MEETING CALLED TO ORDER AT 12:57 P.M. BY REBECCA TILLBERG

Off-Agenda Topic: Changing the Meeting Day/Time

Before review of the previous meetings’ minutes, R. Tillberg asked about possibly moving the meeting day and time. There was some discussion but no other time seemed perfectly suitable given the preponderance of important meetings. R. Tillberg asked for recommendations from the group

Minutes of Previous Meeting

Minutes from the October 1 and November 5 meetings were approved with corrections.

Student Profile, Fall 2014

A. Boateng presented the Fall 2014 Student Profile—a brochure produced by the Office of Research and Planning featuring data graphs describing the characteristics of Fall 2014 enrolled students as well as enrollment, degree and transfer information from the past several years—to those in attendance, providing interpretation of the charts and their data sources. PIE members inquired about the transfer rates to private institutions, a data element not included in the brochure.

Planning and Institutional Effectiveness Committee Meetings 2014-2015
First Wednesday of each month; 12:45 p.m. to 2:45 p.m.

Prioritization Retreat:
Joint Budget-PIE Meeting on Effectiveness Evaluation:
Joint Budget-PIE Meeting on Process Evaluation:
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
Phyllis Braxton
Bob Sprague

AFTClassified (2)
Dionne Morrissette

Other Classified
Bargaining Unit (1)

Teamsters (1)
Ara Aguiar

ASO (1)

EX OFFICIO
President
Nabil Abu-Ghazaleh

College Council, Chair
Fran Leonard

RESOURCE
Siu Serv/ Admin Serv
Program Review Rep.

SLD Rep.
Mary Jo Apigo

Budget Manager

Researchers
Aguyen Boateng
Sarah Doerrer

SS&SP LiaISON
Patty Banddy

OUR VISION
WEST: A gateway to success for every student

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.

Educational Master Plan Update

R. Tillberg reported that the draft of the Educational Master Plan is available online. She and H. Bailey-Hofmann are scheduled to present the plan to the Institutional Effectiveness (IE) committee of the board on December 17th. H. Bailey-Hofmann and R. Tillberg are encouraging as many representatives from the college to attend as possible. There was brief discussion of the reception some of the other colleges’ plans received from the IE committee.

H. Bailey-Hofmann reminded those in attendance about the calendar of work for the various plan objectives. She is reaching out to the implementation and monitoring groups and individuals and several (e.g. Student Success Committee, SEAC) have begun to review their roles and plan to act.

H. Bailey-Hofmann reported that she has been asked by the college president to chair the workgroup that will develop an update to the expiring Technology Master Plan (TMP). The membership of the Technology Committee has volunteered to sit on the TMP workgroup, and she was asking for PIE members to consider joining the workgroup. J. Peterson noted that the TMP workgroup and other groups across campus (e.g. science departments) might explore equipment donation from the local universities to the college.

Program Review Status

R. Tillberg reported that currently many programs are still at the validation stage of program review. Many of the program reviews yet to be turned in are for Deans or Vice President offices. A. Taylor suggested this might be because these offices did not have the penalties associated with missing the FPIP deadline as a motivation.

The attendees discussed what to do about the situation of late program reviews by upper administration. The first suggestion was that College Council or Senior Staff should be made aware of the situation and R. Tillberg agreed to bring the issue to those bodies. Providing some insight from a Vice President’s perspective, P. Braxton shared that she uses her validation process to track how her units are progressing toward their goals and whether they are getting distracted by other projects that are perhaps laudable, but not what was agreed to as the strategic goals for the team. Given this feedback, B. Blustein suggested somehow modifying the process to distinguish between program reviews that relied on or summarized others (at the least, by perhaps assigning a different due date) and those that do not.

There was also more general discussion about the validation process. P. Braxton noted that the Student Services offices had met to validate programs but this was not reflected in the latest report; R. Tillberg will follow up to determine what the issue was since it may affect other departments as well. J. Coleman asked about training for those new to the process of validation. R. Tillberg also noted that there had been validation trainings in the past. She also mentioned that the new Program Review Handbook was ready to be posted to the web and would share that document with newcomers.

B. Blustein asked about faculty involvement in validation. R. Tillberg shared that while PIE has worked to bring faculty into the validation process, the timing, logistics, and willingness/demand have not worked to bring faculty into the process. B. Blustein offered two suggestions. The first was that the December deadline discouraged faculty involvement because of the end-of-term crush. While the validation deadline is typically set for December, the critical need is for program reviews to be validated...
and reviewed by the vice presidents in time to prepare for the Prioritization Retreat, usually in February. Setting the validation deadline for sometime in January would provide some faculty, especially those teaching in winter, a better opportunity to participate. She also thought that the Senate might be receptive to being asked for a greater role for faculty in validation.

College Effectiveness Report 2014

This agenda item was skipped in order to accommodate the Accreditation 2016 Self Evaluation Brainstorm

ACCREDITATION 2016 SELF EVALUATION BRAINSTORM

For the second hour of the PIE meeting, A. Taylor led a discussion activity to answer the question: What evidence demonstrates that West meets the standard The group focused on the standards for which PIE has primary or secondary responsibility. Three were discussed, with others reserved for future meetings. The Standards discussed included:

I.A.2. The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities and educational needs of students.

I.B.7. The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission. (overlaps with I.A.2)

I.B.9. The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology and financial resources.

The group concluded that this brainstorming was a valuable process because it helps us focus on the Standards and what they mean, and demonstrate how we, West, own the work of accreditation. The PIE committee will continue the practice established this meeting to dedicate half of its time to matters of accreditation.

MEETING ADJOURNED AT 3:05 PM.