



West Los Angeles College  
Office of the President  
Mark W. Rocha, Ph.D.

**DATE:** July 31, 2006

**TO:** WLAC Faculty and Staff  
Accreditation Self-Study Officers and Steering Committee

**CC:** Gary Columbo, Liaison to the Chancellor; Greg, ASO President

**FROM:** Mark W. Rocha, President, West Los Angeles College

**SUBJECT:** **Accreditation Review Meeting of Thursday, July 27, 2006**  
**Meeting Summary Notes**

Attendees: (38 total, recorded in order of sign-in) Faculty and Staff: Betty Jacobs, Fran Leonard, Eloise Crippens, Barbara Friedman, Lorraine Patriarca, Jo-Ann Haywood, Geneat Walton, Edward Pai, Adrienne Foster, Yvonne Simone, Tony Gamble, Patricia Siever, Paul Zolner, Isabella Chung, Aracely Aguiar, Kathy Wolf, Cathy Rigione, Vera Brodetskaya, Aykanush Dzhambazyan, Eleonore Gauss, Scott Feinerman, Maria Mateo, Richard Block, Elizabeth Jordan, Olga Shewfelt, Lawrence Jarmon, Cathy Froloff, Norma Jacinto, Patricia Banday, Alice Taylor, Lloyd Thomas, Nikki Jacobson, Abraham Farkas, Sheila Williams; ASO President, Gregory Jennings; Chancellor's Office, Gary Columbo; Paul Stansbury, Vice President Academic Affairs; Mark Rocha, President.

Summary

1. Welcome and introductions (WLAC President).
  - "Emphasize the positive," was the essence of my opening remarks.
2. Official Commendation and Congratulations on Reaffirmation of Accreditation.
  - I invited the signatory officers of the Self-Study to come forward and receive an official word of commendation and round of applause for the great achievement of Reaffirmation of the Accreditation of West Los Angeles College by the ACCJC.
  - We agreed that we would designate an appropriate moment early in the fall semester to come together and celebrate this accomplishment and thank all of those who contributed to it.
3. Report on Update to the BOT of Wednesday, July 26. (Officers Eloise Crippens, Fran Leonard)
  - Eloise and Fran represented West at the Board of Trustees Student Success Committee Meeting on Wednesday, July 26<sup>th</sup>. The seaside colleges were asked by the BOT to report on their plans for responding to the Commission's recommendations. During the course of her comments, Eloise pointed to the progress on Recommendation #1 in ongoing faculty discussions between the Academic Senate and Faculty Guild. Fran described the self-study progress and the site visit exit interview. It should not be lost that the site visit team was extremely positive about West and that we received four commendations in addition to the thirteen recommendations. Thanks to Eloise and Fran, the BOT was comfortable that West understood the recommendations and was taking steps to make progress on them. Thank you to Eloise and Fran for joining me at the BOT and representing the College so well.
4. Distribution, Review and Discussion of Recommendations by ACCJC (Gary Columbo)
  - In addition to the agenda, everyone in attendance received:
    - A copy of the June 29, 2006, letter from the ACCJC that reaffirms our accreditation and outlines the five major recommendations.
    - LACCD Accreditation Calendar for all colleges (Gary Columbo)
    - A summary of all the ACCJC recommendations to LAHC, LASW and WLAC (Gary)
    - A document, "Accreditation Expectations in Relation to Participatory Governance." (Gary)

- A report to the BOT, “Nine Lessons from the Seaside Round of Visits.” (Gary)
    - A draft (attached) of a template for Completion of Progress report Requirements. (Fran Leonard)
  - Any faculty or staff member who was not in attendance and wishes a copy of these documents can request a photocopy from the Office of the President.
  - In accordance with the Commission requirements, a copy of the complete confidential report from the Commission will be placed in the library. The Commission’s policy is that additional copies be distributed to college staff as appropriate. Therefore, in addition to the library copy, paper copies will also be distributed to the Academic Senate Executive Committee and Chairs of the shared governance committees. Additional copies are available in the president’s office for any faculty or staff member who wishes to pick one up.
  - Some key guiding comments from Gary Columbo:
    - The Commission lauded our self-study. The main task at hand is not to write more but to do more to show evidence of progress on the five key recommendations. (Actually, there are six key recommendations if one includes the one “culture of evidence” recommendation from the 2000 visit for which the Commission wishes us to report progress.) For example, our program reviews and unit plans are completed and now the question is, what are we going to do with them that links budgeting with planning?
    - The centrality of SLO’s. SLO’s are here to stay and the Commission wants to see how SLO’s play a significant role in college-wide decision making and in faculty evaluations.
    - Accreditors expect to see evidence of broad participation in college decision-making.
    - Our shared governance map is a good one, but now the challenge is to fill it out and show a flow chart so it is clear how recommendations are developed and forwarded to College Council and then to the president. A good example arose when Greg Jennings, ASO President, spoke and advocated for a campus life and student survey to determine student priorities. This request initiated a discussion of where in our governance such an item would go. Gary reminded us that any item that was a new resource request should come through Planning in accordance with the priorities set out in the Ed Master Plan and Strategic Plan.
    - Our shared governance should eliminate the need for ad-hoc committees.
    - Our shared governance needs to clarify the process for new program development.
5. Identification of Tasks to Implement the Commission’s Recommendations.
- Please see attached draft of document, Template for Completion of Progress report Requirements. The six items highlighted in yellow are the key six recommendations for which the Commission requests a progress report due March 15, 2007.
6. Establishment of a Work Schedule/Timeline for Completion of the required Progress Report.
- The general timeline is as follows. We will fill in the details at our next meeting on August 17.
    - March 15, 2007: Progress report due to ACCJC.
    - Feb 14, 2007: Deadline for submission of progress report to BOT for approval at March 7 meeting.
    - Jan 24, 2007: Deadline for final draft of Progress report for final review and signatures at West.
    - January 2007: Writing Phase. Progress Report Committee to write final draft.
    - Nov 3, 2006: College Retreat with planned focus on Recommendation #1. Thanks to Patricia Siever for directing this retreat.
    - Sept- December, 2006: Action Phase. Implementation of actions to respond to five key recommendations.
    - Aug 17, 2006: Next Meeting to set work tasks for making progress on recommendations.
7. Formation of Progress Report Team Members and Assignment of Tasks.
- We need to establish Progress Report Committee and Working Groups.
  - We need to appoint Accreditation Liaison Officer and continuing Faculty Chair.
  - I will consult with the Senate, AFT and administrative leadership and together we will bring to the Aug 17 meeting a consensus proposal for moving forward on these positions and assignments. This proposal will clarify the positions, the job duties and compensation, as well as provide for an open selection process that makes a recommendation to me.

8. Next Meeting and Fall meeting schedule.

- NEXT GENERAL MEETING: Thursday, August 17, 10am – Noon, ATA-116.
- On August 17<sup>th</sup> we will establish a regular work meeting schedule through the submission of the required progress report.