### COLLEGE PROPOSED 2014-15 SPENDING PLAN

#### WEST LOS ANGELES COLLEGE

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<thead>
<tr>
<th>PROGRAM</th>
<th>MATCH REQUIREMENT</th>
<th>STATE BLOCK GRANT</th>
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<tbody>
<tr>
<td><strong>INSTRUCTIONAL SUPPORT</strong></td>
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<tr>
<td>Instructional Equipment</td>
<td>N/A</td>
<td>$463,757</td>
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<td>Library Materials</td>
<td>N/A</td>
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<td><strong>PHYSICAL PLANT</strong></td>
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<tr>
<td>Scheduled Maintenance/Special Repairs</td>
<td>N/A</td>
<td>$463,757</td>
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<td>Architectural Barrier Removal</td>
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<td>Hazardous Substances</td>
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<td>0</td>
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<td>Seismic Retrofit</td>
<td>N/A</td>
<td>0</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>$927,514</strong></td>
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1/ Project Funding Proposals (PFPs) will need to be completed in FUSION for projects under the Physical Plant category.

2/ Total must equal the total allocation identified in the “2014-15 Physical Plant and Instructional Support Estimate” file.

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**COLLEGE PRESIDENT SIGNATURE**

5/29/14

**VP OF ADMINISTRATION SIGNATURE**

08-29-14
Allowable Items
Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. The following are examples but is not limited to what is shown.

1. Equipment and Furniture
   Instructional equipment and furniture for primary use by students in instructional programs.
   - Classroom/Laboratory equipment
     i. Whiteboard, Projector screen, Projector, etc.
   - Instructional furniture
     i. Desks, Tables, Podium, etc.
     ii. Chairs, etc.

2. Information Technology
   Instructional information technology equipment for student use in classrooms and/or laboratories.
   - Desktops, Laptops
   - Monitors
   - Printers
   - Servers
   - Network/Wireless infrastructure
   - AV/TV
   - Multi-media

3. Software
   Software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software.
   - Registration
   - Counseling
   - Student services
   - Learning Management Systems for student use

4. Adaptive Equipment
   Adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.

5. Library Material
   - Databases
   - Online subscriptions
   - Books, Periodicals, Videos, etc.
Non-allowable Items: Administrative or Non-instructional Purposes

Equipment being used for administrative or non-instructional purposes is not allowed. The following equipment is not allowed:

- Photocopiers
- File cabinets
- Bookcases
- Computers
- Networking infrastructure
- Software licenses
Education Master Plan Work Group
Report to College Council
Sept. 4, 2014

The Educational Master Plan Work Group met in July to consolidate and apply feedback collected from point persons (of the new objectives) and the college community (via survey).

The working draft of the new plan was finished over the summer and its components are being readied by a graphic designer. It can be viewed online at: http://www.wlac.edu/orp/planning/planning_committee/EMP_Prep-Draft_08-01-2014.pdf

During Professional Development week, co-chairs held two informational sessions; one was attended by five people and one was not attended.

On Flex Day, co-chairs held two informational breakout sessions that were attended by a total of 80 (unduplicated) faculty. Feedback was collected at these breakout sessions that will be saved for the first scheduled review/update to the plan by PIE Spring 2015.

The co-chairs have requested a date to present the Board of Trustees and been told that we can present it with our IE report on Dec. 17, pending College Council and Academic Senate approval.

Respectfully submitted,
Holly Bailey-Hofmann, Faculty Co-Chair
Planning and Institutional Effectiveness Committee
Report to College Council
September 4, 2014

PIE Committee met on September 3, 2014. At this first meeting of the academic year, the Committee completed its annual Committee Self Evaluation of its accomplishments and challenges during the prior year, and set new goals for 2014-15, including:

1. Annual update of the Program Review Handbook
2. Evaluate the prioritization process and application of the scoring rubric.
3. Norm the process for scoring resource requests.
4. Update participatory governance/planning handbook
5. Continue to complete the program review-prioritization-allocation cycle in time to include the prioritized and funded resource requests in the Tentative Budget, which is due May, 2015
6. Initiate an evaluation process for the Educational Master Plan
7. Conduct the first annual preliminary evaluation of the Educational Master Plan

PIE also approved the draft Educational Master Plan that was created by the EMP Workgroup, in preparation for approval by Senate, College Council and the Board of Trustees on December 17, 2014.

