



**College Council DRAFT Minutes  
for  
Thursday, September 3, 2009  
1:00 p.m. - Winlock Lounge**

Attending: Bruce Anders, Judy Chow, Eloise Crippens, Lawrence Jarmon, Fran Leonard, Ebonea McAlister, John Oester, Richard Olivas, Rod Patterson, Betsy Regalado, Mark Rocha, Olga Shewfelt, Stefan Stitch, Rebecca Tillberg

**I. Call to order; minutes.**

Chair Fran Leonard called the meeting to order at 1:10 p.m. The Council confirmed the agenda and approved the minutes of June 11, 2009. There were no public speakers.

**II. President's Report**

Bob Sprague spoke on behalf of Dr. Rocha who was attending a Cabinet meeting at the District. He mentioned that enrollment is 18% higher in headcount while class offerings are 22% lower. The average class size is about 34. Growth is expected to be funded by the State at 2% growth over last year's funded FTES. The FTES goal for West is 7150.

The previous night, a group met to discuss applications for grants worth \$5M. West received a grant worth \$50,000 from WalMart for efolios, called Semillas. West was awarded another grant, worth \$700,000 for historically Black-serving institutions.

The president has received the Council's recommendation re. the Grant Management Committee and is in the process of further consultation on this.

**III. Action Item: Nomination & Election of CC Chair**

Fran described the responsibilities of the Council chair (preparing the agenda and minutes for all CC meetings and CC Exec meetings, including Town Halls; chairing all CC and CC Exec meetings, posting agendas and minutes at the CC webpage; planning, scheduling meetings and coordinating work related to the Leadership Retreat and also, last spring's 40<sup>th</sup> anniversary Celebration Day; working with constituencies and reporting at meetings of constituencies on Council action items and recommendations. There is .2 re-assigned time for these duties for the 2-year term. There were no additional nominations from the floor. The Council re-elected Fran Leonard as chair by unanimous acclamation.

**IV. Chair's Report**

A. Fran pointed out the CC meeting dates/times for the 2009-2010 year, at the bottom of the agenda as a footer: Sept 3, Oct 1, Nov 5, Dec 3, Feb 4, March 4, April 8, May 6, June 3. The Council meets from 1:00 p.m. to 3:00 p.m. in the Winlock Lounge.  
CC Exec meetings, scheduled at 1:00 p.m. in the PCR, are Sept 10, Oct 8,

Nov 12, Jan 14, Feb 11, March 11, April 15, May 13, June 10. Every attempt will be made to stick to this schedule this year.

- B. Remembering comments made in 2000 by the Accreditation Visiting Team on the challenges re. governance, Fran and other members noted that West has made progress. Measures of effectiveness may include, but are not limited to:
  - a. actions/recommendations forwarded to the college president related goals/objectives with outcome measures (included in a survey)
  - b. a record of number of meetings held and number of attendees
  - c. a governance handbook
  - d. increasing the number of faculty members who serve on committees, starting at the division level

Discussion will continue at subsequent meetings.

- C. Fran asked all members to update the membership roster for this year and to include each member's terms of office.
- D. The Board of Trustees will hold its regular monthly meeting at West on Wednesday, May 26, 2010.
- E. After discussion, the Council agreed to change the Leadership Retreat date to the first Friday of November this year, November 3, 2009.

#### VI. Standing Committee Reports, Discussion

- A. Planning - Rebecca Tillberg passed out an Evaluation of Committee Work, including meetings held, number of attendees, accomplishments (mission revised and accepted by the CC, membership specified, assessment of college progress in implementing the Educational Master Plan begun, Program Review Subcommittee continued under the direction of the Planning Committee; the Subcommittee engaged in a process to update/replace the program review document; planning concepts continue to be clarified; information from the District Planning Committee was shared. The handout also specified 9 Committee goals for 2009-2010, including complete assessment of implementation of the Educational Master Plan, create a planning handbook. Comments/suggestions included: the need to continue to clarify processes; work to close the planning/budgeting loop; communicate program review and planning/budgeting processes to the entire college community; complete program review/unit plan cycle; maintain focus on accreditation; develop process to integrate SLO assessment with planning and budgeting.
- B. Program Review subcommittee meetings are set for the year: the 3<sup>rd</sup> Wednesday of each month at 1:00 p.m. in the PCR: Sept 16, Oct 21, Nov 18, Dec. 16, Feb 17, March 17, April 21, May 19, June 16. Following the plan, program review this year focuses on refinements to the instrument and on unit plans and validation.
- C. Discussion on program viability: Bob Sprague said that viability should be a measure of last resort, that managing growth downward should take place before viability is applied.  
Discussion re. the FON with Dr. Rocha present and reporting that West and other colleges have followed the rules while at least 2 colleges have not. Suggests keeping FON separate from academic policy.
- D. **Budget** John Oester passed out the Operating Statement, dated 8/12/09. The District-mandated FTES goal is driven by the state's mandated workload reduction. West is allowed to grow up to 2%. We may not necessarily get paid by the state. The District figures some colleges will come in below what the state allows. We receive \$4565. per credit FTES.
- F. The West LA College Shuttle report was emailed to all members by Fran.

The meeting adjourned at 3:01 p.m.

Respectfully submitted by Fran Leonard, Chair.