



WEST LOS ANGELES COLLEGE

Institutional Self-Evaluation Report

In Support of Reaffirmation of Accreditation

Submitted by:

WEST LOS ANGELES COLLEGE
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CULVER CITY, CA 90230

Submitted to:

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

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C. Organization of the Self-Evaluation Process

West’s institutional self-evaluation has been a collaborative, inclusive, and highly organized college-wide effort. This effort began very soon after the 2020 Midterm Report, which was accepted by ACCJC.

Organization of the Self Evaluation

The College’s Self-Evaluation Report is organized according to the sections outlined in the ACCJC Manual for Institutional Self Evaluation. Each response includes a section detailing the Evidence of Meeting the Standard followed by an Analysis and Evaluation section. In the Analysis and Evaluation section, any changes arising out of the Self Evaluation are noted at the end of each relevant standard with the symbol Δ. They are also linked to a matrix at the end of the document that provides the timeline and anticipated outcomes for the actionable plan (C1). The related action projects of the Quality Focus Essay are noted in the standards with the symbol ★. (C2)

Process of the Self Evaluation and Roles of Campus Groups

West Los Angeles College charges its Accreditation Steering Committee (ASC) to organize and oversee the preparation of reports to the ACCJC (C3). The Committee

includes the ALO, the three vice presidents, the Dean of Institutional Effectiveness, the Facilities Director, and representatives of the Academic Senate, Faculty Guild, Teamsters, and Staff Guild. A faculty member and the ALO co-chair the committee. (C4). Using the established process for selecting faculty for such assignments, the College President selected the current faculty chair for accreditation in October 2020 (C5). The ALO is the Vice President of Academic Affairs.

In 2020, an Educational Master Plan Work Group was established. The President selected a faculty co-chair and appointed the Dean of Institutional Effectiveness. Educational planning falls under the “10+ 1” academic and professional matters of faculty purview, so West Los Angeles College educational master planning has traditionally been initiated and guided by the Academic Senate. Therefore, Educational Planning and Standards Committee (EPSC) members served as the faculty backbone of the committee, since its members include both the Academic Senate president and vice president. Because the student affairs aspects of the educational experience are also essential, the EMP work group consisted of both faculty and administrators. The work group benefitted from the participation and expertise of colleagues in administration. This project has contributed to the work required for the present Self Evaluation.

The College has a robust participatory governance system relying on committees, so shortly after the current Standards were published in July 2014, the ASC reviewed and updated the established matrix that maps

standards to committees. ASC review of the Standards revealed that I, II, and some of the

Standards in III aligned closely with the charges of particular committees:

Committee and Accreditation Standards Crosswalk

STANDARD I:

Mission, Academic Quality and Institutional Effectiveness, and Integrity

Number	Primary Committee	Other Committee(s)
I.A.1	Accreditation Steering Committee	Leadership Retreat; College Council
I.A.2	PIE	Budget; Facilities; Student Success
I.A.3	PIE	Leadership Retreat
I.B.1	PIE	SLO; Student Success, Professional Learning
I.B.2	Student Learning Outcomes (SLO)	Curriculum; Divisional Council; Student Services Council
I.B.3	PIE	Senate; College Council
I.B.4	PIE	SLO; Student Services Council; Student Success
I.B.5	PIE	SLO; Student Success; Distance Ed; Student Services Council
I.B.6	Enrollment Management Committee (EMC)	PIE; Student Services Council; SLO; Student Success
I.B.7	PIE	College Council; Budget; Facilities; Student Services Council
I.B.8	College Council	PIE; Student Success
I.B.9	PIE	Budget; Facilities; Technology; Student Success
I.C.1	Accreditation Steering Committee (ASC)	Catalog Working Group
I.C.2	Catalog Working Group	Curriculum; Divisional Council
I.C.3	SLO	Student Success
I.C.4	Divisional Council	Curriculum; Catalog Working Group
I.C.5	Catalog Working Group	
I.C.6	Catalog Working Group	Divisional Council
I.C.7	Catalog Working Group	
I.C.8	ESPC	Catalog Working Group; Senate
I.C.9	Divisional Council	EPSC
I.C.10	not applicable	
I.C.11	not applicable	
I.C.12	ASC	College Council
I.C.13	ASC	Catalog Working Group
I.C.14	not applicable	

STANDARD II: Student Learning Programs and Support Services

Table	Primary Committee	Other Committee(s)
II.A.1	Curriculum	Student Success; Distance Ed
II.A.2	Curriculum	Professional Learning; Senate; SLO
II.A.3	SLO	Curriculum
II.A.4	Curriculum	Catalog Working Group; Student Success
II.A.5	Curriculum	
II.A.6	Divisional Council	Student Success
II.A.7	Professional Learning	Student Success
II.A.8	Enrollment Management Committee (EMC)	
II.A.9	SLO	Curriculum
II.A.10	Curriculum	Catalog Working Group
II.A.11	SLO	Catalog Working Group; Student Services Council
II.A.12	Curriculum	SLO
II.A.13	not applicable	
II.A.14	CTE Division Chairs	Advisory Groups
II.A.15	EPSC	
II.A.16	PIE	Divisional Council; SLO
II.B.1	PIE	Library Division; Student Services Council; SLO; Student Success
II.B.2	Library Division	Resource Development; Student Services Council; Technology Committee; Curriculum Committee
II.B.3	Library Division	SLO; Student Services Council
II.B.4	Library Division	Student Services Council; Resource Development; Distance Ed
II.C.1	Student Services Council	
II.C.2	Student Services Council	
II.C.3	Student Services Council	Student Success
II.C.4	Student Services Council	
II.C.5	Student Services Council	Student Success
II.C.6	Student Services Council	Student Success
II.C.7	Student Services Council	Student Success
II.C.8	Student Services Council	

