TO: WLAC Faculty, Staff
CC: ASO
FROM: Mark W. Rocha, President, West Los Angeles College

As agreed at our last Accreditation Review Meeting of August 17th, I have made the approved changes to the original draft proposal we reviewed and discussed at that meeting. This document was formally approved by us for distribution to faculty, staff and students.

I am very grateful to these colleagues for their attendance and participation on August 17th that helped to finalize this document and this process that we will use to prepare the progress report due to ACCJC on March 15, 2007: Fran Leonard, Eloise Crippens, Edward Pai, Adrienne Foster, Yvonne Simone, Patricia Siever, Aracely Aguiar, Vera Brodetskaya, Maria Mateo, Olga Shewfelt, Cathy Froloff, Lloyd Thomas, Nikki Jacobson, Rodney Patterson, Isabella Chung, Hansel Tsai, Chuck Amango, Allan Hansen, Marie Montour, Nick Dang, Paul Stansbury.

Progress Report Process

1. **Recommendation Committees.** The existing Standards Committees for the Self-Study have been converted into working “Recommendations Committees” that will focus on progressive actions for each of the six key recommendations. The idea is that we will begin with Chairs pro-tem of the Recommendations Committees who will be charged with forming each committee. The basic charge of each committee will be to perform rather than to confer and write. That is, each recommendation committee will identify specific actions that can be taken in the Fall semester to address the substance of the Commission’s recommendation so that the final progress report is written in the past tense, e.g. *We did this...*
   a. Proposed Recommendation Committee Structure
      i. Committee for Recommendation #1 and #13 (Governance, etc.) Co-chairs pro-tem: Eloise Crippens, Olga Shewfelt.
      ii. Recommendation #5 and #4/2000 (Planning, etc.) Chair pro-tem, Fran Leonard; Vice Chairs pro-tem: Nikki Jacobson, Lloyd Thomas.
      iii. Recommendation #6 (Staffing, Counseling, etc.) Co-chairs pro-tem, Yvonne Simone, Paul Zolner.
      iv. Recommendation #9 (Employee Evaluations) Co-chairs pro-tem, Rod Patterson, Bob Sprague.

2. **Steering Committee Pro-Tem.** Members: College President, Academic Senate President, AFT Faculty Guild Chair, AFT Staff Guild Chair, Accreditation Self-Study Faculty Chair, Accreditation Liaison Officer, ASO President or designee. Charge: To be the continuing leadership group to supervise policy and procedure, e.g., the search for a compensated faculty chair, the appointment of an editing committee, etc. The Steering Committee recommends policies and appointees to the College President for final approval.
3. **Accreditation Liaison Officer.** First, a big ‘thank you’ to Alice Taylor for serving in this important role for the self-study. Moving forward, the ALO is normally an uncompensated administrative position whose primary functions are to serve as the external liaison to the ACCJC and as the college president’s operations liaison to the accreditation and progress report process. Because the ALO has the responsibility to serve as the clearinghouse and information conduit and because of the need for continuity over the seven year cycle, on most campuses the ALO is an administrator and appointee of the president, most often the VPAA. Dr. Paul Stansbury, VPAA, will be West’s ongoing ALO. With appropriate support from the president’s office, the ALO will develop a standard template for committee minutes and will serve as the “clearinghouse” for gathering and distributing minutes on website.

4. **Continuing Faculty Chair.** Fran Leonard will continue through the Fall semester as Accreditation Faculty Chair with a minimum .2 reassignment so that there is no gap in the work on the progress report. A big ‘thank you’ to Fran for her commitment to this crucially important work.

5. **Standing Faculty Chair.** The BOT and the Chancellor have issued guidance that each college should appoint a standing Accreditation Faculty Chair as a permanent position that is compensated and evaluated by the president. The Steering Committee will draft a specific job description with proposed duties and compensation. An open call for nominations and applications will be issued in the Fall. All regular faculty are invited and warmly welcome to apply for this position. The Steering Committee will serve as the search committee. (Any committee member who is a candidate will be recused from the committee.)

6. **Meeting Schedule**  

   *Time and location TBD.*

   - **August 31**  Flex Day. Review of Progress Report Process with Faculty.
   - **Sept 7**  Recommendation Committee Chairs meet with committees.  Deadline for formation of recommendation committees.
   - **Sept 21**  Review Meeting of all Committee Chairs with Steering Committee.
   - **Oct 5**  Individual Committee Meetings
   - **Oct 19**  Review Meeting of all Committee Chairs with Steering Committee.
   - **Nov 2**  Individual Committee Meetings
   - **Nov 16**  Review Meeting of all Committee Chairs with Steering Committee.
   - **Dec 7**  Final review and launch of tasking for writing and production of report.

   *Note: Chairs may call additional working meetings.*

   - **Jan 24, 2007**  Deadline for final Progress Report for WLAC review and signatures.
   - **Feb 13, 2007**  Deadline for submission of Progress report to BOT for approval.  Report also goes to BOT Planning and Student Success Committee.
   - **Mar 15, 2007**  Progress report Due to ACCJC.