

Accreditation Steering Committee Meeting
DRAFT Minutes
for
Friday, September 19, 2008
11 am - 1 pm
4th Floor, HLRC, 4D

Participants: Ara Aguiar, Mary-Jo Apigo, Judy Chow, Isabella Chung, Gary Colombo, Eloise Crippens, Nick Dang, Joann Haywood, Betty Jacobs, Lawrence Jarmon, Fran Leonard, Rod Patterson, Mark Rocha, Yvonne Simone, Bob Sprague, Lloyd Thomas, Sheila Williams

- A. Fran called the meeting to order at 11:15 am.
- B. After introductions, Gary Colombo went through salient points in one of the handouts he brought, including the LACCD Accreditation Calendar, showing accreditation activity in 2009 for *all* 9 colleges. This ranged from program reports with visits to midterm reports to accreditation site visits.

Gary spent time explaining the probationary status of LA Southwest College, sharing with us the meeting with the ACCJC's Barbara Beno and Jack Pond re. LA Southwest's report. He emphasized the "2-year rule" applied by the Commission to colleges regarding any previous recommendations made. The Commission members are provided the reports on all previous recommendations to refer to in order to determine how much progress has been made by any college. According to Gary, it is "always up to the Commission to interpret" whether sufficient progress has been made by any college. Thus, colleges should indicate timelines for any actions and monitor their implementation as well as keep meeting minutes, committee membership, etc. as evidence/documentation to back up any claims of progress, i.e. "outcomes," plus making sure to directly address each part/the gist of the recommendations. Of approximately 130 community colleges in the Western Division, about 40 have been put on sanction by the Commission.

- C. The group then spent time on each recommendation - 14 college recommendations and 2 District ones. Each deserves its own report, but reference can be made to a related recommendation, i.e. Budget Plan, Planning and Budget and Financial Stability.
 - 1. Re. planning, Gary says the Commission is looking to see whether the college as "closed the loop" with regard to planning. Include a list of *all* plans at the college, including but not limited to the Educational Master Plan, the Student Services Plan, Faculty Hiring Plan, Technology plans, budget plans. Do each of these follow a rational planning process? Show the links between Budget committee minutes and the strategic plan so that it is clear how budgeting priorities are decided. Then, demonstrate "sustainability" by indicating forms such as budget request forms, etc. Unit planning is more than budget requests; it should also show a direct link through program review to longer-range planning.

Discussion followed on program review - annual vs. comprehensive in order to further distinguish between annual budget/resource requests and longer-range planning. He also indicated that the District could consider providing colleges with the requisite data - i.e., core indicators of institutional effectiveness - to be looked at as part of the program review process. These include measures of Access (entering status, units attempted, primary language, etc.); student success and educational excellence (fall-to-spring persistence, ARCC measures,

such as basic skills improvement, degrees and certificated awarded, transfers, etc.; and institutional efficiency: FTES/FTEF by academic, career/technical & basic skills, average class size (WSCH/WFCH), for example.

2. Re. campus climate (Recommendation 1) Fran mentioned that West will survey faculty, staff and administrators the second week of October. Gary suggests comparing the results with a previous campus climate survey, if possible. Eloise asked whether the Women's Faculty lunch is pertinent as evidence; it is. She also noted that West has made progress but there will always be "one or two who will never be satisfied." Rod mentioned that Pat Siever had asked about the ethics statement from the Leadership Retreat two years ago. Fran had also heard from Pat and had asked her to propose an action to be considered by the College Council. Dr. Rocha wants ethics to mean more than mere platitudes to, for example, "how the college (everyone at West) deals with the ethics of those who do not fulfill their professional responsibilities - such as the developing and assessing of course/program SLOs?"

Other "informal" kinds of evidence might be focus groups/brown bag lunches.

3. SLOs - Gary recommended West's SLO website and cites it as an example to other colleges in the District. Data includes actual #s of courses/programs and a timeline for each course/program assessed. Ara indicates that dental hygiene has taken SLOs through the rubric, using a software available for dental hygiene to calibrate the effectiveness of their assessments. In order for West to conform to the "systematic" assessment of SLOs called for in the Accreditation standards, Gary suggested we create a grid showing how each Division plans to assess selected courses (certainly not all courses) during each semester. This grid should cover 2-3 years.
4. West has achieved and maintains a balanced budget the last 2 years after several years of a deficit. The VP of Administrative Services has developed and is asking for input on an annual planning/budgeting calendar that includes Budget Committee meetings, program review and unit planning and aligning these with the District's budget process/calendar.
5. Re. Planning and Budget, West's web-based program review is keyed into the college's Educational Master Plan. Gary suggests a "Jubilee Model" for comprehensive program reviews undertaken college-wide one year. He also suggests focusing on showing that strategic thinking and robust dialogue has and is taking place.
6. Recommendations #8 and #9 should show numbers/data as evidence to support claims.
7. Dr. Rocha passed out the charge and composition of the Technology Master Plan Committee, tasked to the Senate through its Educational Policies and Standards Committee, along with its central principles - an emphasis, *not* on infrastructure, but on SLOs, the Educational Master plan and primarily academically driven. Gary recommends contacting Cebod Kumar, LA Strategic Planners about emerging technologies and sending folks to the CCLC Conference in November, especially the RD Group Day, for great information on planning, program review, etc.

8. Re. Recommendation 7 on Library Resources, Judy Chow reported a comprehensive inventory of library holdings is taking place, but a problem with the security system, which Dr. Rocha wants to fix "this week-end."
9. Gary also shared with us information on the District Recommendations, including The District/College Functional Map of September 2008, the District Office Outcome, the Core Indicators of Institutional Effectiveness, Enrollment Management Prototype, Class Size Distribution and the draft on the unfunded liability for retiree health care.

The meeting adjourned at 1 p.m.

Handouts: Updated Recommendations' Grid, dated Sept. 18, 2008; Updated Recommendation 6 grid (thanks to Betsy and Yvonne), Accreditation Focused Midterm Report and Timeline, showing a change in meeting date for the Accreditation Steering Committee, from Nov. 28th to Dec. 12th, 11 am in the PCR; draft Planning and Budget calendar (thanks to John Oester and Isabella Chung) and the ACCJC Rubrics for Program Review, Institutional Effectiveness and Student Learning Outcomes.

Future mtgs: Thursdays, 11:30 am, PCR - Nov. 20, 11:30 am, Dec. 28, Jan. 15, Feb. 19