MEETING CALLED TO ORDER AT 12:54 P.M. BY REBECCA TILLBERG

Minutes of Previous Meeting
Minutes from the December 3 meeting were approved.

Program Review Status
R. Tillberg updated those present on the progress of program review: at that point, very few program review validations had been completed. She also distributed a handout listing the program review resource requests.

Discussion about Resource Request Prioritization touched on several areas. The first aspect discussed was the postponed effort to develop a plan or system to assign priority to requests for new classified staff. As K. Takeda recalled, the Classified Staffing Plan group started in response to: i) a feeling that while faculty had a mechanism for prioritizing and recommending requests for hirings, classified personnel did not; and ii) the need for strategic planning associated with accreditation: specifically, standard 3a which lists “human resources” as a function in need of strategic planning, but which the college does not have a strategic plan or process to address. The Staffing Plan effort was started by the Classified Staff Guild, but ultimately postponed until the Educational Master Plan was completed. He suggested notifying the Classified Staff Guild to renew this effort now that the Educational Master Plan was due to be approved by the Board of Trustees on January 28.
PIE COMMITTEE
Rebecca Tillberg, Co-Chair
Carmen Dones, Co-Chair

Academic Senate (4)
Adrienne Foster (alternate)
Carmen Dones
Norma Jacinto
Joyce Sweeney

AFTGuild (4)
Olga Shewfelt
Bonnie Blustein
Alice Taylor

Vice Presidents (3)
Ken Takeda
Phyliss Braxton
Bob Sprague

AFTClassified (2)
Dionne Morrissette

Other Classified
Budget Manager

Budget Manager

Researchers
Aguyen Boateng
Sarah Doerrr

SSSEP Liaison
Patty Banday

OR OUR VISION
WEST: A gateway to success for every student

OR OUR MISSION
West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.

Through quality instruction and supportive services, the College develops leaders who encourage excellence in others.

A West education enriches students with the knowledge and skills needed to earn certificates and degrees to transfer, to build careers, and to pursue life-long learning.

THE GROUP CONTINUED TO DISCUSS THE RESOURCE REQUESTS NOTING THAT SOME REQUESTS SEEMED TO OVERLAP OR REQUIRE CLARIFICATION, INCLUDING ESPECIALLY MATH LABS. FOR THOSE CASES, R. TILLBERG AGREED TO WRITE THE PARTIES INVOLVED TO ASK FOR CONSOLIDATION OR COORDINATED CLARIFICATION OF THE REQUESTS. ALSO, SINCE AN IMPORTANT INPUT INTO THE PRIORITIZATION PROCESS ARE THE LISTS OF PRIORITIES OF THE VICE PRESIDENT AND TECHNOLOGY AND FACILITIES COMMITTEES, SHE WOULD CONTACT THOSE PARTIES AND PROVIDE THE LIST OF REQUESTS SO THAT PIE WOULD HAVE THOSE GROUPS’ FEEDBACK BY THE TIME OF THE PRIORITIZATION RETREAT.

SCHEDULING OF KEY SPRING PIE MEETINGS

The Prioritization Retreat was scheduled for Friday, February 27, while the Joint Meetings with the Budget Committee will occur March 26th and May 28th from 2:30 to 4:30 to coincide with the Budget Committee meeting.

Two issues considered in this conversation were the timing of the mid-term accreditation visit and whether the Educational Master Plan evaluation and Joint Meeting to evaluate college effectiveness should or could be merged. While the broad overlap in the two meetings is apparent, a suggestion to conduct the EMP evaluation over several PIE meetings was preferred since the EMP effort was a joint project with the Educational Policies and Standards Committee and not the Budget Committee.

PROGRAM REVIEW SOFTWARE

R. Tillberg asked for opinions about using TracDat software for Program Review rather than IES for Fall 2015. During the discussion, R. Tillberg recounted some of the history of IES’ creation and answered some questions regarding TracDat. While TracDat is being acquired for SLO information management, it also has a Program Review capability. One PIE member wondered if it was wise to use a new software program in the cycle of the Accreditation visit. The pulse of those present was that while PIE was not ready to decide whether or not to use TracDat for program review, no decision by PIE would be necessary until the end of the Spring; meanwhile, the Office of Research and Planning should, when the time comes, configure TracDat and provide feedback to PIE to inform such a conversation.

ACCREDITATION 2016 SELF EVALUATION BRAINSTORM

For the remainder of the PIE meeting, R. Tillberg led a discussion to brainstorm sources of evidence demonstrating that West meets standard 1B1:

I.B.1. the institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.

Some of the potential sources of evidence suggested were:

- Academic Senate presentations by Divisions about SLOs and student achievement. (minutes)
- Divisional Council minutes (The Deans of Research & Planning and Teaching & Learning report to every meeting on several issues in the standard)
- Division meeting minutes
- Some divisions have discussions in Etudes (SLO dialogue) and CCC Confer
- Student Success Committee and ATD minutes
- Program Review
- Improvement plans for SLOs – Phase 2 and phase 4 of SLO (SLO dialogue evidence required for SLO forms)
- Poster Sessions – faculty discuss student work

MEETING ADJOURNED AT 2:44 PM.

Planning and Institutional Effectiveness Committee Meetings 2014-2015
First Wednesday of each month; 12:45 p.m. to 2:45 p.m.
9/3/14; 10/1/14; 11/5/14; 12/3/14; 01/7/15; 02/04/15; 03/04/15; 04/01/15; 05/06/15; 06/03/15; 07/01/15; 08/05/15

Prioritization Retreat:
Joint Budget-PIE Meeting on Effectiveness Evaluation:
Joint Budget-PIE Meeting on Process Evaluation: