

**Recommendation Committees' Chairs' Meeting
Minutes
For
Thursday, October 5, 2006**

Attending: Fran Leonard, Rod Patterson, Mark Rocha, Sherron Rouzan, Yvonne Simone, Bob Sprague,
Paul Stansbury

Absent: Eloise Crippens, Nikki Jacobson

- I. The meeting was called to order at 1:05 p.m. Minutes from the meeting of September 21, 2006 were approved.
- II. Committee chairs'/co-chairs' reports
 - A. Olga reported on the Oct. 4th meeting of the Recomm. #1 and #13 Committee.
 1. The committee went over its charge and noted a number of actions already taken, including the 3-VP model, the governance MOU, planning and budget alignment.
 2. Faculty at the meeting, including adjuncts, mentioned the following:
 - a. Wanting a "caring" administration," want to feel supported and want the college to follow the example set by Dr. Rocha
 - b. Dr. Rocha talked about accountability on everyone's part and said that an important component to accountability is clarification of rules, including of supervision and evaluation as it relates, for example, to class dismissal in evening classes.
 3. Also discussed is the need to find another "center" of communication in addition to the weekly President's Bulletin. Possibilities mentioned: ensuring that representatives on key committees communicate with their constituencies, an enhanced web page, offering other days/times besides Fridays for the President's Open Hour.
 4. Rod mentioned the idea of creating a videolog of events to present to the Commission. While the cost is prohibitive, CEMA has equipment. Rod will follow-up on this with Jay Jordan, chair of CEMA.
 - B. Rod Patterson reported that the Recomm. #9 committee has met and looked at systems in place to track employee evaluations. The committee received a list from Academic Affairs, and packets for evaluation were passed out to Division Chairs with evaluations to be done this semester. Does such a checklist exist for Administration, classified and the President's Office? Rod is checking with Sue Carleo and Karin Martin at the District Office about recent changes in the level of support provided for evaluations, including a timetable and lists of those to be evaluated in order to better determine to what extent evaluation has been decentralized.

Other actions include: How SLOs are being included in evaluations, evaluation of online classes' instructors.

Bob Sprague asked what the role of the committee is, whether to bring attention and focus to the issues and/or to make specific recommendations to those responsible for evaluation. In the discussion that followed, Fran said she thought committees could do both, saying that that members of Recomm. #5 & #4/2000 are interviewing Division Chairs about the effectiveness of the program review process, including the data packets and the analysis of data for this program review cycle.
 - C. Yvonne reported that the Recomm. #6 Committee had met in the morning with three

members present: Patty Banday, Sherron Rouzan and Yvonne. Counseling has started the program review process at last week's counseling meeting. Counseling has indicated it wants additional research, but also mentioned that it does have the 2005 LACCD Student Survey results and a survey done during Welcome Week, the results of which are being compiled by the college researcher, Ed Pai, to look at and analyze. In addition, the results of the study done by Linda Hagedorn of USC.

1. Action plans include research and refinement of staff chart and distribution of services; applying to FPIP for a counselor position, addressing understaffing challenges, working with the Student Services Council on providing professional development for adjunct counselors on SEP and SARS skills. Sherron said that problems are in staffing, not scheduling.
2. Dr. Rocha asked the committee chairs to focus on what are appropriate outcomes for counseling? And – as a measure for all areas of the college – how do we know we are being successful? What are our benchmarks for improvement/excellence?
3. Bob Sprague suggests looking at counseling as part of a comprehensive approach to services provided to students and how all that is scheduled to ensure students navigate efficiently and smoothly through key components: admissions, assessment, the business office, bookstore, transfer, etc. He suggests charting this out.

III. Fran noted to all chairs that to have a draft of the progress report to the Academic Senate by Nov. 14, 2006, she will need actions identified and taken by all committees in by the meeting of November 2nd at the very latest.

The meeting adjourned at 2:05 p.m.

Next meetings: 10/19, 11/2 (corrected from the agenda), 11/16, 12/7

Respectfully submitted by Fran Leonard, faculty chair

Vision

*Through innovative programs and responsive community service,
West Los Angeles College empowers students to succeed.*

Student Learning Outcomes

Critical Thinking

Communication

Aesthetics

Quantitative Reasoning

Self Awareness/Interpersonal Skills

Civic Responsibility

Technological Awareness

Diversity

Ethics

DRAFT