

ACCREDITATION STEERING COMMITTEE

Accreditation Steering Committee
Approved Minutes
Tuesday, June 21, 2011
Winlock Lounge

Attending: Aracely Aguiar, Fran Leonard, John Oester, Alice Taylor,
Rebecca Tillberg

Guests: Ken Lin, Todd Matosic

- A. **Minutes of May 17, 2011** - the minutes of May 17, 2011 were approved as submitted.
- B. **Update from each Standard – co-chairs** – Fran Leonard requested Standards Committee Co-Chairs to please reference their evidence in the self-study so there will be clear identification. The Manual for Institutional Self Evaluation published in the Accrediting Commission for Community and Junior Colleges was distributed to members for reference.

Standard I – Fran reported that Standard I met yesterday, Monday, June 20, from approximately 9:30 am-12:30 pm in the PCR working through I.A. Alice Taylor assisted in editing the draft. The committee meets again this Wednesday at 1:00 pm in the PCR to look at II.B.

Standard II.A. – Aracely Aguiar reported that the group is working and making progress on its draft and is capturing the specific required evidence. Ken Lee has been assisting them. Aracely reported that all chairs have been evaluated by both deans in Academic Affairs. John Oester reported that the designated person to send all evaluation data to is Hansel Tsai in personnel.

Friday, July 15, 2011, is the deadline for all standards to submit their portions of the self-study draft with updates to be submitted to Fran and Dr. Joyce every Friday. There was discussion of administrators and faculty holding all day retreats to work on the self-study draft. These retreats are best held at the college as files and records may have to be retrieved from the campus. The retreats could be held on Friday or Saturday when there are fewer interruptions.

- C. **Report from Seaside Colleges Meeting at West June 16, 2011.** Fran distributed notes of that meeting. The letter of June 29, 2011 to Dr. Givens, Interim President, listing college recommendations from the ACCJC was distributed to members and the committee went over these since the comprehensive self-study must include progress on all recommendations. The committee confirmed that the responses to previous recommendations will be

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3rd Tuesday of each month at 1:00 p.m.
Sept 21, Oct 19, Nov 16, Dec 21, Feb 15, March 15, May 17, June 21

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Academic Senate

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Administrative Services

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Olga Shewfelt

AFT Staff Guild

Joann Haywood

ALO

Bob Sprague

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Research and Planning

Rebecca Tillberg

SEIU 721 Stewart

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Student Services

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located in one place in the self study report. To work on: History of the Institutions, Eligibility Requirements for Accreditation, all part of the final report.

Monitoring of evening classes is being conducted by the evening administrator on duty. Since this is a contractual obligation for faculty, this will be addressed at Flex Day to the faculty. Fran will share the complete list of previous recommendations with all steering committee members as well as with other committees such as Divisional Council.

Discussion on institutional SLOs followed. At the Seaside Colleges meeting. Harbor College currently has 96% of courses with SLOs identified and 52% of college courses have ongoing assessment. Todd and Ken Lin are working on making all SLO data available electronically. This documentation will be available to accreditation team members on a CD when they visit. Hyperlinks will be set to open in a new window so that one can go back to reading the report. For the self study, a CD that has the self- study report and evidence all linked together. Also noted: a demo of Sharepoint takes place at LA Valley College this Wednesday, June 22. Eric will attend for West and report to us. The report could be a Word PDF document with links to other PDFs. Fran announced she is working on the Board presentation scheduled for July 27 and welcomes help in preparing for this.

- D. **Course Assessment Template** - Todd Matosic, SLO Coordinator, shared a template which is an assessment instrument for instructors to submit institutional SLOS and program SLOs. Discussion ensued regarding curricular issues when doing SLOs. The committee discussed choosing one tool (exercise) that will cover all course SLOs for that course across sections. Note: SLOs are a faculty-led effort. Discussion of program SLOs, institutional SLOs, and stand-alone courses. Work on having every discipline represented on the Curriculum Committee. Michelle Long-Coffee and Clarissa Castellanos have set up a template to put on a new website for SLOs in time for the accreditation and team visit.
- E. **Preparing for Board Presentation** – Fran announced the meeting to prepare for the Board presentation will be held on Wednesday, July 6, at 1 pm. Vicky Nesia will check the availability of the PCR.
- F. Fran will also work with the Senate Exec Committee on Flex Day planning to highlight West’s self study report.

The meeting was adjourned at 3:20 p.m.

Next meetings: Wednesday, July 6, 2011, at 1:00 pm to prepare for the Board presentation of July 27, 2011. Materials due to Yasmin on Monday, July 18th.

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