In addition, PIE approved the scheduled Campus Climate Survey to be conducted in Spring 2015. This schedule will allow for timely inclusion of results and discussion in the accreditation self-evaluation report.

Informational items included the following:

- Program review
  - The Prioritized List of Resource Requests created in 2013-14 is being used to allocate the over $450,000 available for instructional equipment and materials from the State block grant, and which must be spent in 2014-15. If the cost of eligible resource requests does not exhaust the entire funds available, the next prioritized list to be created this year can be used. PIE discussed the feasibility of adjusting the program review schedule to accommodate this need, and concluded that if the validation and prioritization phases can be completed promptly, the new prioritized list could be prepared by the end of February. With prompt approvals, this would be in time to expend the funds prior to the end of the fiscal year.
  - Program review for instructional divisions has already been initiated; program review for the administrative programs will be initiated next week.
  - Workshop dates are published in the Tech Fair schedule, including 5 sessions on Tuesday late afternoon, in addition to the regular Friday morning.
  - Validation teams for most areas have been formed; however, a few units still need more validation team members.
  - The program review handbook is currently being updated.

- District-wide Student Survey
- A heads-up memo was placed in faculty mail boxes earlier this week, an improvement over previous years, giving sampled faculty time to plan class work around the survey.
- The survey timeframe is 9/29 – 10/19. An online version of the survey will be sent to students enrolled in online sections.
- The Participatory Governance and Planning Handbook is currently being updated. Staff will be confirming committee information that may have changed from the prior Handbook.

9/4/2014
22 May 2014

In attendance: Robert Sprague, Kathy Boutry, Ken Takeda, Joanne Peterson, Jack Moy, Mark Pracher

The committee charge was distributed along with the agenda.

We reviewed the recent Educating a Global Citizen event.

There was discussion around two submitted proposals: Our February 2014 submission to NSF has survived so far and they are asking questions. The NEW proposal from August 2013 was not funded but we did received excellent feedback and we’ve made contact with some one who used to work in that office and she’s willing to help us on a resubmission.

There was discussion around the six CDE Career Pathways Trust applications that the college participated in. Two of the four $15m projects have been invited for interviews in Sacramento: LA HI TECH and EXCEL-LA. In both cases the college stands to receive $1m if funded. LA HI TECH is a collaboration in the ICT/Entertainment/Digital Media realm between 8 community colleges and about 30 high schools. EXCEL-LA is a collaboration between 13 community colleges and 26 high schools to prepare the future early childhood educator workforce. We will know before the end of May what is funded. The college is also a partner in a proposal submitted by LAUSD for $15m, one from Culver City Unified for $600k, and one from Bright Star Charter for $600k.

There was discussion about proposals under development: DOL ETA TAACCCT, HRSA Behavioral Health Paraprofessional, CA WIB Workforce Accelerator, and ED IES Educational Research.

There was discussion about upcoming funding opportunities: FIPSE First in the World, GEAR-UP, and several potential sets of funds from the ED Office of International Education and Foreign Language.

The committee discussed curriculum develop activities in global area studies—Africa, Asia, Latin America, the Middle East for UCLA International Area Studies major prep, CSU global studies, and stackable certificates that can be aligned with other college programs and creativity & innovation as a degree or certificate program.

VISION – West: A gateway to success for every student.
MISSION – West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.
There was discussion on was the join with the college’s foundation to approach new potential funding sources for support for various initiatives at the college.

