

ACCREDITATION STEERING COMMITTEE

Approved Minutes
August 17, 2010
1:30 pm – Winlock Lounge

Attending: Adrienne Foster, Standard IV, Fran Leonard, Standard I., Maureen O'Brien, Standard III., John Oester, Standard III.D., Bob Sprague, Standard II., Rebecca Tillberg, Stan I

Accreditation Steering Committee Chair
Fran Leonard

Academic Senate
Adrienne Foster

Administrative Services
John Oester

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
Betsy Regalado

I. Welcome

Fran Leonard welcomed the group back and called the meeting to order at 1:30 p.m. Adrienne Foster reported that she is attending for Standard IV. Fran asked the members to check the Accreditation Standards Committee meeting schedule for 2010 /2011 to see if there were any corrections to be made. No changes were noted by the members. Fran thanked Adrienne Foster, President of Academic Senate for taking charge of the Flex Day activities for the returning faculty which will be held on Thursday, August 26, 2010. Adrienne reminded the committee that committee participation is a contractual and professional responsibility for all fulltime faculty.

II. Report and Update on Standards Committees

Standard I.B. Institutional Mission and Effectiveness, Rebecca Tillberg, co-chair, reported that this group has been meeting regularly and working on a draft and is using Santa Barbara City College, American River College, Mira Costa College, and College of the Canyons as models. Fran asked to have more student participation on Standard I and other standards committees.

Standard II.A. Instructional Programs

Bob Sprague reported that he and Linda Clowers had edited and finalized a draft of sections 1-7 for Standard II.A. This week everyone will have some piece of a draft from sections 1-7 and Bob would like to have sub groups that include faculty, staff, along with a chair and co-chairs of the sub-groups. Bob stated that this draft doesn't reflect group effort and suggested he would like to have group input on this draft and the deadline for this draft will be this Friday, August 20.

Standard IV. Leadership and Governance

Adrienne Foster reported they are scheduling divisional meetings and asked division chairs to give her a calendar of meetings for the academic year. The Standard IV committee is in the process of producing a college shared governance chart and they are going to be looking at a draft process for revamping current committees and creating new committees. The updated campus climate survey of spring 2010 plans to be reflected in the first meeting of the fall for Standard IV which will be October 6, 2010.

Fran asked if there were any problems encountered in the accreditation process. Maureen O'Brien, Chief Financial Administrator, stated that she is less knowledgeable in the Human Resources aspect of the accreditation

Accreditation Steering Committee Mtgs. 2009-2010 – Winlock Lounge
4th Thursday of each month from 2:30 p.m. to 4:00 p.m
2/25, 3/25, 4/22, 5/27, 6/24, 7/22, 8/26, 9/21, 10/28, 12/23



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

ACCREDITATION STEERING COMMITTEE

Accreditation Steering Committee Chair

Fran Leonard

Academic Senate

Adrienne Foster

Administrative Services

John Oester

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

Betsy Regalado

process. Fran reported that in the area of evaluations for faculty and staff, West was given a recommendation by the Commission to conduct regular performance evaluations for everyone as there used to be gaps of time between the dates of evaluations conducted for faculty and staff. Fran reported that after the recommendation from the Commission, there has been marked improvement in the timeliness of evaluations. Staffing is being addressed in various departments. Reduced custodial staff has impacted the campus and additional staff requests went through the governance and budget process for hiring.

Classified Staffing – one diagram was created for hiring by Rebecca who reported that the college is following the hiring process.

Standard III.D. Financial

John Oester reported that he has a list of things he requires in order to finish his report on the financial section of Standard III.D.:

- 1) A list of all contract education projects or / fee for services programs West is creating along with a small descriptive narrative paragraph on each one.
- 2) Headcount on how many FON or FPIP positions were funded in 2007-2008. He lacks the headcount of how many faculty were hired in 2007-08. John received data for III.C. from Professor Meric Keskinel. John needs the four links of the colleges mentioned earlier by Rebecca for his report. Hansel Tsai and MD Haque are working on a report for Human Resources.

Fran stated what they need to take to the Board for approval before March 15, 2012. The team visit will be scheduled after March 15, 2012, usually within that month. The report should go to the Board early 2012 with every signatory on campus signed off on it. Fran stated the committee needs to get drafts out this year for review, input, dissemination, and refinement. Any loose ends need to be tied up in the fall 2011. Given that timeframe, she then asked the committee what is a good time for a first draft and a second draft. John Oester said they can't finalize the report until September of 2011 and announced he intends to retire on August 31, 2011.

