

West Los Angeles College

College Planning Meeting

Discussion Notes of Monday March 19, 2007

CONSTITUENT	MEMBER	ALTERNATE
Ex-Officio Member	Rocha, Mark	<i>Absent</i>
Academic Senate	Eloise Crippens	<i>Absent</i>
	Rod Patterson	<i>Absent</i>
	Patricia Siever	<i>Absent</i>
	Fran Leonard	<i>Absent</i>
	Norma Jacinto	<i>Absent</i>
	Yvonne Simone	
	Nikki Jacobson -Chair of Planning	
Administrators	Paul Stansbury, VP Academic Affairs (ALO)	
	John Oester, VP Administrative Services	
	Betsy Regalado - VP Student Services	
ASO Representative	Greg Jennings (ASO President)	<i>Absent</i>
Program Review	Cathy Froloff	
UNION -AFT Certificated	Olga Shewfelt	<i>Absent</i>
	Elisabeth Jordan	<i>Absent</i>
UNION –TEAMSTERS	Lawrence Jarmon	<i>Absent</i>
UNION -AFT Staff	Jo-Ann Haywood	<i>Absent</i>
	Christina Misner	<i>Absent</i>
Classified Forum (Non Voting)	Vacant Chair	<i>Absent</i>
UNION -SEIU 347	Abel Rodriguez	
Resources (Non Voting)	Isabella Chung, Assoc. Vice President, Admin.	<i>Absent</i>
	Edward Pai, OIE Research	<i>Absent</i>
	Geneat Walton, OIE Support	
GUEST		

Handouts: *Agenda, Minutes of 3/5/07*

College Planning Discussion took place at 2:10pm. A quorum was not established so therefore the members present discussed various issues from previous meeting.

- I. **Agenda:** Agenda was reviewed with no additions.
- II. **Minutes:** The minutes of March 5 were not approved.
- III. **Reports and Information:**
 - a. No Report from President Rocha
 - b. CPC's Standing Committees:
 - i. Program Review (Previous Reports) – Program Review Committee is working on reports that were returned.
 - C Froloff, F Leonard and N Jacobson held a teleconference with Dean Walden (LASC, Dean of Research) to discuss the implementation of an online program review system using the KMR Software. A demonstration of this software was presented to Academic Senate and has been approved by the senate. Academic Senate will make a recommendation to the President. The committee had questions regarding the software but, did not make a recommendation; motions were tabled until next meeting. The following information was shared with the committee:

KMR Software (Program Review Online)

Important features of the instrument/process

- *Developed entirely with the Academic Senate involvement and approval*
- *Start-up costs were funded by a Title V grant*
- *Since the college first implemented this software, the template has since been refined and is far superior to what it was 2 years ago. From a process of presenting this instrument at the League of Innovation, the CIS Field Conference and the RP Group, improvements suggested by conference attendees have led to an even better product*
- *The instrument is accessible, user-friendly and adaptable to the specific needs of individual institutions*
- *Ties in with unit planning in critical ways: program review requires the initiator to create at least 3 objectives which derive from data elements. From these objectives, a resource allocation online form requires any request for funds to be linked directly to an objective and its rationale, asks how much it will cost and must be prioritized by the unit/discipline. Block grant money was allocated using program reviews. A planning handbook cites the criteria for prioritizing requests, such as does the request tie into the college mission; is it coherent, reasonable and supported by data/evidence?*

Furthermore, divisions' plans go to a subcommittee of the Strategic Planning Committee before being recommended to the president.

The president accepts/signs-off on requests that he accepts and provides a rationale for those that aren't funded.

Dan reported that of the 1-time only requests made for resource allocation, 100% were met the first two years. Some operational requests of Program 100 were also funded.

- *Senators/Senate officers were divided up into teams to evaluate the program reviews of academic disciplines*

What they've learned/need to address:

- *Program reviews aren't done often enough at LA Southwest. They hope to do program reviews every two years. Will work with Senate on this.*
- *Evaluative process needs to be strengthened, including a formalized process for getting dept. chairs' involvement*
- *Important to train an on-site administrator for the software, responsible for passwords, turning the system on and off, etc.*

Costs

- *Initial start-up costs (whatever KRM is charging now), plus a \$75/mo. fee for housing college data/reports at the Marina del Rey facility*

ii. Technology: (No Report)

IV. Old Business, New Business, Announcements, and Future Agenda Items were tabled until the next meeting.

Meeting was adjourned at 2:35 p.m. The next meeting will be held on Monday, April 16, 2007 (Winlock Lounge) at 2:00pm.