VISION – West: A gateway to success for every student.
MISSION – West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.
Minutes for Meeting of May 20, 2014
3:00 pm, HLRC-4B

Attending: Mary-Jo Apigo, Leo Calderon, Josefina Culton, Nick Dang, Cyrus Helf, Manish Patel, Ashok Patil, Larry Rowell, Bob Sprague, Ken Takeda, Sheila Williams for Phyllis Braxton

Guests: Michael Tesfai

1. Action Item: Approve minutes for the meeting of 4/15/14
   a. Minutes were approved with corrections to 4(b) and 6(a).

   Vidya Swaminathan welcomed and introduced Ashok Patil who is a new member of the committee. Nick Dang asked the Co-Chair to announce in Item 5 the hiring of a new MS Outlook specialist.

2. Web and Social Media Policy:
   V. Swaminathan reported that E. Ichon was not able to attend today’s meeting due to illness and asked the committee if it would be acceptable to approve the Web and Social Media Policy via email during the next few weeks as today is the last meeting for the year. Co-Chair B. Sprague asked V. Swaminathan to notify College Council that the Technology Committee is planning to approve the Web and Social Media Policy by email.

3. District-Wide Technology Policy:
   N. Dang recommended that this committee review the District-Wide Technology Policy carefully.
   a. VP Ken Takeda announced that on June 3, 2014, Anne Diga of General Council will be holding a workgroup to review all comments submitted regarding the District-Wide Technology Policy. The end of next week would be a good time to submit comments. It is OK to send comments to N. Dang so K. Takeda can take comments to workgroup June 3, 2014.
   b. District IT is changing their name to IT Services.

4. Email Issues:
   a. The District purchased a new system called DataCo in August 2013. This represents a major change. All email messages have been captured including junk mail. Sorted by subject matter and sender and stores messages for three years. Colleges can store messages up to three years or shorter period of time. This policy needs to be announced to the entire college. Goal is to have effective July 1, 2014.
   b. Storage on individual hard drives – the District would prefer storing messages no longer than three years on individual hard drives.
   c. Have high number of accounts for employees that have retired or resigned. IT has no knowledge of who has retired, resigned, deceased. Account has to be purged within six months. Our Personnel(Hansel

VISION - West: A gateway to success for every student.
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Tsai) and IT could work together to see what faculty are no longer employees at West due to resignations and terminations.

5. Kentico Update:
   a. N. Dang reported that the team was delayed more than a week as there has been a problem moving into another server. Zumwinkle does not work properly and N. Dang cannot contact Kentico. N. Dang will talk to Zumwinkle who will try to assist him remotely. This project will take two weeks to work with Zumwinkle.
   b. M. Apigo is working with Scott Kecken on workshops for Kentico for training faculty and is developing a plan for the framework for the workshop. There will be hands-on workshop orientations first, then screen captures and online tutorials. Training is scheduled for fall 2014.

6. Email Issues: Accessing MS Outlook & Spam Emails:
   a. IT is working on ability to access these with less difficulty - requesting comments from faculty on how we can weed out Spam emails.
   b. Limit displaying email I.D.’s - make it so they cannot harvest it.
   c. Encode them in a way so they cannot harvest email addresses.
   d. Don’t reply to Spam, don’t click on links. There is a new virus out.
   e. IT issues going on this summer – remove old computers from Data Center, about 140 computers; Library, about 49 computers.
   f. Dental Hygiene will receive new software within one week.
   g. Reset our system and reboot all computers.

