Minutes
December 8, 2014
3-4:30


A single-item agenda was adopted:

Preparation for the Board’s Institutional Effectiveness meeting Dec. 9. at 2:15.

The committee reviewed the “West Los Angeles College Midterm Report: Key Personnel “ document that the IE committee has been sent.

Recognizing that the meeting will be fluid, depending on the Trustees’ interests, the committee reviewed the reasons people are listed on the document. For example, Katy Kelley is listed under rec. 4 (SAOs) because she has used parent surveys to identify improvements in the Child Development Center. Holly Bailey-Hofmann is listed for rec. 1 because of her leadership role in the development of the Educational Master Plan.

Several key names were added.

Ideally, most of the personnel listed will be at the meeting ready to speak to their contributions to the progress reported in the Midterm, or to their roles in creating the report, or both.

The committee planned a series of very short presentations on the individual recommendations, assigning one person to prepare for each, and identifying a key person to call on for more detail or a different perspective.

Other matters:
Bob Sprague reported that Susan Trujillo is working on the archives in the library. Along with Dolores Gallegos, she has volunteered to proof-read the Midterm.