Adrienne suggested at some point this mid fall – November 2010 for a first draft to share at the November College Annual Retreat. The committee agreed to aim for a November 1, 2010 deadline.

Deadlines for drafts:

1. Nov 1, 2010 – first draft
2. Apr 29, 2011 – second draft
3. Oct 3, 2011 – third draft

The committee noted the need for a District Portal – Intranet - Students will now have a WLAC email address.

Fran asked the committee to think about dates for Town Hall meetings for accreditation.

Accreditation Steering Committee Mtgs. 2009-2010 – Winlock Lounge
4th Thursday of each month from 2:30 p.m. to 4:00 p.m.
2/25, 3/25, 4/22, 5/27, 6/24, 7/22, 8/26, 9/21, 10/28, 12/23



ACCREDITATION STEERING COMMITTEE

Accreditation Steering Committee Chair

Fran Leonard

Academic Senate

Adrienne Foster

Administrative Services

John Oester

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

Betsy Regalado

- How to encourage faculty participation in accreditation self-study process.
- Spur more interest in faculty by identifying people with whom you come into regular contact and speaking with them personally to encourage them to contribute.
- In order to maximize our limited resources among a host of committees, Bob Sprague recommended blending / integrating committees with other committees. What if College Council were also the Accreditation Steering Committee to use as an example of what the college might do. This has already occurred with the incorporation into the Standard IV committee of the College Council Executive Committee and the recommendation to include the SLO Committee with the Program Review Committee
- Note the distinct charges of each committee, including Planning, Building Program Management, and Enrollment Management.
- Adrienne suggested that committees give a packet of materials that could be used as outcomes so that at the end of the year you already have information collected to be used for accreditation purposes. Melding of functions; handouts could be posted on website. Fran cited the template for committee effectiveness being used by the College Council, the Planning and Program Review Committees.
- Senate committees could be combined with others. Lloyd spearheaded this by when he set aside Curriculum Committee time for Standard II.A work.
- Converting handouts into PDF documents and put into Google Docs.
- Input from Planning Committee – recommendation to Technology Committee
- Bob asked Rebecca of the Planning Committee if they could collaborate with the Senate on committees, combining their accreditation work so that standing committees could absorb an accreditation task responsibility.
- A tool kit could be assembled of all recommendations received from the ACCJC. Every committee would get this tool kit so that everyone is on the same page and working towards the same goal.
- Rebecca suggested the college needs a handbook on accreditation incorporating these tool kits.

Standard III.C. Technology

This committee is still getting off the ground.

Vidya Swaminathan and Mary-Jo Apigo have agreed to serve as co-chairs of the Technology Committee.

The membership on Technology Committee hasn't been established yet and the committee needs to articulate what their mission and goals are.

III. Campus Surveys

Rebecca stated there are two basic surveys that the college should do:

- Student survey was done in spring 2009 – was scanned
- Campus Climate Survey for faculty – done every two years - online survey – Chronicle of Higher Education
- West could schedule these every other year; one year campus climate and one year student survey.

Accreditation Steering Committee Mtgs. 2009-2010 – Winlock Lounge
4th Thursday of each month from 2:30 p.m. to 4:00 p.m
2/25, 3/25, 4/22, 5/27, 6/24, 7/22, 8/26, 9/21, 10/28, 12/23



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

ACCREDITATION STEERING COMMITTEE

- A student survey of student engagement was suggested that asks students a multitude of questions such as their activities on campus, their financial needs and goals. Could be administered in the classroom which is a big commitment of time and imposition on instructors and students.
- Bob suggested taking a look at a survey produced by Chronicle of Higher Education and Planning – send out to Senate and AFT; needs to fold into what needs to be done and what our goal is. Look at response from around the table.
- Next campus climate survey may be done in spring of 2012.
- Both surveys could be conducted in 2011 with a break in 2012.

Rebecca mentioned that a Point of Service Survey are conducted regularly in Student Services and is an important tool to use in their annual program reviews. Bob Sprague suggested Academic Affairs take a look at the Student Services Survey and think about creating one.

The meeting adjourned at 3:18 p.m.

Accreditation Steering Committee Chair

Fran Leonard

Academic Senate

Adrienne Foster

Administrative Services

John Oester

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

Betsy Regalado

Accreditation Steering Committee Mtgs. 2009-2010 – Winlock Lounge
4th Thursday of each month from 2:30 p.m. to 4:00 p.m.
2/25, 3/25, 4/22, 5/27, 6/24, 7/22, 8/26, 9/21, 10/28, 12/23



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