Meeting adjourned at 4:30 p.m.
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<tr>
<th>Meeting</th>
<th>Please List the Major Issues/ Tasks Addressed at Each</th>
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**President's Response to Recommendations**

**Date of Self-Evaluation:** 2013-2014

**Self-Evaluation Form**
Campus-wide Governance Committee
West Los Angeles College District

Committee Name: College Council Committee
### December 12/5/13

**President’s Report to Recommendations**

<table>
<thead>
<tr>
<th>Course</th>
<th>Action Items</th>
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<tr>
<td>Student Group</td>
<td>Open House on Feb. 7, 2014. A Leadership Retreat will be held on Nov. 15, 2013. A Guest Speaker from the RP Group will be presenting on思う。</td>
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### November 11/3/13

**Leadership Retreat**

- SB 145 is College Completion Model. West is working on SB 145.
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**Meeting**

Please list the Major Issues/Tasks Addressed at Each Meeting

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Minutes</th>
<th>Action Items</th>
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**Open House**

- A Leadership Retreat will be held on Nov. 15, 2013.
- A Guest Speaker from the RP Group will be presenting on the College Completion Model. West is working on SB 145.
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<th>Meeting</th>
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</table>
Student Program: Y will lead to $1M or $100,000 of income.

ALL THINGS GLOBAL is a component of the international division.

Together with W, E and T, D, M, and T, C will share ideas.

Feasibility will be selected.

The project will be initiated.

The community will plan on looking at the agenda.

Resource Development Committee - SPungia shared.

and will make it to the year 2035.

Development of Operations, non-development of Operations.

For next year, the budget plan will guide allocation.

IES Sessions - their have been changes and improvements.

Completed peer program reviews.

Deadlines have been extended to those who have not.

Preliminary meetings for the VP's to prioritize the list.

Two week waiting for the VP's to prioritize the list.

Preliminary committee - Rebecca. (organizers) reported that they are.

Cross can be read, perimeter founding, and mission planning.

And will cover funding, access control, or doors including.

Campus security, a meeting will be held on Feb 10, 2014.

Shepherd's first group - first will be a year group.

Get six hours of the TAC - will be removed.

Foundation of the work has been done on the TAC which is rescheduled.

Emergency Committee - Kevin (agendas reviewed.

Subcommittee of the EMC.

is recommending updating the Student Services plan under a.

Due reported on behalf of VP Planning.

Emergency Management Committee (EMC) - Shalom.

To the next CMC meeting.

On more. Other meetings will hinge with policy and things.

Papers to be shared at the next year. Here will be the.

The President committee idea is an infeasible time. May be.

Governor 2/14/13.15$ budget Proposal. FOR subsidy.

Budget Committee - VP can take it. Present this report.

Hosting sessions on accreditation.
<table>
<thead>
<tr>
<th>Meeting</th>
<th>Yes</th>
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<tr>
<td>Please list the major issues/tasks addressed at each meeting.</td>
<td>Minutes</td>
<td>Agendas</td>
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The college needs to obtain funds to purchase software for the use of the Web based class takes no suitable funding.

VP Ken. I read them here is no suitable funding.

Eduational Master Plan. Ken has been working on the educational master plan. Ken has been working on the educational master plan.

Technology committee - they have started in multiple of...
President: The motion was approved unanimously.

SSSB and report back to the Council at its next meeting.

ACTION: The motion was approved unanimously.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Agenda</th>
<th># of Members</th>
<th>Agenda advances in Minutes</th>
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<tbody>
<tr>
<td>4/3/14</td>
<td>April</td>
<td>X</td>
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</table>
were mid-year budget supplements to supply budgets for 

Budget Committee – VP Ken, Tedex reported there were 

New report will be completed around NOV 2014. 

Accurate (All Taylor reported there are none)

CHOOL: 

Individuals assigned to this charge. 

should assign someone to this charge. 

Enrollment – Enrollment: 

President’s report – VP Ken, Tedex of enrolment

Funding: 

Recommended distribution of 9 million in additional 

Budget Committee – VP Ken, Tedex reported there were 

There was a decision to reallocate

Resource Requests and the Scholarships:

There was consensus on the prioritized list of

Please list the major issues/tasks addressed at each 

Meeting

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<tr>
<th>Meeting</th>
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college. This is not a formal recommendation and VfP activities will be decided under this formal division of the college. Where most of the development effort resides is one of the critical issues. The college is looking at.