STANDARD III: Resources

Table	Primary Committee	Other Committee(s)
III.A.6	SLO	
III.A.8	Professional Learning	
III.A.14	Professional Learning	
III.B.1	Facilities	Work Environment
III.B.2	Facilities	
III.B.3	Facilities	
III.B.4	Facilities	Technology
III.C.1	Technology	Student Services Council
III.C.2	Technology	Facilities; Student Services Council; EPSC
III.C.3	Technology	Student Services Council
III.C.4	Technology	Student Services Council
III.C.5	Technology	College Council; EPSC; Distance Ed; Senate
III.D.1	Budget	Resource Development
III.D.2	Budget	
III.D.3	Budget	PIE
III.D.4	Budget	Resource Development
III.D.8	Budget	PIE
III.D.10	Budget	Resource Development
III.D.11	Budget	PIE

Standard IV is leadership and governance. Primary input comes from College faculty leaders, including the chair of the College Council, the chapter chair of the AFT Faculty Guild, and president of the Academic Senate. ASC members attend monthly District Planning and Accreditation (DPAC) meetings. DPAC reviewed drafts of standards with shared college and district responsibility.

Each of the primary committees were asked to identify evidence that the College meets the Standard for each of the Standards associated with it. A website within the College's SharePoint document management system provided storage and access to these evidence files. During the Spring 2021 semester, faculty, staff, and administrators attended a training focused on Standard evaluation and evidence collection and a Standard Co-Chair writing training focused on writing the ISER. To collect evidence, each shared governance committee was provided with an evidence collection worksheet that included the Standards mapped to the committee, sample evidence, and the evaluation criteria for each Standard. Evidence was provided with a written explanation of how the evidence provided supports the Standards. In addition, the Faculty Accreditation Chair created a writing guide with resources provided by ACCJC to support the evaluation process. Drafts of each Standard were reviewed by the College and made available to the public in a folder on the Accreditation Steering Committee SharePoint page. After the

Accreditation Steering Committee approved the ISER, the report was approved by the College Council, Academic Senate, the College President, and the Board of Trustees.

Standard Co-Chairs

STANDARD	PERSONNEL ASSIGNED TO STANDARD
STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS & INTEGRITY	Standard Co-Chairs: Holly Bailey-Hofmann, English Faculty Artour Aslanian, Dean, Institutional Effectiveness Mary-Jo Apigo, Dean of Teaching & Learning Anthony Cuomo, Faculty Accreditation Chair
STANDARD II.A: STANDARD II.A. INSTRUCTIONAL PROGRAMS	Standard Co-Chairs: Jeffrey Archibald, Vice President for Academic Affairs/ALO Mary-Jo Apigo, Dean of Teaching & Learning Jennifer Cole, Science Faculty, Curriculum Chair Anthony Cuomo, Faculty Accreditation Chair
STANDARD II.B: LIBRARY AND LEARNING SUPPORT SERVICES	Standard Co-Chairs: Alison Tom-Miura, Dean of Academic Affairs Susan Trujillo, Library Division Chair Chase Selby, Learning Center Director
STANDARD II.C: STUDENT SUPPORT SERVICES	Standard Co-Chairs: Roberto Gonzalez, Vice President for Student Services Michael Goltermann, Dean of Student Services Edna Chavarry, Dean of Student Services Tim Russell, College & Career Prep Division Chair
STANDARD III.A: STANDARD III.A. HUMAN RESOURCES	Standard Co-Chairs: Brian Stokes, Vice President of Administrative Services Leslie Tejada, Professional Development Coordinator Hansel Tsai, Administrative Services Staff
STANDARD III.B: STANDARD III.B. PHYSICAL RESOURCES	Standard Co-Chairs: Dean Felton, Facilities Director Brian Stokes, Vice President of Administrative Services

<p>STANDARD III.C: TECHNOLOGY RESOURCES</p>	<p>Standard Co-Chairs: Jeffrey Archibald, Vice President for Academic Affairs/ALO Takeshi (Tak) Fuji, Regional Manager, College Technology Services Leo Calderon, Instructional Media Technician</p>
<p>STANDARD III.D: FINANCIAL RESOURCES</p>	<p>Standard Co-Chairs: Brian Stokes, Vice President of Administrative Services Olga Shewfelt, Social Sciences Division Chair Karen Yao, College Financial Administrator</p>
<p>STANDARD IV: LEADERSHIP & GOVERNANCE</p>	<p>Standard Co-Chairs: Celena Burkhardt, Teamsters Representative James Limbaugh, College President Carlos Sermeño, College Council Chair Patricia Zuk, Academic Senate President</p>