Manner distributed a "Checklist for Accreditation Standards Chairs/Preparation for Site Visit" handout. The committee reviewed the handout.

C. Opportunities for Improvement. The committee discussed areas for improvement for the College. There was lively discussion about enrollment management, training on the new LMS for online courses, and alignment with District processes. A. Aguiar will clarify processes to division chairs at the February 2, 2016 Divisional Council meeting.

VII. Upcoming Events. K. Manner reminded the committee of upcoming events related to accreditation: the Spring Summit on February 5, Leap into Accreditation on February 29, and the site visit March 7-10.

The WLAC Accreditation booklet will be available at the Spring Summit on February 5.

The next meeting of the Accreditation Steering Committee will be held Monday, March 14, 2016, at 3 p.m.

The meeting adjourned at 5:00 p.m.