Certificate Program In a certificate program, the student has to complete and a certificate. A program will be offered at the college. The number of students is being increased. The decision is being taken. The college can offer a dual degree where a student can complete both the requirements of the certificate program.

Resource Development Committee (RDC) - VP, SP

Staff could be established.

General to some kind of formalized process for classified.

Process into program review and look at staffing in.

Institutional process and how to translate the evaluation.

Review, which can be used for an internal body.

Program Review - Rebecca Tilliber reports the data.

Students who can be placed in designated areas on campus or outside.

Who can get their own location on campus.

Students who will be part of the 204.15 committee, who will be part of the 204.15 committee, will be part of the 204.15 committee, will be part of the 204.15 committee, will be part of the 204.15 committee, will be part of the 204.15 committee.

204.15. There is one recommendation for academic.

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### Meeting Minutes

| Please List the Major Issues/Tasks Addressed at Each Meeting |
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<tr>
<th>Vote</th>
<th>Yes</th>
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### New Business

- **Proposal to establish a new program in the college:**
  - Subject to approval and evaluation by the college's administration.

- **Approval of a new program in the college:**
  - Subject to review by the college's administration.

### Recommendations

- **Approval of a new program in the college:**
  - Subject to review by the college's administration.

- **Approval of a new program in the college:**
  - Subject to review by the college's administration.

### Approval Dates

- **6/4/13**
- **6/5/14**

### Executive C.C.

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### Approval Date

- **6/4/13**
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<tr>
<th>Meeting Attendance</th>
<th>Executive Meeting</th>
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- Please list the major issues/tasks addressed at each meeting.

- List of resource requests through each fiscal year: effective 2012-13, and approved.

- The approval of the Code 2013: the recommendation to adhere to the policy of consultations the proposed.

- The formation of workshops for SSB 1.4 for AB 1.15.

- The formation of workshops for SSB 1.4 for AB 1.15.

- Handbooks:
  - Nov. 2014: Leadership in Governance.
  - October 2014: Leadership in Governance.
  - For a separate record.

- Exploring common goals and vision that will replace the need for a separate record.

- A record of Council meetings can be dedicated to another project.

- Planning for Leadership in Governance.

- Offered the past two weeks: no additional diversity and capacity.

- In October and November, the Council held workshops for Leadership in Governance.

- For the past two weeks, no additional events occurred.

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ASO: Stephen McCracken
ART Faculty: Olga Shevel, Richard Ollive
ART Class: John Haywood, Sheila Rice-Williams
Administration: Bill Rahn, Bob Spangle, Ken Tuckerd
Academic Services: Adrienne Poirier, Judy Chow, Helen Young, Lorna Peterson, Kevin Condlin
College Council Chair: Fran Leonard

Members:

Chair/Co-Chair Name:

Chair/Co-Chair Signature:

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Members</th>
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</thead>
</table>

| Please List the Major Issues/Topics Addressed at Each Meeting |

<table>
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<tr>
<th>#</th>
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<tr>
<th>Attending</th>
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<tr>
<th>Date(s)</th>
<th>Month</th>
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<tr>
<th>Process/Efficiency</th>
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<tr>
<th>Recommendations for</th>
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<tr>
<th>Major Obstacles/Problems</th>
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<tr>
<th>Committee Goals (if Appropriate) for the Year</th>
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Social Justice in Action •

| Issue: Prioritizing the model for the Council and its standing committees is a goal for 2014.15. Order to ensure that everyone has an opportunity to voice his/her position on an issue discussed ways to improve the process of consensus by slowing down the process in the College Council Executive Committee meeting of July 17, 2014. Members |

<p>| March 26, 2014. The recommendation to change the name and charge of the Enrollment Management Committee to the Student Equity, Access and Completion Committee (SEAC), approved on June 24, 2014. Committee to the Student Equity, Access and Completion Committee (SEAC), approved |</p>
<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
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</table>

Please list the major issues/tasks addressed at each meeting.

