
ACCREDITATION STEERING COMMITTEE
CC4, 9:30 a.m. – 11:30 a.m.

Present: Michael Allen; James Armstrong; Cathy Brinkman; Pat Flood; Madelline Hernandez; Mary Louise Mendoza; Leslie Milke; Monica Moreno; Dr. Monte Perez; Joe Ramirez; Zoila Rodriguez-Doucette; Dennis Schroeder; Daniel Villanueva.

Absent: Angela Echeverri; Sarah Master; Darlene Montes; Michael Griggs; Hanh Tran.

Guest:

1. Minutes (July 11) – Approved

2. President’s Report
   Handed out a matrix Perez has been working on where he has added a “status of action steps” and “outcome/deadline.”
   For recommendation number 1 “Mission statement”, he would like every shared governance committee to put the Mission Statement on their agenda for discussion and approval and the task to be completed by December 2013.
   Dr. Perez reported that Dr. Matthew Lee has a pretty good grasp of what we need to do to get to institutional effectiveness. It is important to bring the campus together as a whole to ensure inclusion. We are looking to hire a research analyst to help ensure that we are able to meet all of the recommendations that need to be institutionalized. We need to ensure that processes are in place - Accreditation is not over after the progress report is completed.
   Dr. Lee’s report/recommendations will be completed on August 23rd. Technically we are working from now up to the progress report is done and continue on until the visit. Dr. Lee has been asked to assist in writing the mid-year review report.
   Student Services are tasked with having deep discussion about the effectiveness of services. MIS reporting will effect funding.
   The board is promoting a model being presented from the presidents for annual allocation for accreditation. Yasmin Delahoussaye will be the new president at LA South West College, therefore a new Associate Vice Chancellor of Institutional Effectiveness will be hired and will do accreditation full time. District is hiring a few new people including a Dean of Student Success initiative and a Public information officer as well as an internal audit person. Miguel Santiago’s #1 priority is accreditation.

3. ALO’s Report
   M. Allen handed out the ACCJC News/letter. Page 9 outlines the new standards. Villanueva and Ramirez state it is aligned with Student Success initiative.

4. Accreditation Updates
   a. Self-Evaluation – Please review the document available on the o-drive and forward any recommendations by next Friday (8-16-13). We will conduct the evaluation at the September meeting.
   b. Classified Support - We urgently need clerical support to assist with ASC meetings, including taking minutes, posting, invites for outlook, overall prep for the ASC meetings. M. Allen and Dr. Perez will talk about this and report back by the end of the week 8/9/2013.
   c. Charter/Membership (Villanueva, Hernandez) -- the charter was approved by College Council and will be posted on the website.
5. **Progress Reports (Vice-Presidents)**
   a. AIPs and Recommendations – updates have not been posted on the O-drive.
   b. Collegiality Theme Team -- D. Montes and L. Milke are working on a presentation. The Team is reaching out to the campus leadership to find out what they are doing or how they can get involved to promote collegiality.
   c. Research/Data Theme Team -- Support from the president is needed to begin meeting for PROC. It went to College Council and was approved. M. Allen recommended that we wait for Dr. Lee's report before PROC meets. We need to get the validation processes inline, S. Master is developing these packets for validation, and outcome and achievement data to develop bench marks. Outcome data on learning. We need to work on ILO's and PLO's how we create an evidence based thinking culture. Outcome based culture.

6. **Flex Day (Montes, Milke)**
   M. Allen and L. Milke created an agenda and M. Allen will draft a letter to send out to faculty. They are planning a lighter flex day that focuses on reenergizing the faculty, including having faculty jot down ideas for goals for the year during lunch. There will be a Collegiality presentation on what collegiality is, video clips and encouraging committees and constituents to support collegiality and asking them, “how people can be accounted for not being collegial.”

7. **Communications (website/SharePoint/O-drive)** -- There will be folders in the O-drive. A folder will be there for the recommendations and AIPs, both with track changes. You can make changes to these documents in the folder. We have SharePoint and this can be used for working documents as well, with a private or public setting. The O-drive is only available from hard-wired computers at work, but SharePoint can be done off campus.
   We need to assist with the campus and community in understanding what the recommendations from ACCJC are, that “warning” is the lowest of the sanctions and what this status really means. West LA has a user-friendly webpage. President Perez stated that the Welcome letter from president welcoming students back will include accreditation information.

8. **Upcoming Meeting schedule**- September 18th – we will meet the third Wednesday of each month.