

ACCREDITATION STEERING COMMITTEE

Minutes

Sept. 18, 2012

1-3 PM, Winlock

Accreditation Steering Committee Chair

Alice Taylor

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**Bill Bucher
Judith Ann Friedman**II.B**Yvonne Simone
Betsy Regalado**II.C**

Judy Chow

IIIMeric Keskinel
John Oester**IV**Adrienne Foster
Olga Shewfelt
Nabil Abu-Ghazaleh

| | Present | representing | Working on Rec | |
|------------------|---------|------------------------------|----------------|-------|
| | | | 2012 | 2006 |
| Fran Leonard | x | College Council | 1, 2, 7 | 4, 13 |
| Judy Chow | x | Library | 6 | |
| Adrienne Foster | x | Senate | 3 | 13 |
| Yvonne Simone | x | Co-Chair 2B2 | | 13 |
| Celena Alcalá | x | Betsy Regalado, co-chair 2B2 | | 13 |
| Mary-Jo Apigo | x | SLO committee | 3, 4 | |
| Rebecca Tillberg | x | Research and Planning | 1, 2, 7 | |
| Bob Sprague | x | Academic Affairs | | |
| Alice Taylor | x | Accreditation Chair | | |

- I. Minutes of August 16 were accepted as drafted.
- II. The timeline presented to the Academic Senate on Sept. 11 was reviewed and updated. Nov. 30 might be a better date for the Leadership Retreat than Dec. 12. It would be useful if the retreat included breakouts on Program Review and SLOs.
- III. The committee revised the draft parsing of the 2012 recommendations, resulting in the attached document.

RE: Rec 1, Celena undertook to check that the goals in the Student Service Plan have measurable goals. Rebecca noted that the Program Review process will require measurable outcomes for each plan, and validation.

RE: Rec. 3, Mary-Jo estimated we have 405 courses to evaluate using SLOs this semester.

RE: Rec 4, Celena stated that Student Service Outcomes align with 6 institutional SLOs and that departments are measuring 2 per year.

RE: Rec 6, Judy noted that a district-wide ebook and journals subscriptions are being considered.

RE: Rec 7, Rebecca noted that we have not set up a process for making budget reductions during the course of a year. Is this an administrative decision or one that required shared governance input? She also noted that the new Program Review instrument asks what resulted from the funding of last year's requests, and from the denial of funds. Also, "What would you do to reduce your budget by 5%?"

Meetings for 2012-13, in Winlock, 1:00 PM – 3:00 PM: Nov 20, Dec 18, Jan 15, Feb 19, Mar 19

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West fosters a diverse learning community dedicated to student success.



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IV. The committee reviewed the documents requested for the Oct. 1 LACCD Institutional Effectiveness Committee.

V. **Noticed motion:** The Accreditation Steering Committee recommends that the college proceed immediately with the hiring of the Research Analyst recommended in last year's planning and budgeting cycle, including the College Council. Addressing the ACJCC's recommendations will require the use of focused data, and West does not have sufficient staff to provide even the minimum amount of data required. **Passed unanimously.**

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