

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
INSTITUTIONAL EFFECTIVENESS & STUDENT SUCCESS COMMITTEE  
MINUTES – SPECIAL MEETING  
West Los Angeles College  
Student Services Building (SSB), Room 414  
9000 Overland Avenue  
Culver City, California 90230  
Tuesday, December 9, 2014  
2:15 p.m. – 4:15 p.m.**

Committee: Mike Eng, Chair; Mona Field, Vice Chair; and Ernest H. Moreno, Member

Chair Eng called the meeting to order at 2:16 p.m.

WELCOME AND INTRODUCTION OF KEY FACULTY AND STAFF

Chair Eng introduced Vice Chair Mona Field and Member Ernest H. Moreno.

Dr. Nabil Abu-Ghazaleh, President, West Los Angeles College (WLAC), introduced several faculty members and administrators who would be representing the College in answering any questions regarding WLAC's Accreditation Midterm Report. He further acknowledged other faculty, staff and administrators who were also present in the room.

PURPOSE OF THE MEETING

Chair Eng briefly went over the guidelines and purpose of the meeting which are to focus on a review of critical areas, request information and data, and explore resources needs. They are interested in finding out the challenges that prevent targets from being achieved.

PUBLIC COMMENT

Mr. Kevin Considine, faculty member of the Motion Picture and Television Production (MPTP) program and Co-chair of the Facilities Committee at WLAC, expressed concern about the lack of college involvement in the District decision-making process regarding the development of the properties at 10100 Jefferson and the LAX Airport Campus, especially since the latter is being used for the MPTP program. He provided a document, "Lease amendment with LRW." Chair Eng thanked Mr. Considine for raising the issue and indicated that the Committee would bring it up to all members of the Board of Trustees.

REVIEW OF ACCREDITATION REPORT RECOMMENDATIONS

Ms. Bobbi Kimble, Interim Vice Chancellor, Educational Programs and Institutional Effectiveness Division, explained that the meeting today would provide an opportunity for the Committee members to dialog with the College about the draft report and create a cohesive understanding of the narrative. Following this meeting, the report will be finalized and presented to the Institutional Effectiveness and Student Success Committee meeting at the end of January prior to presentation to the Board of Trustees meeting in February 2015.

The report needs to be submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) by March 2015.

### REPORT ON COLLEGE RESPONSES

Ms. Alice Taylor, Faculty Co-Chair of the College Accreditation Steering Committee, WLAC, briefly went over the draft report and highlighted several key factors. The report had been vetted through the shared governance process and college wide.

### QUESTIONS AND ANSWERS

Chair Eng raised questions regarding the unmet target of Service Area Outcomes (SAO) for the Procurement Office in spring 2014 and the Library funding allocation, resources and expenditures. Explanations were given in response to these questions.

Vice Chair Field commented on the importance of including hyperlinks for evidence in the electronic version of the report as preferred by the Commission.

Member Moreno requested more information regarding the College's Student Learning Outcomes (SLO) preparedness. Ms. Mary-Jo Apigo, Dean of Teaching and Learning and Co-chair of the SLO Committee, responded to the questions and described some of the efforts to increase SLO completion such as continual workshops and additional SLO facilitators. Further discussion on SLO – weaknesses, compliance, and student participation – occurred.

Member Moreno reminded the College of the importance of meeting the SLO target and accountability.

### COLLEGE STATEMENT ON SELF-ASSESSMENT

Ms. Taylor shared that the College started the preparation early to ensure compliance to deadlines. The process is especially challenging because at the same time the College is also preparing for the comprehensive visit in spring 2016.

Dr. Abu-Ghazaleh remarked on the College's diligent efforts in responding to the Commission's recommendations and maintaining compliance. The College can always improve; but through the accreditation process, the College continues to learn through experience in meaningful ways.

### SUMMARY STATEMENT ON MEETING

Chair Eng shared some of the comments he had heard in regards to the importance of the accreditation process. The dialogue today helped the Committee to have a better understanding of the College's efforts. Dr. Adriana D. Barrera, Deputy Chancellor, commended the College on its efforts.

### ADJOURNMENT

There being no objection, Chair Eng adjourned the meeting at 3:57 p.m.