

### College Council Chair

Fran Leonard (15)\*

### Academic Senate

Adrienne Foster (15)\*  
 Holly Bailey-Hofmann (15)  
 Laura Peterson (15)  
 Helen Young (15)  
 Kevin Considine (15)  
 (alternate)

### Administration

Phyllis Braxton  
 Bob Sprague \*  
 Ken Takeda

### AFT Classified

Joann Haywood (15)\*  
 Sheila Jeter-Williams (15)

### AFT Faculty

Richard Olivas (15)  
 Olga Shewfelt (15)  
 Alice Taylor (15)  
 Bonnie Blustein (alternate)

### ASO

Stephen McCracken 15)

### SEIU 721

Antoinette Simpson

### Teamsters

Rebecca Tillberg

\*CC Exec Member

### Ex Officio

#### President

Nabil Abu-Ghazaleh

### Standing Committee Chairs

#### Accreditation

Alice Taylor  
 Bob Sprague, ALO

#### Budget

Ken Takeda  
 Olga Shewfelt

#### SEAC

Phyllis Braxton  
 Marcela Hernandez

#### Facilities

Ken Takeda  
 Kevin Considine

#### Planning

Rebecca Tillberg  
 Carmen Dones

#### Resource Development

Bob Sprague  
 Kathy Boutry

#### Technology

Marcus Butler  
 Bob Sprague

## APPROVED MINUTES

Meeting of February 5, 2015

1:00 pm-3:00 pm

SSB-414

Attending:

Title/Role	Name
Academic Senate	Adrienne Foster Ken Lin
VP, Administrative Services	Ken Takeda
Dean, Research and Planning, Administrative Co-Chair	Rebecca Tillberg
AFT Classified	Joann Haywood
SEIU 721	Antoinette Simpson
Teamsters Representative	Rebecca Tillberg
Ex Officio	
President	Nabil Abu-Ghazaleh
Chair, College Council	Fran Leonard
Guests	
Alice Taylor, Co-chair, Accreditation Steering	

1. Call to Order – the meeting was called to order at 1:10 p.m.
2. Draft Minutes of December 4, 2014 – the minutes were approved as submitted.
3. President's Report – a recommendation from the Budget Committee for a new student identification badging system, as requested by the Vice President of Student Services, that was approved by College Council, has been implemented for the Spring 2015 semester.

The president reported Vice President Joseph Biden's visit to West on Friday, January 23, 2015, went beautifully and was a tremendous success. West LA College has received initial approval from the Board of Governors approved by the Legislature and Governor Jerry Brown for a pilot program for students to earn their Bachelor's degree in dental hygiene. Students who maintain a 2.5 GPA will be able to attend college for free the first two years. The president reported he has received good information that there will not be much resistance to the dental hygiene program.

Reorganization – the president distributed a draft proposed organizational restructuring plan to Council members for review and discussion. The president stated this grew from an interest to combine common energies or realign synergies among disciplinary areas on campus. For the remainder of February he will gather feedback from Academic Senate, Academic Affairs deans, and Divisional Council. Divisions and individual faculty are encouraged to bring up changes to the current and proposed structures. The president announced he hopes to receive feedback from the Senate meeting of March 10<sup>th</sup> about this draft and anticipates finalizing the reorganization later in March.

The president reported that West is 6% behind in enrollment for Spring 2015.

4. Accreditation Self-Evaluation Preparation – Alice Taylor presented a PowerPoint presentation of the 2014-2016 accreditation timeline.

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The self-evaluation is due in January 2016 and will be broader, covering the entire college. It will focus on all the things a college needs to do in order to continue to be accredited. The schedule was reviewed with Council members and Alice reported she hopes to have the standards committees established this month. The standards committees are comprised of:

1. Institutional integrity
2. Student programs, teaching, counseling
3. Resources
4. Governance

The standards committee's job is to assist in compiling the report. West is on a tight schedule as the Self Evaluation is going to the Board in early December 2015. It might need to go to the Board IEC in late November. The collective bargaining units will have their chance to comment on the report in September 2015 so that they can report out to College Council in the fall. A handout was passed out to Council members of a sample of a response to a Standard (courtesy of LATTC). The amount of writing has decreased quite a bit. For evidence, the standing committees need to pay attention to what kind of evidence they know about and what kind of evidence they are producing. Standards committees evaluate and compile evidence. From the Steering Committee it goes back to the standards committees.

- Standards Committees – hold regular meetings this semester
- Spring 2015 – evidence gathering, formulating, and communicating evidence
- Summer 2015 - June 2015 – Alice will produce the full draft and will write most of it but the Office of Research & Planning will write a portion of it.
- August 2015: Revise full draft for Fall 2015
- Flex Day: August 2015: Present Full Draft to entire college
- September 2015: Notice Draft to:

- \_Senate
- \_ASO
- \_Unions
- \_College Council
- \_October: Revise Draft
- \_November: Campus Approvals
- \_December: Board Approvals

### Technical Tasks Required:

- \_Hyperlink precise section of evidence to report
- \_Archive all evidence
- \_Illustrate the report
- \_Photographs – Michelle Long-Coffee
- \_Graphs – Office of Research and Planning
- \_Screen shots – Standards Committees and Steering Committee
- \_Proofreading – Susan Trujillo, Librarian
- \_Layout – Clarissa Castellanos and Michelle
- \_Printing - Michelle
- \_Mailing – Vicky Nesia

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Workshops should be conducted with each committee with Alice.

Standard I is covered now.

Standard 4 – have chairs but don’t have a committee

Committees don’t need to be huge, large as needed or small as reasonable.

Alice asked for Council members to forward her names of staff who would be interested in joining a standards committee. Ideally it should be a mixture of faculty, staff and students. Staff on committees cannot take work home as they have to do the work during their work hours.

There was discussion of Standard 1.C.14 – the institution ensures that its commitments to high quality education, student achievement and student learning are paramount to other objectives such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.

1. Governance Handbook
2. College Council and Academic Senate minutes
3. President’s responses to CC recommendations
4. Grants efforts – STEM
5. Campus Climate Survey
6. Proposal for BS degree in dental hygiene

Highlight everything that the college has doing and is doing.

College Council should send a list of evidence to Alice Taylor and she will try writing a report up and then send back to College Council.

Alice brought copies of the mid-term report and stated Council members may have a copy if they wish today.

The meeting adjourned at 2:30 p.m.

