

## Minutes

December 9, 2013  
3-4:30 PM, Winlock

Present: Adrienne Foster; Ken Takeda; Mary-Jo Apigo; Rebecca Tillberg; Alice Taylor, chair

- I. **Minutes of October 14** were approved with spelling corrections.
- II. **Timeline for 2016 Self-Evaluation** was reviewed, and the tight schedule noted.
- III. **Planning for Spring 2015 Midterm Report**
  - A. Taylor presented her idea of publishing signed Op-Ed pieces on the major 2012 Recommendations each month in the spring 2013 semester. A. Foster and M. Apigo each suggested that the Newsletter with a focus on the major Recs. would set a more appropriate tone. M. Apigo also suggested that the SLO focus be moved from February, as there are two other SLO reports due out then. R. Tillberg suggested focusing on Planning in February, so that March could focus on SLOs. K. Takeda agreed that April would be the focus on Budget, and A. Foster, that the May newsletter could focus on Governance. The committee discussed ways to schedule progress on the responses to the recommendations and agreed with M. Apigo's suggestion that a progress report on each recommendation be presented at each Steering Committee meeting.
- IV. **Reports to and from ACCJC on 2012 Recommendations**

In preparation for the reports at the January 13 meeting, the committee agreed to review the 2012 Follow-Up Visit Report, the 2012 Follow-Up Report, and the 2012 Accreditation Evaluation Report. A. Taylor

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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**  
Ken Takeda

**2006 Recommendation 13**  
Adrienne Foster  
Olga Shewfelt

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presented a matrix showing the pages with major emphasis on each Recommendation in each of the reports, and the Recommendations were assigned as follows:

Recs. 1 & 2, R. Tillberg

Recs. 3 & 4, M. Apigo

Rec. 5, Aracely Aguiar

Rec. 6, (and 7 of 2006), Kathy Walton

Rec. 7, K. Takeda

Rec. 6 of 2006, Phyllis Braxton

Rec. 13 of 2006, A. Foster

A. Taylor agreed to report on the format and other requirements for the Midterm Report.

Each will report on:

1. What specifically troubled the Commission?
2. What are we supposed to be doing now? (That is, what does the Commission say we are, or should be, doing to respond to the recommendations? What did we say we were doing or planning to do?)
3. Which committees should be involved in what we should be doing now? (Note what they should be doing.)
4. Which college employees have responsibility for what we should be doing now?
5. What evidence did we use in our presentations to the Commission or visiting team?
6. What evidence might we use in the Midterm report? (Include evidence we should be collecting, as well as what is already available.)

These lists should be emailed to A. Taylor in time for her to compile and distribute them to the committee on Jan. 10. Jan. 6 is the suggested deadline.

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The committee recognized that this is a retrospective approach, and recommended that we all keep notes on current work, changes in plans since the 2013 visit, etc.

In discussing evidence and the role of committees, A. Foster suggested that A. Taylor include in here report to the College Council the request that each of the committees working on planning include an update on that work at each College Council meeting. It was noted that the Human Resources Plan Workgroup has attended EMPW meetings, but that it does not have a committee to report to yet.

V. Other business

A. Taylor needs to write to Bobbi Kimble requesting that the District prepare a draft response to the District Recs. for presentation at West's Fall 2014 Flex day, along with our final draft of the Midterm Report. She will also suggest that B. Kimble ask the ACCJC to copy the district on all correspondence with the colleges.

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