

ACCREDITATION STEERING COMMITTEE

Approved Minutes
Tuesday, October 19, 2010
Winlock Lounge – 1:00 pm

**Accreditation Steering
Committee Chair**

Fran Leonard

Mark W. Rocha

Academic Senate

Rod Patterson

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

Present: Celena Alcala, Adrienne Foster, Fran Leonard, John Oester,
Yvonne Simone, Rebecca Tillberg

The meeting was called to order at 1 pm by Fran Leonard, Chair.
Fran announced that Deborah Kaye or Yasmin Delahoussaye, Interim Vice
Chancellor for Educational and Instructional Programs and Institutional
Effectiveness could not make today's meeting due to another conflict.

1. *Minutes of the September 21, 2010 meeting.*

The draft minutes of the September 21, 2010 meeting were approved with
one correction: on page 2, under Standard III.C.-Technology, delete first
sentence, "Technology is the missing link for student surveys."

2. *Timeline ref: Self-Study Accreditation Timeline*

Vice President Bob Sprague has asked Fran if the timeline for accreditation
self study needs to be adjusted. The deadline dates of November 1, 2010
were the first choice preference for submitting the first draft of the self-
study. Discussion re: preparing for the deadline – a few people only need
to read it. Have first draft folder created in Google Docs for the committee
to review. Then post those sections that are ready for review and input.

3. *Updates on Each Standard*

Standard III. - Resources

Meric Keskinel, Hansel Tsai and MD Haque have something out now for
Standard III. items. After the committee reviews the first draft, announce
to Standard III.D. John Oester is waiting for the answer to, "How does
Academic Affairs cut sections?" John's section of his draft is pretty much
done. Karen Quitschau, Mark Pracher and Barry Sloan are working on a
section of Standard II.A.

Standard I. - Institutional Mission and Effectiveness

Rebecca shared a report on Standard I that Santa Monica College (SMC)
submitted. They weren't sanctioned but received recommendations.

Rebecca reported that she is outlining portions of SMC's report. Fran
emphasized brevity and clarity but with enough detail and evidence to

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explain things – make sure the evidence is relevant but explain and analyze it. Fran asked Rebecca if there is one college out of the five colleges which could serve as a role model that West could follow on writing the report. Rebecca stated West should develop a consistent style of writing. Mira Costa, Monterey Peninsula, and SMC are the colleges whose accreditation was reaffirmed most recently. Rebecca will email out the links to the five colleges that the ACCJC responded to for their recommendations. Fran will select someone to edit the final draft report.

Discussion followed of the college's planning process and how the educational master plan aligns with the college's goals and program review.

Standard II.B. and II.B.I. – Student Learning Programs and Services
Yvonne Simone reported that they just presented to Student Services Council and at the next meeting there will be a presentation of II.B.2. Rebecca will take what Accreditation Steering Committee has so far to next Monday's Planning Committee meeting on October 25th. John Oester said West will be 150 over CAP based on the sections that will be cut – which is 60 sections. John reported that the FTES projections is not extremely precise and is a delicate balancing act. There was discussion about District wide reserves. John shared a 2% growth for West with maybe half a million in reserves but that means West would have to cut sections and lay off classified staff.

Standard II.C. and II.D. – Library and Learning Support Services
Judy Chow reported that Ken Lin will be completing the first draft which is 50-60% done while Tim Russell is inputting. Ken Lin is doing surveys and Survey Monkey will be in draft form. There will be questions addressed to the college on how they liked the survey. A Campus Climate Survey will be done next spring 2011.

4. *SLOs* – Fran shared with the committee that there is a job description that has been written for the SLO Coordinator by the VP of Academic Affairs Bob Sprague. Judy Chow shared with the committee that Bob Sprague was working on a job description which could make up a full 1.0 assignment. Adrienne Foster reported that 0.4 was funded for this position and 0.2 was funded for Articulation Officer but the balance of each of those three things was not funded. This was sent to Betsy Regalado and forwarded to Dr. Joyce. West needs an SLO Coordinator as well as a Staff Development Coordinator.
 1. SLO Coordinator
 2. Articulation Officer
 3. Curriculum CoordinatorDistrict Academic Senate is covering 0.4 of Eloise's assignment
The average in the District for an SLO Coordinator alone is 0.6.

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5. *Information from Deborah Kaye – March 22, 2012 – Accreditation Site Visit –* Adrienne asked Fran if this date was the first choice for the site visit. Fran reported that this has been the preference and first choice for the week of March 22, 2012, allowing more time to prepare for the team visit and allowing for rest afterwards during spring break.

Fran asked committee members to serve on the visiting committee with ACCJC where members go through training and go on the visits and write a brief report. This is an intense four day visit between now and the visit of ACCJC. Dr. Joyce asked Fran to ask faculty and staff if they would like to serve on a visiting team. The commission pays for travel and food expenses. Anyone is invited to serve on a visiting committee and should submit their names to Dr. Joyce.

The meeting adjourned at 2:20 p.m.

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