Minutes

May 21, 2013
1-3 PM, Winlock

Present: Alice Taylor (chair), Mary-Jo Apigo, Adrienne Foster, Gabriel Brown, Bob Sprague, Phyllis Braxton

I. Confirmation of agenda

II. Minutes of March 19 approved

III. June update: a list of new accomplishments for Nabil to report to the ACCJC at its June meeting.

The committee reviewed reports, clarifying and determining what needs to be fleshed out, and by whom:

From Rebecca Tillberg, “Accreditation Update” of May 14 (follows these minutes).

RE the “Closing the Loop” section:

Alice agreed to find out from Fran Leonard or Nabil when the president will (or has) informed the college of his decision on the prioritized list, and to clarify with Rebecca or Ken Takeda what the “Budget prep process and list” refers to.

These items could be added:

The Academic Senate accepted the FPIP list on April 23. Nabil reported to the Academic Senate on May 14 that the college would proceed with hiring the top 11.

It is the PIE and Budget Committees that meet jointly to evaluate process in June.

FPIP has begun its review of its processes, meeting May 15 and agreeing to weekly meetings to finish the review.

Re the “Continuous Improvement” section:

Add:

Nabil’s presentation of Option 2 at the Facilities Committee, College Council, Academic Senate, AFT Faculty Guild, and Divisional Council.

May 20, Facilities Committee recommended that the college not build the Teaching Learning Center as originally approved, and plan for Option 2, developing

1. A clear budget for what may be possible to build with all the concepts currently included in this option.
2. A clear process by which all college constituencies, and particularly those Academic Divisions impacted by the changes to the current Option 1 and the concepts in Option 2, will be able to fully participate in the planning phase of the new option.

3. A program construction plan that illustrates what may constructed and where, as well as a listing & placement of programs/services that are displaced and where they may be relocated.

The next steps towards a Facilities Master Plan are not clear to this committee. Is the addendum that the Construction Project Manager calendared to be completed late in 2013 an addendum to the SEIR or to the 2009 FMP? Will it constitute a Construction Master Plan? When combined with a Maintenance and Operations plan, will it constitute a FMP? What about long-term facilities planning, including the Jefferson and Airport properties? How is the FMP to be coordinated with the EMP?

RE “Planning” section:
Note that the Master Planning Workgroup has agreed to meet twice monthly through the summer.

Other Planning and Budget developments:

1. Bob and Mary-Jo reported that the Tech committee will be discussing the Technology Master Plan at its 3 pm May 21 meeting. They will report the results to Alice for inclusion in the lists.

2. Human Resources Plan (staff or all employment?) AFT classified leadership were working on this. Alice will seek update from Sheila and Joann.

3. College Budget (e.g., president’s use of Resource Request Prioritization) The president’s office is seeking more information to support the figures.

4. The ATD reflection may show progress in integrating plans (such as the Student Success Plan) with the broader college decision-making process. Tim Russell is working on including more of the campus in the preparation of the Basic Skills report due in October.

From Mary-Jo’s “Recommendations 3 & 4” report of May 21 (follows these minutes)

RE “Recommendation 3 of 2012”:
Since the SLO Symposium was noted on the April 12 update, it probably does not belong in this update. (Alice was confused when she asked for it.)
Bob wondered whether assessing 54% of the SLOs in fall courses would be enough. During the visit, Dr. Burley suggested that it would be. The committee approved a motion to the Academic Senate:

**The Accreditation Steering Committee recommends that the faculty complete SLO assessment for Fall 2012 and Spring 2013 by July 29, 2013.**

To support discussion of this, Mary-Jo will provide Adrienne with a list of the courses that need assessment for Fall 2012, and another list of those due for Spring 2013.

We might note that the SLO committee is planning to create instructional materials to help faculty introduce students to SLOs early in each class, and to discuss them later in the semester.

The poster showcase is being institutionalized via the Student Success/AtD committee, with the prospect of being included in the Dean of Teaching and Learning’s program review.

Add to the work on the IES module the demo of LA Mission College’s data base and the review of commercially available databases. Mention planned meetings with District IT personnel?

