

**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**

Shalomon Duke

**President**

Nabil Abu-Ghazaleh

**Workgroup leaders**

**Recommendations 1 & 2**

Rebecca Tillberg

**Recommendations 3 & 4**

Mary-Jo Apigo  
Todd Matosic

**Recommendation 5**

Kathy Walton

**Recommendation 6**

Kathy Walton  
Judy Chow

**Recommendation 7**

Rebecca Tillberg

**2006 Recommendation 13**

Adrienne Foster  
Olga Shewfelt

## 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.

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ACCREDITATION STEERING COMMITTEE

- 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

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ACCREDITATION STEERING COMMITTEE

Foundation Skills  
SB1456/Matriculation  
1st Year Experience, Bridge Programs, and Learning Communities

Student Services Council  
Academic Affairs Council  
Distance Education  
College Council  
Divisional Council  
Administrative Services  
Facilities Committee  
Foundation  
Outreach Committee  
Homeowners Association Meeting  
President’s Circle

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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.

Workgroup leaders

Recommendations 1 & 2

Rebecca Tillberg

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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.

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## ACCREDITATION STEERING COMMITTEE

- IV. Steering committee membership. The committee asks the College Council to take this up at its next meeting.

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