Town Hall Meeting
MINUTES
for
For Thursday, April 22, 2010
2:30 – 4:00 pm
4th Floor, HLRC


Guest: Deborah Kaye, district Accreditation Liaison

I. The meeting was called to order at 2:30 pm on the fourth floor of the HLRC. Fran Leonard welcomed everyone attending and thanked those about to present and working on the self study report, along with those who arranged for refreshments for this Town Hall. She then introduced Robert Sprague, Vice President of Academic Affairs. V.P. Robert Sprague acknowledged and thanked Fran for her outstanding leadership as Faculty Chair of the Accreditation Steering Committee for the college. Fran reported that Dr. Rocha has requested that everyone at West become knowledgeable about the accreditation process and to sign off on the self-study.

II. Deborah Kaye, district liaison for accreditation, was introduced by Fran to the committee. Deborah has worked with Gary Colombo on accreditation since 2005 and has been a tremendous help with colleges on every phase of accreditation.

Deborah gave a PowerPoint presentation of why the college needs accreditation:
1. Students can receive federal financial aid
2. Credits will transfer
3. Provides assurance of quality to public
4. Chance to look at our processes and improve the way we function
She noted that ACCJC is our accrediting agency.

Key Elements in Process:
- Participation by all groups
- Dialogue to solicit input
- Brevity and clarity should characterize the report
- College evidence
- Everyone should be familiar with self-study and planning agendas
- Make sure everyone has a chance to provide input

Deborah also emphasized that standards committees should not answer the questions in the ACCJC’s publication, “Guide to Evaluating Institutions” booklet – copies of which were made available, but should respond, instead, to the actual standard and substandards.

2010 Committee Meeting dates – the 4th Thursday of each month @ 2:30 pm to 4:00 pm in Winlock
She also recommended that we not state, "We meet the standard," since this is to be determined by the Commission, and instead to say, "We are making progress in meeting the Standard."

Fran went over the handouts distributed. The Board of Trustees will meet here at West and the newly developed college's mission statement will be submitted for Board approval.

III. Standards Committees – Progress Reports
Standard I.B. – Institutional Mission and Effectiveness
Rebecca Tillberg, Dean of Research and Planning, gave a presentation on the resources now available for all the self-study groups.

1. GoogleDocs is a website where everyone can share, edit, save, and download documents in a secure online environment. GoogleDocs allows standards committees to store documents for evidence and keeps track of all revisions made. It also allows everyone to work on self-study groups collaboratively. Mary-Jo Apigo, Juan Chacon, and Leo Calderon will be holding training workshops for everyone who is working on the self-study. Standard I has already been trained with Standards II.A. and II.C. scheduled for training for this online resource. Each standards committee will have folders and sub-folders to set up in which to store their documents.

2. A major resource for evidence is now available on the college website. Click on → Faculty & Staff → Office of Research and Planning, which is a major resource for evidence. Fran thanked Rebecca for all her work in creating this website and for her help with GoogleDocs.

Standard II.B. – Student Learning Programs and Services
Yvonne Simone, faculty co-chair for Standard II.B. working with co-chair VP Betsy Regalado, distributed handouts and shared the committee's strategy on and timeline for responding to Standard II.B.

Standard II.C. – Library and Learning Support Services
Judy Chow, co-chair of Standard II.C., meets every other Monday form 3-4 pm in HLRC-316. The Committee is developing a survey that will go out in May and will measure library support services for students.

Standard III – Resources, co-chaired by VP John Oester and Meric Keskinel, the faculty co-chair
Standard III.A. – Human Resources – meets every Monday morning.
Standard II.B. – Physical Resources – has met twice now and received leading questions
Standard III.C. – Technology Resources – has met twice and is making good progress
Standard III.D. – Financial Resources – meeting regularly and making good progress
Standard IV – Leadership and Governance – co-chairs: Olga Shewfelt, Rod Patterson, Dr. Rocha

Olga Shewfelt, co-chair, reported this committee is considering to send out a campus climate survey in fall 2010 upon consultation with Rebecca Tillberg. Members of this committee are attending college committees and evaluating them as to whether or not they keep agendas and minutes of every meeting and the general conduct of meetings. There has been improvement in participation in college committees from faculty and staff, and participation from various unions has also improved. The ASO president has agreed to serve on this standard.

The minutes of March 25, 2010 were approved as submitted.

IV. Vision Statement for West
Fran led a discussion of a vision statement for the college. The handout provided included Vision Statement Guidelines, Summarizing Your Vision in a Powerful Phrase, along

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with suggested vision statements received as of April 19, 2010. Fran noted to the group that the content of the vision statement should be what the college aspires to becoming as a community college, "a vivid, idealized description of a desired outcome that inspires, energizes and helps create a mental picture...on the desired outcome of the institution...Vision statements are often confused with mission statements, but they serve complementary purposes."

Fran reminded the group that the Planning Committee will meet with Rebecca Tillberg next Monday, April 26, at 1:30 pm in Winlock Lounge and invited anyone who is interested to attend. Fran urged all members of the standards committees to brainstorm this weekend on the vision statement so they can provide their input to the College Council on Thursday, May 6, at 1:00 pm in Winlock Lounge.

The meeting adjourned at 4:00 pm.