Minutes

Aug 12, 2013
3-4:30 PM, VPAA office

Present: Alice Taylor (chair); Bob Sprague; Adrienne Foster; Rebecca Tillberg; Mary-Jo Apigo

I. Minutes of May 21 approved

II. 2013 Follow-Up Results: Congratulations and thanks all around!!

III. Next report: Alice explained that while the Commission has instructed us to prepare a Midterm Report, to be accompanied by a visit in Spring 2015, it is also moving forward with plans to have all the LACCD colleges do their Self-Evaluations and visits at the same time. Yasmin Delahoussaye suggested that they phase this in, with some colleges, including West, having the visit in Fall 2015. Perhaps we will hear about a definite date at the District Planning and Accreditation Committee meeting on Aug. 16. Regardless of the dates, we have work to do, as the Midterm Report is to address all the recommendations from the 2012 visit. Plans discussed:

a. Engaging Faculty—Alice gave a sample of her flex day workshop on using Reading Apprenticeship routines both to introduce faculty to this pedagogy, and to begin acquainting them with the standards. Further suggestions included:

- Town Halls where Nabil and Adrienne could seek faculty and staff input.
- An Accreditation Newsletter, featuring position papers in which we lay out preliminary responses to the standards, inviting elaboration and dissenting voices.
• Interviews or focus groups to elicit positions on the standards.

b. Engaging Committees—We discussed ways of getting the standing committees to take ownership of parts of the standards, including:

• At Academic Senate, College Council, and Divisional Council, introduce the concept.

• Work with chairs to identify possible parts of the standards and to include the language of the relevant standards in agendas and minutes.

• Provide each committee with a set of matrices like the one shared at DPAC in July, showing the language of the standard, guiding questions (perhaps from the ACCJC’s Guide to Evaluating Institutions or from ...), and DOA requirements, with places for the committees to record evidence.

We reviewed the College’s committees, noting these:

Division Meetings
Facilities
Administrative Council
Educational Master Plan workgroup
Resource Development
PIE, including Program Review
Athletics
ASO
International Education Stakeholders Group
Technology
Budget
Curriculum
SLO
Professional Development Staff Development
EPSC
FPIP
Academic Rank
Work Environment
Transfer
Student Success
AtD
Transfer
CTE

Advisory Committees

Meetings for 2013-14, in Winlock, 3:00 PM – 4:30 PM: Sept. 9, Oct. 14, Nov. 11, Dec. 9, Jan. 13, Feb 10, Mar 10, April 14, May 12

West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.
Committee recommendation to the Academic Senate:
Each Academic Senate committee systematically consider the implications of its work for accreditation reporting. The Accreditation Steering Committee will provide matrices of standards and guiding questions and recommends the inclusion of relevant standards in agendas and minutes.

Committee recommendation to the College Council:
Each college committee systematically consider the implications of its work for accreditation reporting. The Accreditation Steering Committee will provide matrices of standards and guiding questions and recommends the inclusion of relevant standards in agendas and minutes.

c. **Documenting work**— In order to be more useful to the College, as well as to the accreditation effort, all these committees should Email and Post the agenda three days in advance of the meeting; post draft minutes within three days after the meeting; and post approved minutes within a day of the meeting at which they were approved. A librarian (and appropriate classified library staff) should order the current accreditation archive and create a finding aid, as well as assist in creating a digital archive of evidence.

d. **Committees** to do the evaluation and writing of the report might be assembled of members of the standing committees which recognize their roles in the various standards. This might help break up silos.
IV. Steering committee membership. The committee asks the College Council to take this up at its next meeting.