



**Accreditation Steering Committee Meeting
MINUTES
for
Thursday, January 28, 2010
2:30 pm – 4:00 p.m., Winlock Lounge**

Present: Celena Alcala, Mary-Jo Apigo, Linda Clowers, Sheila Jeter-Williams, Fran Leonard, Ken Lin, Karen Quitschau, Rod Patterson, Betsy Regalado, Mark Rocha, Yvonne Simone, Bob Sprague, Lloyd Thomas, Rebecca Tillberg, Geneat Walton

- I. Introductions, Purpose of Accreditation, Timeline
The meeting was called to order at 2:35 p.m. by Fran Leonard, Chair. She welcomed everyone and thanked them for their interest and participation. Dr. Rocha then spoke with the committee about the purpose of accreditation and pointed out what has worked for West since its last comprehensive self study: actions that show progress in addressing the standards and recommendations that go beyond mere compliance. He also said that at the Board's Student Success Committee meeting the previous day, West has already taken significant actions, including the review of the college's mission statement, which the Steering Committee now undertakes and will move forward to completion. He reiterated that a goal is to have all full-time faculty and staff sign-off on the self study report as a matter of record.
 - A. Timeline – Fran passed out copies of the timeline which had been presented the day before to the Board, along with the membership of the Steering Committee and the co-chairs of the standards committees. A number of items on the timeline have already been completed. The mission statement input has been received by the Accreditation Steering Committee which will work on it with the full standards committees' membership at the next meeting scheduled for February 25, 2010. **TASK:** Approval of the mission statement is slated for May 26, 2010, the day the Board of Trustees meets at West.
 - B. Added to the timeline are surveys. **TASK:** Rebecca Tillberg will bring to the committee a list of surveys to be conducted, along with a timeline.
- II. What We've Learned
Fran passed out copies of good practice, culled from work over the past few years on two Progress Reports and the Focused Midterm Report.
- III. A concerted effort to recruit a broad and deep base of participants in the self study is a continuing effort. This addresses the need to transition to new leadership and also affords mentoring and support to those new to the ongoing self study process. Names submitted from the Joint Council meeting in December were shared with the committee. The committee will also focus its efforts to engage students through ASO.

- IV. Organizing the Self Study
- A. Meetings for the Accreditation Steering Committee are set for the 4th Thursday of each month at 2:30 p.m. to 4:00 p.m. If these meetings do not take the entire time, the additional time can be used by the standards committees as they work to respond to their particular standards and recommendations. Co- chairs may schedule additional meetings of their committee, as needed.
 - B. Training sessions will be scheduled and regular communication are essential to the self study process. Accreditation has been and will continue to be a regular agenda item for constituencies' meetings. Resources for all standards co-chairs are available at the ACCJC.org website, including the Self Study Manual, the Accreditation Reference handbook and Guide to Evaluating Institutions. Posted at West's accreditation webpage are the 2006 Self Study, the two subsequent Progress Reports and the 2009 Focused Midterm Report. Those involved in this self study should familiarize themselves with these documents.
 - C. Evidence/Documentation
 - 1. The committee looked at the webpage of Student Services documents are compiled/collected. Fran and Rebecca have been working with Nick Dang on a documents repository, to be acquired soon, with training to be provided.
 - D. In addition to writers, additional resources should include a technical support group.

The meeting adjourned at 3:50 p.m.

Next meeting: Thursday, Feb. 25, **4th floor HLRC**