

## Minutes

June 9, 2014

3:10-4:35 PM, Winlock

Present: Adrienne Foster, Luis Cordova, Susan Trujillo, Mary-Jo Apigo, Phyllis Braxton, Bob Sprague, Fran Leonard, Ken Takeda, Rebecca Tillberg and Alice Taylor (chairing)

I. Minutes of April 14 and May 12 were approved.

II. Midterm Report

Alice Taylor noted that she needs to get a draft of the midterm report out before leaving for a European conference July 2. The committee agreed to send her materials by June 25.

She shared a list of major claims for the Midterm Report, incorporating the ACCJS' description of the format of a midterm report. She had updated the version she emailed on June 6, incorporating suggestions from Rebecca Tillberg. The committee provided extensive feedback, limited by the full agenda:

Bob Sprague suggested using the vocabulary of the standards—both the current ones and the proposed new ones.

Alice Taylor clarified that we are responsible for the recommendations, and for the underlying standards. We must show adherence to the standards in place at the time the report is submitted.

Rec. 1:

Mary-Jo Apigo suggested including an account of the process by which the proposed new EMP was developed. Phyllis Braxton noted that it aligns with the LACCD Strategic Plan. She offered to confirm that the Student Services Plan was still being evaluated annually.

Bob Sprague provided details on the Technology Committee's preparations to align the TMP with the new EMP and with the district tech plan, using the completed evaluations of the current TMP. Phyllis Braxton reported that Jorge Mata has undertaken to supervise an update of the district tech plan. Mary-Jo Apigo noted that the committee had identified measurable outcomes before the 2013 follow-up visit.

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

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**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

**Other Unions**

Vacant

**Student Services**

Phyllis Braxton

**President**

Nabil Abu-Ghazaleh

**Workgroup leaders**

**Recommendations 1 & 2**

Rebecca Tillberg

**Recommendations 3 & 4**

Mary-Jo Apigo  
Luis Cordova

**Recommendation 5**

Ara Aguiar

**Recommendation 6**

Susan Trujillo  
Judy Chow

**Recommendation 7**

Ken Takeda

**2006 Recommendation**

**13**

Adrienne Foster  
Olga Shewfelt

ACCREDITATION STEERING COMMITTEE

Ken Takeda reminded us that a new Facilities Plan was completed in fall 2013. It aligned with the district's Strategic Plan for Technology 2020.

Rec. 2:

Mary-Jo Apigo noted that Program Review validations were done by cross-divisional teams. It is important to state the years in which changes have been made, as we have been making steady progress. For example, the alignment between FPIP and Program Review was tightened in 2013 and 2014, including full Academic Senate review.

Recs. 3 and 4:

It was noted that Rec. 3 is long on process and Rec. 4 has more examples of specific improvements. Mary-Jo Apigo undertook to coordinate the collection of more data and analysis with Luis Cordova and the Vice Presidents

Rec. 5:

Bob Sprague reported that the dean overseeing the production of the new catalog is also working on the process, setting up an advisory committee and preparing a checklist.

Rec. 6:

Bob Sprague reported that library faculty are working on a report on how student needs are assessed and met, using a variety of data including usage logs, reference desk requests, and budget information. We will avoid the confusion of 2012, when the library faculty were not aware of the extent of funding from restricted sources and grants. Ken Takeda noted that the recommendation focuses on resources, so we need to report our library budgets.

Rec. 7:

The overlap with Recs. 1 and 2, and between planning and budgeting was noted, and Ken Takeda said he is coordinating with Rebecca Tillberg.

Rec. 13 of 2006:

Fran Leonard suggested that the focused Division reports to the Academic Senate contribute to faculty engagement. Adrienne Foster hopes to see the Educational Policies and Standards Committee revitalized in the fall. Mary-Jo Apigo pointed out that various professional development activities address the issue of participation, with the FELI as particularly effective. Ken Takeda noted increased student activism, some of which is reflected in Academic Senate minutes. Phyllis Braxton will advise on the location of ASO minutes.

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### III. Aligning new standards with committees

Alice Taylor shared sample pages from an Excel spreadsheet that will track which college and senate committees are working on issues related to specific parts of the new standards for the 2016 Self-Evaluation. One page showed how the file can be sorted to display the standards by point person. Bob Sprague reminded her of the document he and Adrienne Foster prepared on this topic, and she will slot their work into the spreadsheet. Once she has a full draft, she will circulate it to the committee and to the point persons for feedback.

### IV. Coordinating with district

Ken Takeda reported that Chancellor Berara had asked that district-wide committees attend to how the colleges will be reporting district/college coordination (e.g., in budget). This will more effectively share the work of reporting, but also help assure that we have a common understanding of key processes and policies.

Bob Sprague offered to email the District Accreditation and Planning Committee to have responses to old district recommendations in midterm reports and calendaring Board of Trustees review of reports on the agenda for the June 28 DPAC meeting.

### V. July and August meetings

The committee agreed to meet at 3 pm on Mondays, July 28, August 11 and, if necessary, August 25.

### VI. Other business

Bob Sprague reported that Susan Trujillo is working on organizing the accreditation materials in the library so that they will be usable, including sorting them and producing a finding aid. She needs input from Research and Planning and past accreditation faculty chairs. Alice Taylor and Fran Leonard agreed to help. Susan Trujillo will email them with questions.

**Workgroup leaders**

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