Standing Committee Chairs:

- SEU:
  - Technology: Viraj Swaminathan, Bob Sprague
  - Resource Development: Bob Sprague, Kandy Bony
  - PDE: Rebecca Tiller, Caimin Donnus
  - Facilities: Ken Tucka, Kevin Connors
  - SEAC: PhysEd Division, Patricia Hernandez
  - Budget: Ken Tucka, Oleg Shevel
  - Accreditation: Allee Taylor, Bob Sprague, ALD

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Meeting Description</th>
<th># of Members Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Committee Name: Planning and Institutional Effectiveness Committee  
Committee Charge (Summary): "To support and guide the implementation of the college master plan and the linkage of planning and resource allocation."

<table>
<thead>
<tr>
<th>Month</th>
<th>Meeting Date(s)</th>
<th># Attending</th>
<th>Minutes posted?</th>
<th>Please List the Major Issues/Tasks Addressed at Each Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td></td>
<td></td>
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<td>- Completed Committee Self Evaluation for 2012-13</td>
</tr>
<tr>
<td>September</td>
<td>9/4/13</td>
<td>12</td>
<td>X</td>
<td>- Program Review management; discussion of validation process and resource request prioritization</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>- EMP Workgroup began work over summer; EMPW website is up</td>
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<tr>
<td>October</td>
<td>10/2/13</td>
<td>11</td>
<td>X</td>
<td>- Program Review management; discussion of connecting with budget calendar, and the problem of funding uncertainties</td>
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<td></td>
<td>- Meeting schedules: Joint Meetings &amp; Prioritization Retreat</td>
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<td></td>
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<td></td>
<td></td>
<td>- Report from Academic Senate Summit and Nathan Tharp’s definition of ‘X’ Colleges and ‘Y’ colleges vis-à-vis accreditation</td>
</tr>
<tr>
<td>November</td>
<td>11/6/13</td>
<td>6</td>
<td>X</td>
<td>- Program Review management: monitor return rates; discussion of difficulties respondents had with program review completion, and ways of addressing the problems; discussion of ways to include adjunct faculty</td>
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<tr>
<td></td>
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<td></td>
<td>- EMP progress update</td>
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<td>- Accreditation update on changes to Standards and role of PIE</td>
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<tr>
<td>December</td>
<td>12/4/13</td>
<td>9</td>
<td>X</td>
<td>- Program Review: discussion of how to encourage completion of review/validation cycle</td>
</tr>
<tr>
<td>January</td>
<td>1/8/14</td>
<td>8</td>
<td>X</td>
<td>- Program Review: review of survey results and evaluation of process in fall; establish sub-group to meet with District IT to request changes to IES</td>
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<td></td>
<td>- Planned for Prioritization Retreat</td>
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<td>MOTION: P.I.E. Recommends that the college adhere to the policy of consulting the prioritized list of resource requests through each fiscal year, effective 2013-14. This applies to such funds as IELM, VTEA, and Basic Skills.</td>
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<td>- Motion passed, was approved by College Council and by President</td>
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<td>- EMP Workgroup will hold ‘Strategic Directions’ retreat on January 21</td>
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<tr>
<td>February</td>
<td>2/5/14</td>
<td>12</td>
<td>X</td>
<td>- Program Review follow up: discussion of completion rate, prioritization process, reports, and IES changes for next year</td>
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<td></td>
<td>- EMP Update: preliminary Strategic Direction development is underway</td>
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<tr>
<td>March</td>
<td>3/5/14</td>
<td>14</td>
<td>X</td>
<td>- Accreditation update: first newsletter focuses on the planning recommendations; future newsletters will focus on other recommendations</td>
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<td></td>
<td>- Prioritization Retreat preparation: discussion of funding sources,</td>
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<tr>
<td>Date</td>
<td>Date</td>
<td>Attendance</td>
<td>Action</td>
<td>Notes</td>
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</table>
| April  | 4/2/14 | 14          | X      | • Motion: Accept the Prioritized List of Resource Requests  
• Motion: Recommend that senior staff refer to both the 2013 and 2014 prioritized lists when allocating instructional support funds. |
| May    | 5/8/14 | 12          |        | • Approved recommendations from PRWorkgroup re units to conduct PR  
• Recommendation approved: The PIE committee recommends that the Academic Senate conduct a viability study of the Travel/Hospitality program as called for in the 2012-13 program review recommendations.  
• Follow-up to Joint Meeting: New policy – “Process for meeting Basic Supply Needs.” Budget Committee will edit and forward to College Council |
| June   | 6/4/14 | 11          | X      | • Discussion of details for conducting program review in 2014-15  
• Discussion of next steps in approval of the Educational Master Plan. |