Note that the divisions’ calendars of the next SLO cycle will show how each division plans to assess all the SLOs for all its courses within 4 years. Only 3 divisions did not attend the May 15 workshops; 2 of them have committed to attend the May 22 workshop.

RE “Recommendation 4 of 2012”

Mary-Jo will get clarification on the SAP electronic approvals in procurement.

Phyllis clarified that the Student Services Council has set a deadline of June 30 for all the SS units to complete assessment of Technical Competence and Civic Responsibility outcomes. After some discussion about the proper body to deal with SS SLOs, the committee agreed to forward a motion to the College Council:

**The Accreditation Steering Committee recommends that the College Council fully support the Student Service Council’s commitment to assess the year’s Service Level Outcomes by June 30.**

Developments in Library collections: Bob will gather the figures for how much has been spent this semester.
Student Services priorities:

1. **West Expressway**—Phyllis expects a report from Patty Banday soon, including analysis of the results of the pilot.
2. **Counseling hires**—the FPIP list includes one general counselor
3. **Staff hires**—the FPIP list includes the CDC director (faculty). Sub and relief hires are made to support other Student Services, and Phyllis will provide a list of the key developments in this area.

Bob will provide a list of the 5 new SFP hires in academic affairs, so that we can consider how they support our case.

4. **Technology enhancements**—Phyllis will provide update on SIS.

Participation and Trust

1. **Five-day Experiential Learning Institute**—11 people have signed up.

Next tasks on the update:

Mary-Jo will revise her report.
Phyllis will report on West Expressway and on staffing developments
Bob will provide figures on library collections purchases, and on the SFP positions in Academic Affairs.
Alice will seek info on staffing planning form AFT staff leadership, and update Rebecca’s report for her review.

IV. Evaluation of the Follow-Up Report production process, including the annual reports

Alice proposed that the committee review this year’s work, including the annual fiscal report and the SLO proficiency report, at a later meeting. There was discussion about whether the Commission expects these two reports to reflect campus-wide involvement.

V. 2015 Self-Evaluation

a. **Timeline** (Not addressed)
b. **Steering Committee membership and structure** (Not addressed)
c. **Steering Committee meeting times**

Alice being unable to meet on third Tuesdays, the committee decided to meet on second Monday at 3 PM. Summer dates may be shifted, through email.
# Accreditation Steering Committee

## Recommendations 1 and 2

### Closing the Loop

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Evidence</th>
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<tbody>
<tr>
<td>4/25/2013</td>
<td>Budget Committee receive, discuss and make recommendations to College Council regarding the Resource Request Prioritized List</td>
<td>Budget Committee Agenda and Minutes</td>
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<tr>
<td>5/2/2013</td>
<td>College Council receive the Prioritized List from Budget Committee and make recommendations to President</td>
<td>College Council Agenda and Minutes</td>
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<tr>
<td>5/3/2013</td>
<td>President receives Prioritized List</td>
<td>Email?</td>
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<tr>
<td>5/??/2013</td>
<td>President informs college community of his decision</td>
<td>Email?</td>
</tr>
<tr>
<td>6/??/2013</td>
<td>Budget prep process and list</td>
<td>Agenda and Minutes</td>
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### Continuous Improvement / Integrated Planning

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<th>Date</th>
<th>Action</th>
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<tr>
<td>4/19/2013</td>
<td>Program Review Workgroup meet with District Office IT staff regarding enhancements to IES.</td>
<td>Agenda</td>
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<tr>
<td>4/24/2013</td>
<td>Scorecard Improvement Committee meets to identify ways to improve Student Success Scorecard metrics through more accurate reporting of Skill Certificates</td>
<td>Agenda, Notes</td>
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<tr>
<td>4/30/2013, 5/14/2013</td>
<td>Program Review Workgroup meets to evaluate program review and identify changes. Scheduled to meet every two weeks.</td>
<td>Agenda, Minutes</td>
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<tr>
<td>5/21/2013</td>
<td>SIC meets to follow up on action items</td>
<td>Agenda, Notes</td>
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<td>5/28/2013</td>
<td>Program Review Workgroup integrates needs of related planning efforts into the PR document: FPIP identified need for additional information as a result of their process evaluation. Student Success Committee identified need to be integrated into the budget process through program review</td>
<td>Agenda, Notes</td>
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### Planning

