

Accreditation Steering Committee Chair

Alice Taylor

Academic Senate

Adrienne Foster

Administrative Services

Ken Takeda

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

Phyllis Braxton

President

Nabil Abu-Ghazaleh

Workgroup leaders

Recommendations 1 & 2

Rebecca Tillberg

Recommendations 3 & 4

Mary-Jo Apigo
Todd Matosic

Recommendation 5

Kathy Walton

Recommendation 6

Kathy Walton
Judy Chow

Recommendation 7

Rebecca Tillberg

2006 Recommendation 13

Adrienne Foster
Olga Shewfelt

Minutes

March 19, 2013

1-3 PM, Winlock

Present: Alice Taylor (chair), Michael Goltermann for Phyllis Braxton, Ken Takeda, Rebecca Tillberg, Judy Chow, Fran Leonard, Bob Sprague, Mary-Jo Apigo

- I. Approve agenda
- II. Approved Minutes of Feb. 19, 2013, with corrections
- III. Visit preparation
The Follow-Up report being finished and in the hands of the Commission, we now need to both ensure that the college discusses the issues, and to prepare an update for the visiting team.

Campus dialogue:

- a. Alice and Rebecca reported that the Planning Visualization event on March 15 was successful, with several models of our planning process created by staff, faculty and administrators.
- b. Mary-Jo confirmed that an SLO Symposium is scheduled for April 12

In preparation for the update, we reviewed the Key Assertions document, focusing on the information that needs to be gathered to create a bulleted list of concrete actions taken since the Follow-Up report was published.

Rec. 6: The update should have an explicit statement about the use of the \$195,000 in lottery funds to update the library collections. Judy will identify the working documents the librarians used determined how to spend the lottery money to help update the collections. Fran will help track of the process of formally recommending allocation of the funds through the College Council. Alice suggested that the library might schedule a meeting of its advisory group.

2006 Rec. 13: Addressing the issue of trust, we can trace the dialogue occurring in the planning processes, especially in the thoughtful discussion of the validity of the prioritization rubric.

Meetings for 2012-13, in Winlock, 1:00 PM – 3:00 PM
March 19, April 16, May 21

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The college website needs to be edited to fix the broken links in the two pages on committees, and committees need to update their agenda and minutes. Alice will ask Vicky Nesia to spearhead this.

2006 Rec. 6: Michael will make sure Student Services keep Alice informed of actions taken to revise the SEP process so that students can qualify for the new priority registration.

Rec. 7: Alice asked Ken and Rebecca to be alert to PIE and or Budget Committee actions that address our assessment of the use of financial resources.

Rec. 5: Noting that Mission was missing a statement in its catalog, Alice asked to be kept informed if West develops mechanisms to ensure the presence of all necessary statements in our catalog.

Rec. 4: Mary-Jo reported that she and Todd Matosic are tracking the assessment of Service Level Outcomes and Service Area Outcomes in Student Services and Administrative Services.

Alice pointed out that the statement on Admin. Services SAOs on page 48 of the report is eye-catching and asked Ken to keep her informed of progress.

Rebecca noted that the campus climate survey did include questions designed to measure the outcomes of concern in Rec. 4.

Rec. 3: Mary-Jo reported that the SLO Committee is currently refining West's 3-semester cycle for resumption in Fall 2013. The Committee asked for a clearer timeline so that faculty know what they should be doing on a month-to-month basis. The Committee is also engaged in an evaluation of the compressed SLO process. The SLO Symposium will help to get the whole campus thinking about the issues, and may include the results of the evaluation.

She noted that the SLO assessment forms explicitly note which changes to a course can be done by the instructors alone and which require a change to the CoR.

Mapping of Course SLOs to Program and Institutional ones is being revised, so that it will be ready when the database is set up. She will keep Alice informed of concrete achievements.

Rec. 2: College Council will work to get a prioritized list of resource allocations to the college president in a timely fashion, probably leaving few items not prioritized by PIE for the president to place in the list. She

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will send PIE’s list out to the Council in advance of their April 11 meeting. The Academic Senate reviewed the list at its March 12 meeting.

The FPIP list will be a major point in this section of the update.

The Committee discussed some of the areas for improvement that have been revealed in the 2012-2013 planning cycle, including the need to

- deal with staff positions more systematically
- evaluate the prioritization rubric
- allow for easier collaboration between administrators and Program Review authoring teams

Rec. 1: Alice will ask the college and Academic Senate presidents to update her on the progress towards a revision of the EMP. Michael will make sure Student Services is aware of the need to evaluate its plans against its benchmarks this spring. Ken and Bob were going straight to the Technology Committee meeting, and will confirm the language on p. 11 of the Follow-Up Report. Ken will provide the steps in the campus space analysis and planning process as it progresses. There was some confusion about measurable outcomes in the fall 2012 Facilities planning matrix; Alice will review the document and get back to him. If the college has decided to complete a CEQA or EIR process in connection with the bond build-out, this should be noted in the update.

- IV. Process evaluation
Alice proposed postponing a discussion of how we produced the Follow-Up report to a meeting in April or May, expressing concern that a new report is on the horizon. Fran noted that the Commission does not meet until June, so we should not expect a new assignment before then.
- V. Meeting dates
The April and May meetings noted in the footer may not be necessary, as West may be waiting for the Commission of act on the follow-up visit.

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