



**West Los Angeles College District  
Campus-wide Governance Committee  
Self-Evaluation Form**



**Committee Name:** Accreditation Steering Committee  
**Committee Charge (Summary):** The Accreditation Steering Committee of West Los Angeles College provides leadership for the college’s accreditation efforts in the following ways:

- Review the ACCJC Accreditation Standards
- Encourage and promote dialogue across the college on student learning and institutional effectiveness.
- Communicate information on accreditation to the college constituencies and community.
- Facilitate the organization and structures for accreditation reports.
- Oversee the preparation of accreditation reports.
- Establish guidelines for the cataloging and maintaining of evidence to support accreditation.
- Plan, facilitate and prepare for accreditation team visits to the college.

**For Academic Year: 2012-2013**      **Date of Self Evaluation: September 9, 2013**      **Disposition of Recommendation**

Month	Meeting Date(s)	# of Members Attending	Agendas posted in advance?		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting	Disposition of Recommendation
			Yes	No	Yes	No		
June	none							
May	21	6	yes		yes		Updates for president to present to ACCJC in June Recommended motions to Academic Senate and College Council seeking continued assessment of SLOs and Student Services SLOs	Motion adopted by Senate May 28
April	none							
March	19	8	yes		yes		Preparation for visit, including planning visualization workshop and SLO symposium Key Assertions reviewed Update for visiting team begun	
February	19	8	yes		yes		Statement of Report preparation—depended on standing committees Revision of Rec 6 response, noting funds used Timeline for Report prep, including Board Institutional Effectiveness Committee Feb. 20	

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January	15	11	yes		yes		Timeline for BoT to receive a the Follow-Up Report March 6 Assignment of members to fill gaps in the Report. Place of Program Review validation in Report Facilities planning issues: horizons for plans, role of needs assessment	
December	None							
November	20	3	yes		yes		Draft responses to Recs 1, 3, 5, and 6 Leadership Retreat planning Update committee letterhead to reflect rec. working groups rather than standards committees.	
October	18	9	yes		yes		Discussion of use of District one-time Accreditation funds Leadership Retreat possibilities: SLO assessment? Review of RP Group Student Success Conference	
September	18	9	no		yes		New Faculty chair Each committee member assigned to one or more recommendations Timeline for Follow-Up Report Set Recommendations discussed to arrive at an agreed interpretation Committee recommended that a research analyst be hired.	Researcher position approved and filled.
August	16	11	no		yes		Facilities Committee work on goal-setting (Rec 1) Senate SLO Committee being formed (Rec 3 and 4) Planning Committee work on (Recs 1,2 and 5, with help from Budget and Tech Committees) Library Work Group for Rec. 7 New chair selection under way.	
July	17	8	yes		yes		Response to Warning by ACCJC, addressing library, Communication, planning, and program review. We will use college sanding committees. Need to restructure Planning Committee. Draft job	

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							description for Accred. Faculty Chair
Average Attendance							
Major Committee Accomplishments & Achievements in Past Year		Oversaw the production of the Follow-Up Report; West was removed from sanctions. Encouraged crucial work on SLOs, Program Review, budget prioritization and planning.					
Major Obstacles/Problems with Committee Function		Very short timeline.					
Recommendations for Improving Committee Process/Efficiency		Communicate more closely with all campus governance bodies and committees to encourage their work on accreditation issues. Propose an agenda template for all college committees including an item for accreditation at each meeting.					
Committee Goals (If Appropriate) for Coming Year		Raise awareness of Standards with all campus committees Prepare to produce the 2015 Midterm Report focusing on Recommendations of 2012 Finish draft of Midterm Report by December 2014, for Spring 2015 visit Work with Board of Trustees to establish timeline to receive Midterm Report					

Chair/Co-Chair Signature:

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Alice Taylor

Chair/Co-Chair Name:

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			Yes	No	Yes	No	

Chair/Co-Chair Signature:

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Robert Sprague

Chair/Co-Chair Name:

Members:

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 Campus Representative: Abel Rodriguez  
 Student Services: Phyllis Braxton

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