

# ACCREDITATION STEERING COMMITTEE

## Minutes

Jan. 13, 2014

3-4:30 PM, Winlock

Members present:

Adrienne Foster, Ken Takeda, Rebecca Tillberg, Mary-Jo Apigo, Luis Cordova, Bob Sprague, Alice Taylor (chairing)

The agenda was modified to add item II.

I. Minutes of December 9 were approved

II. Report on the State Academic Senate’s Accreditation and Assessment Committee (Adrienne Foster)

The committee is planning for the Accreditation Institute to be held Feb. 7-8 in La Jolla. It had been planned that the first general session would be devoted to the ACCJC’s new standards, but the Commission has indicated that they will not be ready at that time. The General Session on Feb. 8 will be a panel discussion on emerging topics; it to be hoped that the Commission will have news on the standards then. West’s attendees will seek clarification as to whether we will be required to use the new standards; in the past colleges have had a choice as to whether to use standards until they have been out for 2 years.

It was also noted that the ACCJC is holding a training for all nine LACCD colleges on March 7, at Trade Tech. Bob Sprague is working on getting our 10-perosn team together for that meeting.

II. Homework review

The committee expects to review the following reports at it Feb. 10 meeting:

- Rec. 5: Ara Aguiar
- Rec. 6 (and 7 of 2006): Kathy Walton
- Rec. 6 of 2006: Phyllis Braxton
- Rec. 13 of 2006: Adrienne Foster

These reports should reach Alice Taylor by Feb. 3 so that she can forward them to the committee ahead of the meeting.

Midterm Report Requirements:

Alice Taylor reported that the July 3, 2013 Commission letter requiring the spring 2015 Midterm report and visit stressed the need to resolve all deficiencies within 2 years of their first identification. Rebecca Tillberg pointed

Meetings for 2013-14, in Winlock, 3:00 PM – 4:30 PM: Sept. 9, Oct. 14, Nov. 11, Dec. 9, Jan. 13, Feb 10, Mar 10, April 14, May 12

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



**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**

Ken Takeda

**2006 Recommendation 13**

Adrienne Foster  
Olga Shewfelt

## ACCREDITATION STEERING COMMITTEE

out that not all of 2012 recommendations used the language “in order to meet the standard,” which seems to indicate deficiencies.

The Midterm Report is to include a section dealing with the recommendations of the 2012 Visiting Team and a section dealing with the planning agendas from the 2012 Self-Study. Alice Taylor will create a document with the agendas.

Bob Sprague noted that Susan Trujillo, library faculty, has undertaken to organize the college archive and may help with organizing evidence for the Midterm Report. Rebecca Tillberg reminded us of how useful it was to use the footnote feature in MS Word in all drafts, so that the evidence would move with the claims it supported.

Recs. 1 and 2:

Rebecca Tillberg reviewed her report (attached), noting that rec. 1 was “for improvement.” The committee noted that SSSP (AB 1456) planning needs to be folded into the Educational Master Plan. The Matriculation Committee has morphed into the SSSP committee. The committee voted to recommend to the Academic Senate and to the College Council: “The SSSP workgroup should report to the Student Success Committee of the Academic Senate, and SSSP workgroup membership should be established by the Academic Senate.”

The key committees for these recommendations are PIE, Academic Senate, Facilities, Technology, Basic Skills, Achieving the Dream, Student Success, Student Services Council, Divisional Council, and the Educational Master Plan Workgroup.

Recs. 3 and 4:

Mary-Jo Apigo reviewed her report and offered to edit it to incorporate the ideas of the committee. The revised report is attached.

The key committees for these recommendations are SLO and Curriculum, Academic Senate, along with Student Services Council and Divisional Council, and Administrative Services.

Rec. 7:

In reviewing his report (attached), Ken Takeda stressed the need to assess the impact of our budgeting decisions, both resource requests that we met and those that we did not. Attention to the corresponding questions in Program Review and in its validation will help meet this need. As the vice presidents prepare their priorities for 2014-2015, they should be alert to items that need to be treated as annual expenditures and to any duplicative requests.

2006 Rec 6 assigned to Phyllis Braxton

### V. Accreditation Newsletter:

Meetings for 2013-14, in Winlock, 3:00 PM – 4:30 PM: Sept. 9, Oct. 14, Nov. 11, Dec. 9, Jan. 13, Feb 10, Mar 10, April 14, May 12

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



#### 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

Ken Takeda

#### 2006 Recommendation 13

Adrienne Foster  
Olga Shewfelt

## ACCREDITATION STEERING COMMITTEE

**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**

Ken Takeda

**2006 Recommendation 13**

Adrienne Foster  
Olga Shewfelt

Alice Taylor presented a rough draft of an accreditation newsletter focusing on planning. The committee preferred the name "Accreditation Matters." Alice undertook to produce the one-page newsletter for distribution in early February. It will include an invitation for the entire college to comment. She will consult with Rebecca Tillberg on content and with Mary-Jo Apigo on design and layout.

The March newsletter will address SLOs; April, budget; May, participation.

VI. Adjournment, 4:30

Meetings for 2013-14, in Winlock, 3:00 PM – 4:30 PM: Sept. 9, Oct. 14, Nov. 11, Dec. 9, Jan. 13, Feb 10, Mar 10, April 14, May 12

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

