

ACCREDITATION STEERING COMMITTEE MEETING
APPROVED Minutes
January 18, 2011
Winlock

Attending: Judy Chow, Allan Hansen, Henri Feiner, JoAnn Haywood, Sheila Jeter Williams, Fran Leonard, Lorraine Patriarca, Abel Rodriguez, Yvonne Simone, Bob Sprague
Additionally, for the workshop that followed this meeting: Betty Jacobs, Rose Marie Joyce

I. Those present provided updates on their standards.

Standard I – Fran reported that Rebecca has added to Standard I. The Standard I committee meets next Thursday, January 27th, at 2:30 pm to 4:00 pm in the PCR to go over the draft. The co-chairs hope to have a draft for the accreditation workshop scheduled for Tuesday, February 1st.

Standard II.A – Bob reports that there are seven substandards being worked on with Judith Ann and Ara taking the lead. He's seen the draft from Mark Pracher and Barry Sloan.

Standard II.B. The accreditation workshop group looked at a part of Standard II.B on January 10th. The workshop following this meeting will look at a recently revised version worked on by Yvonne.

Standard III.A and III.D were reviewed/assessed at the January 10th workshop with comments shared with the writers. Allan reports that he is working on III.B, Facilities, and hopes to have a draft by the end of this week. Fran reported that Meric is working on III.C Technology.

Standard IV – Olga submitted an outline.

II. Timeline. Second drafts are due the week after spring break, April 25th.

III. What We've Learned – from the January 10th workshop and thanks to Betty:

- A. Use active voice. Allow the subject to perform the action.
 - B. Use action verbs. Avoid adjectives and adverbs.
 - C. Identify each acronym the first time it is mentioned in the standard. For example, Los Angeles Community College District (LACCD). For this self study report, refer to "West" instead of "WLAC."
 - D. Cite the evidence for every claim in parentheses.
 - E. Employ language used in the standard.
- And from today's workshop,
- F. For each workshop, please use a laptop to take revisions and double-space the report, add a date in the footer to distinguish which draft version we are working with and add page #s.

Fran emphasized that we should make the report easy to understand and easy on the readers, that is, the members of the visiting team.

IV. Challenges

- A. Capture accurately the progress we have made as a college/institution since 2006, even as the financial picture has become more bleak. How does West address continuing challenges, honoring and using the governance processes we've worked on collectively/collaboratively? For example, how the Enrollment Management Committee helps in the thoughtful and collaborative process of reducing the number of sections in order to meet the FTES directives of the District.

Also, keeping in mind the **accreditation themes** of improved communication, continuous improvement based on thoughtful assessment and solid data – and incorporating these into the narrative throughout the report.

V. Future meeting dates for the Accreditation Steering Committee:
2/15, 3/15, 5/17 and 6/21.

In the workshop that followed, the group read through and provided comments/suggestions for revisions to Standard II.B. The next workshop is scheduled for Tuesday, February 1, at 1:00 pm to 3:00 pm in Winlock.