

ACCREDITATION STEERING COMMITTEE

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ALO, Co-Chair
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Academic Senate
Adrienne Foster

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Iris Ingram

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(Vacant)

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Olga Shewfelt
Adrienne Foster
Fran Leonard
Antoinette Simpson

Minutes

August 8, 2016

3:00, GC 210K

Present: Aracely Aguiar, Mary-Jo Apigo, Adrienne Foster, Iris Ingram, Kimberly Manner, Olga Shewfelt, Buck Stapleton, Rebecca Tillberg

- I. Approval of Agenda—The agenda was approved.
- II. Approval of Minutes of the July 11, 2016 Meeting—Minutes were approved.
 - A. Foster requested C. Dones report on her conversation with N. Wellsfry about minimum qualifications at the next steering committee meeting (from Item V.A of the July 11, 2016 minutes).
- III. Informational Items
 - A. Board Approval of Revised Mission Statement—The revised mission statement will be voted on by the Board of Trustees at their August 10, 2016 meeting. It was suggested that Michelle Long-Coffee be contacted about updating the mission statement on college publications.
 - B. Board Approval of ACCJC Report on the Baccalaureate Degree—The Special Report on the Baccalaureate degree is due to ACCJC by October 1, 2016. Committee members have received it and are invited to send suggestions to K. Manner.
 - C. Accreditation Calendar for 2016-17—K. Manner distributed a calendar of accreditation-related activities for the 2016-17 academic year.
 - D. Program Review Calendar for 2016-17—R. Tillberg reviewed the changes to the Program Review calendar. There has been discussion at PIE, Senate Exec, and College Council Exec of moving Program Review to late fall or spring. Concerns were raised about resource requests and the budget cycle. As a result, it was decided that the Program Review process would be streamlined: divisions and offices without resource requests could wait until the following year to update. Units that do have additional resource requests would do Program Review in early spring. The Program Review kickoff could still be in the fall.

Primary Responsibility for Accreditation Standards I.C.1, I.C.12, and I.C.13 and for overseeing the production of all reports required by ACCJC.

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West fosters a diverse learning community dedicated to student success.

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It was noted that these changes require that PIE knows which resource requests have been funded.

The Office of Research and Planning is updating the list of units that will be doing Program Review, based on what the units are after the division and administrative reorganization.

A. Foster asked about resource requests for computers and equipment for the 10 faculty hires anticipated for 2017-18. I. Ingram replied that the tech refresh plan will mean that we have an inventory of computers available for new hires.

R. Tillberg noted that the questions still need to be reviewed to see if additional questions can be removed. She also noted that at least three questions need to be added: 1) Whether course completion rate meets institution-set standards; 2) Whether program completion rate meets institution-set standards; and 3) A unit's five-year plan to increase enrollment by 6% each year for five years.

A discussion about growth and enrollment management ensued. It was noted that the focus of SEAC shifted from enrollment management to student equity, SSSP, and access, and that there was a lot of overlap with the Student Success Committee. O. Shewfelt advocated for creating a new enrollment management committee that looks at broader issues (academic and budget planning) of enrollment management. A. Foster expressed support for that proposal. Further discussion ensued, resulting in the following recommendation:

The Accreditation Steering Committee recommends to College Council that West re-establish an enrollment management committee co-chaired by a faculty member and a senior administrator.

IV. Continuing Business

A. Report on the Baccalaureate Degree and Site Visit—This report was given in informational items.

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- B. *Action Steps for Follow-Up Report to ACCJC*—K. Manner distributed a chart listing the recommendations, actions taken to date, and responsible parties. There was some discussion over additional actions and the plan for the District to address its compliance recommendations. Vice Chancellor Ryan Cornner is convening an accreditation workgroup, made up of Accreditation Liaison Officers and Faculty Chairs of Accreditation to work on the District recommendations.

The meeting adjourned at 4:30. Agenda Items IV.C, V.A, and V.B will be carried over to the September agenda.

President Sprague is planning a celebration to acknowledge the college-wide effort on accreditation. The celebration will be held at 3:00 p.m. on August 25.

The next meeting of the Accreditation Steering Committee will be Monday, September 12 at 3:00 p.m. in Winlock Lounge.

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