West Los Angeles College
Update to the 2013 Follow-Up Report

April 12, 2013

Recommendation 1 of 2012: Measurable Goal Setting

Include measurable outcomes in all plans, and use them to assess progress.

> By March 19, 2013, the Technology Committee had identified measures for at least one strategy for 6 of the 7 Technology Master Plan goals.

Update Facilities Master Plan, including measurable outcomes.

> March 7: College Council approved the Space Needs Projections developed by the Facilities Committee.

> March 11: Facilities Committee reviewed draft Programming Scenarios for new construction.

> March 12: Facilities Committee initiated a ranking of design parameters.

> March 18: Facilities Committee reviewed revised Programming Scenarios.

> March 21: AFT Faculty Guild reviewed Programming Scenarios.

Create an Educational Master Plan that encompasses Student Services and guides all planning.

> April 9: Academic Senate moved to request that the Planning and Institutional Effectiveness (PIE) Committees and Educational Policies and Standards Committees (EPSC) work together to create a revised Educational Master Plan encompassing the Student Services Plan and guiding other planning.

> April 10: The PIE Committee moved to work with the EPSC on the revision of the EMP.

> April 11: The College Council endorsed by consensus both of these Academic Senate motions.

Recommendation 2 of 2012: Systematic Evaluation and Planning

Follow established procedures to complete the annual planning, resource allocation and assessment cycle.

March 8: PIE Committee Prioritization Retreat used a rubric to prioritize all the resource requests from program review, except those going to Faculty Position Identification and Prioritization Committee (FPIP).

March 15: Planning Visualization workshop. Faculty, staff and students modeled the planning cycle in three dimensions, photographing and videoing various ways of explaining our system.

April 10: The PIE Committee Meeting began evaluation of the program review process, using the results of the Program Review Survey. PIE set up a working group to propose revisions to the instrument and the 2013-14 calendar, and another workgroup to consult with district programmers on improvements to the Institutional Effectiveness System software.

In spring 2013 Student Services has committed to complete evaluation of progress on the 6 goals of the Student Services Plan using baseline measures.

Recommendation 3 of 2012: Student Learning Outcomes

Maintain a full cycle of SLO definition, assessment, discussion and revision.

By April 12, faculty had assessed a course SLO for 116 courses taught in the fall, including discussing and implementing classroom changes indicated by SLO assessments. Changes to Course Outlines of Record were identified for 5 courses.

By April 9, 3 divisions had developed course assessment calendars.

April 9: SLO Coordinator reported at Senate the need for review of course SLO addendums to ensure that the set of course SLOs align with all course objectives.

April 9: College published invitational flyer for the May 16 Annual Student Poster Showcase, including assessment of Institutional SLOs. As of April 12, 193 students have signed up to present.

April 12: 28 faculty, staff and administrators attended the SLO Symposium, discussing West's SLO cycle, student awareness and engagement strategies and SLO dialogue.

Roll up Course SLOs to assess Program and Institutional SLOs.

April 9: SLO Coordinator reported to the Academic Senate on draft mapping of Program SLOs to GE Learning Outcomes and Institutional Learning Outcomes.

April 10: SLO Coordinator distributed draft mapping of Program SLOs to GE Learning Outcomes and Institutional Learning outcomes to all Division Chairs for review at the May 2013 Divisional Council Meeting.

Recommendation 4 of 2012: Student Learning and Service Level Outcomes

Assess all Service Level Outcomes and Service Area Outcomes over a three-year cycle.

> April 11: Student Services personnel discussed the possible need to rewrite Service Level or Student Leaning Outcomes as Service Area Outcomes in order to collect more meaningful data.
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> By April 11, the Offices of the V.P. for Administrative Services, I.T., Personnel/Payroll, and Business had completed assessments of all SAOs.
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> At the April 12 SLO Symposium, the V.P.s of Student and of Administrative Services consulted with Robert Pacheco on fine tuning outcomes assessments.

Recommendation 5 of 2012: College Catalog Currency

Completed: Statements on academic freedom and acceptance of transfer credit are in the 2012-2014 catalog.

Recommendation 6 of 2012: Library Collection Development and Security

Meet needs of the library clearly identified in program reviews using the college's regular planning and resource allocation cycle.

> March 4: Library met to review purchases using the rubric developed in program review.
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> At the March 8 Prioritization Retreat, Library collections ranked eighth in the resource prioritization for FY 2013-2014.
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> March 19: Library requested titles recommended for purchase in spring 2013 to all faculty.
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> In the March 27 FPIP ranking, librarian positions ranked second and fifth.
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> Between March 13 and April 10, library ordered about 1000 print books and 80,000 eBooks, plus other high-demand instructional material, committing about $245,000.

Recommendation 7 of 2012: Financial Resources

Continue to integrate planning, evaluation, and resource allocation decision making.

Systematically assess the effective use of financial resources and use the results of the evaluation as the basis for institutional improvement and effectiveness in a manner that assures financial stability for the institution.

> March 8: Using a rubric approved by the College Council February 7, 2013, PIEC produced a unified prioritization of the resource requests generated in program review.

> March 27: FPIP Committee finished its ranking of 28 positions for potential full-time hires.

> April 9: FPIP chair presented the ranked list to the Academic Senate and initiated discussion of potential revisions of the process for its April 26 self-evaluation.

> April 11: College Council Meeting
> Reviewed prioritized resource requests, to be considered by the Budget Committee at its April 25 meeting.

For District Recommendations, please see the LACCD Accreditation Special Report to the ACCJC, April 1, 2013

http://www.laccd.edu/board_of_trustees/standing_committee_agendas/documents/Special_Report_2013.pdf

Recommendation 6 of 2006

As part of the college planning cycle use Student Services program reviews to identify needs. Use technology to leverage personnel.

> March 28: West Expressway website launched, including a portal to West Expressway appointments. West Expressway guides students though the Matriculation process, providing each student with the opportunity to identify an educational goal and course of study, complete the Orientation to the College, College Assessment Preparation, College Assessment, and an Abbreviated Student Educational Plan.

> April 8: Matriculation piloted West Expressway with a group of 6 students. A total of 116 students have scheduled appointments for the pilot season. Further students will be recruited at West's High School Day on April 19.

> In February and March 2013 administrators, staff and faculty came together across the district to analyze the fit of Oracle's PeopleSoft Campus Solutions with all college needs, including matriculation. The goal is a new Student Information System with a full array of self-service options, tested at two college and ready for district-wide use Fall 2016.

Recommendation 13 of 2006

Continue to increase participation in governance and foster trust throughout the institution by conducting meaningful, timely dialogue that acknowledges different perspectives and ideas for making informed decisions.

March 28: Spring Recharge staff development. Post-event survey shows staff appreciated acknowledgement and the opportunity for collaboration.

April 11: College Council endorsed West's hosting of an Academy for College Excellence Experiential Learning Institute for administrators, faculty and staff in June 2013. The ELI's outcomes include improved communication and trust.

Committees continue their scheduled meetings, posting agendas and minutes to the college website.