

West Los Angeles College

College Planning Meeting

MINUTES

Monday March 5, 2007

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

Handouts: Agenda, Minutes of 10/16/06, 11/6/06, 11/20/06, 12/4/06, 12/8/06, Report on the Evaluation of the Comprehensive Program Review of Speech and Computer Science

Meeting Called to Order at 2:10pm

- I. **Agenda:** Approved as submitted.
- II. **Minutes:** The minutes of 10/16/06, 11/6/06, 11/20/06, 12/4/06 and 12/8/06 were approved unanimously with no corrections.
- III. **Reports and Information:**
 - a. President Mark Rocha – None
 - b. CPC’s Standing Committees:
 - i. Program Review: None
 - ii. Technology: Technology Workshops schedule for 4/16 and 4/17
- IV. **Review Comprehensive Program Review Evaluations:**
 - a. Discussion: Report on the Evaluation of the Comprehensive Program Review of Speech and Computer Science documents were submitted. The committee reviewed the documents and decided that the recommendations needed some additional clarification. What is page 6 of the report? Has anyone seen the Comprehensive Report?
It was M/S that we send the Report on the Evaluation for Speech and

Computer Science back to the Comprehensive Program Review Committee for clarification of commendations, justification of recommendations what rationale was used for the report.

V. Future of Program Review – New Programs:

- a. It was discussed that new programs are no longer submitting initiatives to the Planning Committee. According to the College Master Plan all new programs must be submitted as a new initiative to the College Planning Committee. Since the transitions of College Planning Chairpersons only one initiative has been submitted.

Note: College Educational Master Plan: Development Process for New Programs and Services XII-8
(DEVELOPMENT PROCESS FOR NEW PROGRAMS AND SERVICES

The College will use a systematic process to develop new initiatives. The process has two foundational elements: College-wide collaboration and the assessment of evidence in decision-making. This process can be initiated at any time. Ultimately, the sponsors will submit the final proposal for consideration to the Academic Senate and then through the annual planning and budgeting cycle (or through the emergency track). All areas of the College will use the same basic steps:

1. Assemble a Planning Group to Develop a Coordinated Program Development Plan: a planning group will be assembled of people currently involved or interested in planning potential initiatives to a meeting to share information and develop a plan for evaluating student and/or community needs, assessing program feasibility, identifying target audience/markets, and developing an overall program structure. The purposes of this process are to 1) share information on potential program goals, 2) identify sources of external needs assessment data, 3) identify related district or other efforts, 4) identify resource persons in industry or the district, 5) develop a plan for developing the potential program initiative. It is critical that the Planning Group include representation from the major divisions that will be directly involved in or significantly affected by the initiative, especially cross-representation between Student Services and Instruction. Parties with a less direct interest should be informed of decisions affecting them, and/or invited to select meetings. It is also desirable to include people from various staffing positions, such as classified staff, in the communication link to identify issues and opportunities early in the planning cycle.

VI. Mission Statement: (Deferred until after the Fall Retreat)

- a. Please read the college mission statement and we will discuss it a future College Planning Meeting.

VII. New Business

- a. Proposal to change College Planning Meeting to once a month
Retreat ideas (discussion will take place at next meeting)
- b. Spring College Retreat:
 - i. The Fall College Retreat Report was submitted to the College Council and was approved. Although it did not come before the College Planning Committee, future Retreat Reports must be reviewed by the committee before forwarding to the College Council.
- c. The chair is sending out an announcement to the college to submit possible retreat ideas: Review the Educational Policies, Address the production of the Master Plan, Address the progress of Accreditation Report and College Planning Committee is the “backbone” to Program Review

VIII. Announcements – None

IX. Future Agenda Items

Meeting was adjourned at 3:05 p.m. The next meeting will be held on Monday, March 19, 2007 at 2:00pm.