

**ACCREDITATION STEERING COMMITTEE**

**Minutes**

July 17, 2012

11:30 AM, SSB 414

**Accreditation Steering Committee Chair**

Fran Leonard

**Academic Senate**

Adrienne Foster

**Administrative Services**

Ken Takeda

**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

**President**

Nabil Abu-Ghazaleh

**Standards' Co-Chairs**

**I**

Fran Leonard  
Rebecca Tillberg

**II.A**

William Bucher  
Judith Ann Friedman

**II.B**

Yvonne Simone  
Betsy Regalado

**II.C**

Judy Chow

**III**

Meric Keskinel  
Ken Takeda

**IV**

Adrienne Foster  
Olga Shewfelt  
Nabil Abu-Ghazaleh

Attendance

Member	Present	Absent
Nabil Abu-Ghazaleh	x	
Adrienne Foster	x	
Judith Ann Friedman	x	
Allan Hansen	x	
JoAnn Haywood		x
Fran Leonard	x	
Betsy Regalado		x
Abel Rodriguez		X
Olga Shewfelt		x
Yvonne Simone	x	
Bob Sprague	x	
Ken Takeda	x	
Rebecca Tillberg		x

Guests: Mary-Jo Apigo, Judith Ann Friedman, Kathy Walton

I. Commission's Action – July 2, 2012

Fran Leonard called the meeting to order at 11:30 a.m. and welcomed everyone to the meeting. Fran turned the meeting over to the president. Nabil gave an overview of the Commission's Actions and stated that the college has the fall semester to prepare and produce the follow-up report due by March 15, 2013. Commission representatives will also visit.

- II. Action Plans – Moving Forward – Fran passed out a handout titled "Actions for Accreditation Steering Committee – for planning cycle work groups, SLO, Library Review, Communication, Staffing Master Plan work groups – will be looking at Facilities and Technology Master Plans – discussed measurable goal setting. Tighten up questions for program review, refined assessments, asking people if they received a resource allocation request and how is that allocation request working for them? Have those resource allocations been effectively used? Strengthening validations and provide cross validations.

Meetings for 2012-13, in Winlock, 1:00 PM – 3:00 PM:  
July 17 (at 11:30 AM), Aug 21, Sep 18, Oct 16, Nov 20, Dec 18, Jan 15,  
Feb 19, Mar 19



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

## ACCREDITATION STEERING COMMITTEE

### Accreditation Response Oversight Group

Nabil spoke on restructuring of the current Planning Committee and reorganization of this process.

Fran asked the committee Olga Shewfelt's question of whether or not there is a need for a smaller oversight group for the Accreditation Steering Committee to be more effective or should the Accreditation Steering Committee remain as is?

### III. Recommendations' Working Groups

Standing committees as they exist would address the recommendations. There was discussion of past practices in selecting standing committees. There was expanded discussion of bringing in new people from the college who can become involved and join the mix to enhance each committee. The committee recommended using committees as a starting place. Those that are too big can become a smaller working group to focus on each recommendation. Nabil spoke on looking at the various committees to welcome new eyes with fresh perspectives to come up with more creativity and perhaps send out a personal invitation to them.

Ken Takeda, Chair of the Budget Committee, will link up with Rebecca Tillberg, Chair of the Planning Committee when she returns next month.

Fran urged all members today to please read sections of the evaluation report on the college website under accreditation ([www.wlac.edu/accreditation/index.html](http://www.wlac.edu/accreditation/index.html)) that addresses the particular part of your recommendation. Fran reiterated to the committee that based on today's discussion, each committee should work within their current structure to develop work groups that and add key individuals to those work groups utilizing the current structure. The working groups will report to Accreditation Steering Committee.

### IV. Faculty Chair, Accreditation

Adrienne Foster distributed a draft job description for the Faculty Chair of Accreditation to the committee and encouraged members to announce this position to interested faculty at West.

### V. Flex Day

Adrienne Foster announced that the faculty Flex Day will be held on Thursday, August 23, 2012 on the fourth floor, HLRC.

The meeting adjourned at 1:10 p.m.

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