

TO: Mills Faculty and Staff

FROM: Ramon Torrecilha, Executive Vice President; Mary-Ann Milford, Provost and Dean of the Faculty, and Marianne Sheldon, WASC Accreditation Liaison Officer

DATE: December 12, 2007

Mills is about to begin the second step in the WASC re-accreditation process, the Capacity and Preparatory Review (CPR). We are writing to you to ask for your participation in this process as a member of one of the Standards Subcommittees discussed below. Please direct all questions to Marianne Sheldon mshel@mills.edu or 430-2345. We thank you for your support of this very important project.

Below is a quote from WASC that discusses the Capacity and Preparatory Review. Note the central focus on the four WASC standards. Those standards will serve as the focal points of the CPR essays that will be written by the Standards Subcommittees:

“The second stage is the Capacity and Preparatory Review. It features an institutional report focused on the school’s organization and financial capacity to carry forward its education goals. The team responds, after a conference call and short visit to campus, with a document of its own. The team evaluates the institution’s attention to the four WASC Standards, assesses the ability of the institution to fulfill its objectives, and lays the foundation for the Educational Effectiveness Review.”

The four WASC standards will serve as focal points for our Capacity and Preparatory Report. There will be four subcommittees of the WASC Steering Committee (Standards Subcommittees), one for each of the WASC Standards:

1. Defining Institutional Purposes and Ensuring Educational Objectives (MISSION)
2. Achieving Educational Objectives Through Core Functions (CURRICULUM)
3. Developing and Applying Resources and Organizational Structures to Ensure Sustainability (RESOURCES)
4. Creating an Organization Committed to Learning and Improvement (PLANNING AND ASSESSMENT)

Each subcommittee is charged with writing a reflective essay (about 6-8 pages in length), organized around one of the standards, using materials/data gathered by the College as evidence of its commitment to Institutional Capacity (*The Institution functions with clear purposes, high levels of institutional integrity, fiscal stability, and organizational structures and processes to fulfill its purposes.*) Each essay shall address the Criteria for Review (CFRs) discussed in each Standard with special attention to the themes presented in our Institutional Proposal. Each essay shall conclude with recommendations.

Each committee shall meet regularly beginning in spring 2008 and continuing through the completion of the Capacity and Preparatory Review (CPR) report (due to WASC) in December 2008.

- In the spring 2008 semester the subcommittees shall review data and prepare initial drafts of reflective essays. These essays shall be distributed to and reviewed by the college community.
- It is the responsibility of each of these subcommittees to be informed about the re-accreditation process, the WASC Standards. Each subcommittee shall meet and discuss with campus constituencies the issues raised in the standard that it is addressing. Each subcommittee shall keep minutes of its meetings.
- A draft CPR report shall be submitted to the college community for discussion by October 2008.
- The CPR report is due to WASC by December 10, 2008.
- The CPR visit will occur March 4-6, 2009.

Steering Committee:

Sandra Greer, Provost and Dean of the Faculty

Thomas Hannen, Interim Vice President for Finance and Administration and Treasurer
[replaced by LaDene Diamond, Vice President for Finance and Administration and Treasurer]

Renee Jadushlever, Vice President for Operations

Fred Lawson, Professor of Government, Faculty Executive Committee [replaced by Marc Joseph, Professor of Philosophy, Faculty Executive Committee]

Joi Lewis, Dean of Student Life,

Marianne Sheldon, Professor of History, WASC ALO

Ramon Torrecilha, Executive Vice President

Andy Workman, Vice Provost

Standard 1: Mission

Chair: Marc Joseph, Associate Professor of Philosophy

1. Liz Bachen, Associate Professor of Psychology
2. Tom Hannen, Interim VP for Finance and Administration and Treasurer
3. Bert Gordon, Professor of History
4. Mary-Ann Milford, Provost and Dean of the Faculty
5. Sabrina Zirkel, Visiting Professor of Education

Standard 2: Curriculum

Chair: Lisa Urry, Associate Professor of Biology

1. Mary-Ann Milford, Provost and Dean of the Faculty
2. Linda Perez, Associate Professor of Education
3. Siobhan Reilly, Associate Professor of Economics, Chair of APT Committee
4. Cynthia Scheinberg, Dean of Graduate Literary Studies and Chair of the English Department
5. Courtney Young-Law, Director of Student Activities

Standard 3: Resources

Chair: Renee Jadushlever, Vice President for Operations

1. John Brabson, Professor of Chemistry
2. David Gin, Associate Vice President for Student Finance and Administrative Services
3. Virginia Rivera, Vice President for Development
4. Judy Silva, Assistant Vice President of Marketing

Standard 4: Planning and Assessment

Chair: Andy Workman, Vice Provost

1. Tomas Galguera, Associate Professor of Education
2. Alice Knudsen, Director of Institutional Research and Academic Assessment
3. Fred Lawson, Professor of Government, Faculty Executive Committee
4. Joi Lewis, Dean of Student Life