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<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tr>
<td>4/15/2013</td>
<td>President convened a master planning meeting</td>
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<tr>
<td>4/22/2013</td>
<td>Academic Senate President identifies faculty to</td>
<td>Email</td>
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West Los Angeles College

ACCREDITATION STEERING COMMITTEE

Represent Senate on a joint planning committee

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Agenda</th>
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<tr>
<td>4/26/2013</td>
<td>District Planning Committee meets</td>
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<td>5/15/2013</td>
<td>Master Planning Workgroup to meet</td>
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<td>4/10/2013</td>
<td>PIE continues to meet regularly; conducts committee self-evaluation</td>
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<td>5/1/2013,</td>
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<td>6/5/2013</td>
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Recommendation 3 & 4 | Student Learning Outcomes
Update to the Follow-up Visit

June 2013

Recommendation 3 of 2012: Student Learning Outcomes

Maintain a full cycle of SLO definition, assessment, discussion, and revision.

April 12: 28 faculty, staff, and administrators participated in the SLO Symposium to discuss the SLO cycle at West, student awareness and engagement strategies, and SLO dialogue. West hosted Bob Pacheco as the special guest speaker.

April 23: Senate accepts the report from the Curriculum Committee for the final SLO Addenda for fall 2012 courses. 405/405 (100%) of courses from Fall 2012 have developed course SLOs. 96/113 (85%) of courses from Spring 2013 have developed course SLOs.

May 20: faculty had assessed a course SLO for 218/405 (54%) courses taught in the fall, including discussing and implementing classroom changes indicated by SLO assessment results and analysis. Changes to Course Outlines of Record were identified for 13 courses. Two courses have started the curriculum process through the Curriculum Committee. Other changes as a result of assessment include introducing the rubric earlier to students, adding or emphasizing content, changing the SLO criterion level, or adding/changing the SLO itself.

May 16: West held its Third Annual Student Poster Showcase with over 300 students presenting. Fifteen faculty and administrators assessed West’s Institutional SLOs using the student posters. 96 rubrics were completed. Posters were also photographed so additional faculty can participate in the ISLO assessment process.

May 7, 10, and 30: The Dean of Teaching & Learning and Dean of Research & Planning met to develop the design for the IES Module to manage and record Course SLO assessments.

**Recommendation 4 of 2012: Student Learning and Service Level Outcomes**

Assess all Student Services Service Level Outcomes and Administrative Services Service Area Outcomes.

April 25: Administrative Services assessed all SAOs for their seven areas: Business Office, Plant Facilities-Maintenance, Plant Facilities-Operations, Information Technology, Office of the Vice President/Procurement, Personnel and Payroll, Staff Services (Reprographics & Staff Services).

- Some examples of changes that have been identified as a result of assessment include increasing faculty and staff technology training by IT, creating new marketing materials to increase awareness about the campus rideshare program, and revising the Campus Climate Survey questions.
- Some examples of changes that have been identified and implemented are the Business Office window #1 has been included on the departmental incoming line so that counter personnel can help answer the phones when possible. The Office of the VP/Procurement added SAP electronic approvals to the calendar twice per business week.

End of Spring 2013: All 12 Student Services areas completed outcomes assessments for Technical Competence and Civic Responsibility.

- Six areas (Athletics, Counseling, DSPS, EOPS/CARE, International Students, and Transfer Center) are collecting data through surveys or focus groups.
- Five areas (Admissions & Records, Child Development Center, Financial Aid, Matriculation, and Outreach) have finished collecting assessment data and are analyzing data.
- ASO is also analyzing their survey data, and collecting additional data through focus groups.

April 30: Surveys were sent to students who received Counseling, DSPS, EOPS, and Matriculation services.
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ACCREDITATION STEERING COMMITTEE

May 24 and 28: Focus groups were conducted to assess Technical Competence and Civic Responsibility for the following areas: Admissions & Records, ASO, Athletics, Counseling, DSPS, EOPS/CARE, Financial Aid, International Students, and Transfer Center.