**Average Attendance:** 11

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<tr>
<th>Major Committee Accomplishments &amp; Achievements in Past Year</th>
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| • Prepared update to the Educational Master Plan  
• Successfully conducted the entire program review process  
• Several Recommendations were forwarded to the President and acted upon.  
• Collaborated with Budget Committee to evaluate effectiveness of processes and outcomes. |

<table>
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<th>Major Obstacles/Problems with Committee Function</th>
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| • Scheduling a time when we can get broad-based participation  
• A few membership representatives are vacant (1 AFT Guild, 1 Senate, 1 other classified union, ASO)  
• AFT Classified reps do not attend |

<table>
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<tr>
<th>Recommendations for Improving Committee Process/Efficiency</th>
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| • Discuss participation issues and meeting scheduling issues more broadly with the College Council.  
• Review the master meeting schedule to identify scheduling conflicts that need to be resolved. |

| Committee Assessment of Goals for Past Year | 1. Done  
2. Done  
3. Changed to 2-year cycle to update  
4. In process  
5. Done |
|---------------------------------------------|---------------------------------------------------|
| 1. Update the Program Review Handbook  
2. Through the established Educational Master Plan Workgroup, work with EPSC to develop a college/educational master plan  
3. Update participatory governance/planning handbook  
4. Track accreditation reporting requirements  
5. Complete the program review-prioritization- allocation cycle in time to include the |
<table>
<thead>
<tr>
<th>Committee Goals for Coming Year</th>
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<tbody>
<tr>
<td>1. Annual update of the Program Review Handbook</td>
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<tr>
<td>2. Evaluate the prioritization process and application of the scoring rubric.</td>
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<tr>
<td>3. Norm the process for scoring resource requests.</td>
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<tr>
<td>4. Update participatory governance/planning handbook</td>
</tr>
<tr>
<td>5. Continue to complete the program review-prioritization-allocation cycle in time to include the prioritized and funded resource requests in the Tentative Budget, which is due May, 2015</td>
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<tr>
<td>6. Initiate an evaluation process for the Educational Master Plan</td>
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<tr>
<td>7. Conduct the first annual preliminary evaluation of the Educational Master Plan</td>
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**Co-Chair Names:**

- Rebecca Tillberg, Dean of Research and Planning
- Carmen Dones, Allied Health Division

**Members:**

- Academic Senate (4): Adrienne Foster, Carmen Dones, Judy Chow, Joyce Sweeney
- AFT Guild (4): Olga Shewfelt, Bonnie Blustein, Alice Taylor
- Vice Presidents (3): Ken Takeda, Phyllis Braxton, Bob Sprague
- AFT Classified (2): Dionne Morrissette, Ashanti Lyles
- Other Classified Bargaining Unit (1): Vacant
- Teamsters (1): Ara Aguilar
- ASO (1): Vacant

**Ex Officio**

- President: Nabil Abu-Ghazaleh
- College Council, Chair: Fran Leonard

**Resource**

- Stu Serv/ Admin Serv Program Review Rep.: Mary Jo Apigo
- Budget Manager: Maureen O’Brien
- Researcher: Agyeman Bonteng