

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
Mary-Jo Apigo

Standard IIB

Ken Lin
Susan Trujillo

Standard IIC

Michael Goltermann
Angel Viramontes

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

April 11, 2016

3:00, Winlock Lounge

Present: Aracely Aguiar, Mary-Jo Apigo, Adrienne Foster, Ken Lin, Kimberly Manner, Antoinette Simpson, Bill Smith, Buck Stapleton, Rebecca Tillberg

- I. Approval of Agenda—Future Business was added as agenda item V. The agenda was approved as amended.
- II. Approval of Minutes of the March 14, 2016 Meeting—Minutes were approved.
- III. Informational Items
 - A. The IESS Update was shared and discussed.
 - B. Report from the Visiting Team—West has not yet received its report.
 - C. ACCJC Timelines—Once the site visit report is received, West will have 30 days to correct errors of fact. The commission meets June 8-10. There was discussion about who would go to the meeting to represent West. West will receive a letter in July informing us of our accreditation status.
 - D. Evidence Management
 1. Accreditation Archive—Maria Yanez (library faculty) is building an accreditation archive. She will demonstrate how to access materials in the archive at a future steering committee meeting.
 2. SharePoint—Rebecca Tillberg reported on discussions about file structure and evidence management for the next accreditation cycle. She spoke to Nick Dang about the possibility of using SharePoint. She has also corresponded with Vice Chancellor Jorge Mata about SharePoint and Office 365. The next step is to determine what we want to accomplish with the software. Rebecca Tillberg will call a meeting with Kimberly Manner, Ken Lin, Nick Dang, and Jorge Mata to discuss desired functionality.

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IV. Continuing Business

A. Embedding Accreditation Standards into Shared Governance Committees

The committee discussed the PIE recommendations, which were accepted by College Council and the President. (See attachment from the January 8, 2016 Accreditation Steering Committee meeting.) The committee discussed the second recommendation (“Committee Self Evaluation”). The committee suggested adding a box to the open-ended comments at the bottom of page one—“Activities undertaken to ensure meeting the relevant accreditation standards.”

Rebecca Tillberg will revise the form and forward it to College Council.

There was discussion about the need for clerical support to accomplish this self-evaluation, which is the third point under “Committee Self Evaluation” on the recommendation. It was noted that the President has accepted the recommendation, but Senate committees do not currently have clerical support. It was also noted that some College Council committees do not have clerical support either.

Adrienne Foster expressed concern about the added burden on committee chairs of reporting “major issues/tasks addressed at each meeting” on top of posting agendas and minutes, especially without clerical support. It was also noted that the “President’s response” column does not apply to most Senate committees. Rebecca Tillberg noted that the form could be adapted.

Adrienne Foster will take the form to the Senate Executive Committee for review and approval for Senate committees.

Kimberly Manner will report on the discussion in the Accreditation Report at the April 12 Senate meeting.

B. Revision of the College Mission Statement—The need to revise the Mission statement in light of the addition of the Bachelor’s degree in Dental Hygiene was discussed at length. It was decided that adding “undergraduate” before “degrees” in the final bullet point of the Mission statement would be adequate. The revised Mission statement would read:

West Los Angeles College provides a transformative educational experience.

West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.

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West fosters a diverse learning community dedicated to student success.

Through quality instruction and supportive services, the College develops leaders who encourage excellence in others.

A West education enriches students with the knowledge and skills needed to earn certificates and **undergraduate** degrees, to transfer, to build careers, and to pursue life-long learning.

Kimberly Manner will forward the proposal to College Council.

IV. New Business—There was no new business.

V. Future Business

Catalog—The issue of the two-year versus annual catalog will be added to the May 9th agenda.

Committee self-evaluation—The committee will work on its annual self-evaluation at the May 9th meeting.

Websites—It was suggested that committee chairs, division chairs, and others responsible for programs be reminded to update their program websites.

The meeting was adjourned at 4:35 p.m.