Accreditation Steering Committee
Approved Minutes
Tuesday, December 20, 2011
Winlock Lounge – 1:00 PM

Attending: Nabil Abu-Ghazaleh, Adrienne Foster, Fran Leonard, John Oester, Betsy Regalado, Olga Shewfelt, Bob Sprague, Rebecca Tillberg

Fran Leonard called the meeting to order at 1 pm.

1. Status of self study report; improvements to the process
   Fran reported on the status of the self study report along with any improvements to the process. Olga Shewfelt requested a copy of the 18-page summarized abstract of the self study that was presented to the Board on Wednesday, December 14, 2011. It was suggested that each co-chair receive a hard copy of this report upon request.

   Bob Sprague initiated a discussion on having the standards co-chairs added underneath the membership of the Accreditation Steering Committee on the template. People who participate in the standards committees could be listed underneath the membership on the template to show active participation and the makeup and organization of each standards committee. Rebecca Tillberg stated the committee deserves a deep debt of gratitude to Fran Leonard for her leadership as Chair of the Accreditation Steering Committee.

   Fran stated the standards co-chairs could be added with a line drawn underneath the membership of the Accreditation Steering Committee on the left hand side of the template. One committee member stated they would like to see something in writing to connect the process to shared governance and to link standards to the standards committee and the responsible parties.

   Institutional Effectiveness issues – one member stated a good way to get involved in this process is through their committee work.

   A motion was made by a committee member that we institutionalize the self study process by connecting the standing committees of the college to the appropriate standards and appropriate administrator. The motion passed.

   A committee member suggested that the committee might create some
Accreditation Steering Committee Mtgs. 2011-2012 – 7/19, 8/23, 9/20, 10/18, 11/15, 12/20; 1/17/12, 2/21, 3/20, 4/17, 5/15, 6/19

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

Accreditation Steering Committee
Fran Leonard

Academic Senate
Adrienne Foster

Administrative Services
John Oester

AFT Faculty Guild
Olga Shewfelt

AFT Staff Guild
Joann Haywood

ALO
Bob Sprague

Facilities
Allan Hansen

Research and Planning
Rebecca Tillberg

SEIU 721 Stewart
Abel Rodriguez

Student Services
Betsy Regalado

President
Nabil Abu-Ghazaleh

Standards’ Co-Chairs

I
Fran Leonard
Rebecca Tillberg

II.A
Bill Bucher
Judith Ann Friedman

II.B
Yvonne Simone
Betsy Regalado

II.C
Judy Chow

III
Meric Keskinel
John Oester

IV
Adrienne Foster
Olga Shewfelt
Nabil Abu-Ghazaleh

documentation between now and up to the date of the accreditation team visit in March that reflects continuity and captures the ideas about continuous improvements in all the standards.

This could be in the form of an addendum or update to the report which shows how we are continuously working on this report.

A suggestion was made by a committee member to invest in a better kind of software to host our accreditation work and to review the timeline and find a more effective way of drafting a timeline.

2. Report of the Presentation to the Board December 14, 2011
West’s presentation featured the president, Adrienne, Bob and Fran. Perhaps because of time constraints, the Board members did not follow it with any questions.

3. Final printing for mailing the report to the Commission
Accreditation Steering Committee insists on adding photos in the self study report before the team visit in March. Fran will find out what the printing deadline is from Michelle Long-Coffee.

4. Mock visit the 3rd week of February 2012
A mock visit to West is being arranged by Yasmin Delahoussaye and Deborah Kaye the third week of February. West needs to get the word out to the campus in advance. The people who visit will be trained in conducting an accreditation team visit. Fran suggested we could prepare the classified staff for this during the first two weeks in January by conducting a workshop or classified Flex Day. John Oester shared with the committee what he had done in preparation for Flex Day this fall. He had written a very brief summary of less than a page of Standards III.A, B, C and distributed them at Flex Day. The committee could generate summaries of each standard with bullets and highlights and distribute them to all campus mailboxes.

President Nabil Abu-Ghazaleh suggested finding different times when different groups of people can attend, including times convenient for adjunct faculty to attend for Flex credit. Fran suggested using a summary of each standard that is in the abstract that was presented to the Board on Dec. 14, 2011.

The meeting adjourned at 2:25 pm.