

West Los Angeles College  
**College Council Committee**  
Monday, October 9, 2006  
2 p.m.—Winlock

**Minutes**

Present: Richard Block Eloise Crippens, Adrienne Foster (chair), Lawrence Jarmon, Sheila Jeter-Williams, Elisabeth Jordan Arlene Moorehead, John Oester, Rob Patterson, Mark Rocha (ex-officio), Abel Rodriguez, Olga Shewfelt, Patricia Siever, Robert Sprague, Paul Stansbury, Paul Zolner

Absent: Jo-Ann Haywood, Gregory Jennings,

Alternates: Bruce Anders, Lorraine Patriarca

Guests: Isabella Chung, Gary Colombo, Allan Hansen, Nikki Jacobson, Fran Leonard

Meeting began at 2:05 p.m.

I. Agenda: Agenda was confirmed as presented by consensus.

II. Minutes: The September 25, 2006 minutes were approved by consensus.

III. Public Speakers: None.

IV. President's Report (Attachments: October 9, 2006, Administrative Council Agenda; Enrollment Data/Section FTES Planning Worksheet; Project "Turn-Around Now;" October 10, 2006, Memo: Advertising & Marketing/Outreach & Recruitment Operations Team)

1. Enrollment: President explained the FTES projections on the Section Count and FTES—Planning Worksheet. He informed the Council that

- West has one month to increase enrollment,
- Fall 2006 enrollment is significantly less than Fall 2005,
- West needs to increase Winter and Spring enrollment significantly,
- West to keep Summer enrollment in the academic year that it was offered and not rob next year's enrollment
- We have to establish some norms,
- FTEF pattern to increase enrollment has been repeated for last two Spring semesters and enrollment goals were not achieved,
- West has to do something different to change the enrollment outcome,
- Operational goal is to increase enrollment, and
- We are going to move on all fronts; we need to maximize the enrollment.

2. Project Turn Around: The administration is considering undertaking the items outlined in Project Turn Around to increase enrollment. Project Turn Around is short-term.

3. Outreach and recruitment— The college members of the group TAMOR (Team for Advertising/Marketing/Outreach/Recruitment) will attend the District-wide Retreat on Outreach and Recruitment on Friday, October 13, 2006. Enrollment and Marketing Plan plans the future. We need to have the data to cast the report. College personnel need to have training to manage the budget. It will take about a year, maybe longer to reach our goals and objectives—and, we will get there.

President meets and works with faculty leadership daily. Building Management meets next Thursday. Library Rehab October 10 meeting may be changed to October 24.

V. College Student Success Taskforce: The Executive Committee discussed the charge and membership of the College Student Success Taskforce. A decision was reached to make the college charge the same as the District's SSI committee charge and to identify the number of members and their constituencies. The outcome was the recommendation for Action Item #1.

Action Item # 1—College Student Success Taskforce:

The college SSI committee charge would be the same as the charge of the District SSI committee. Stated was "the SSI charge is determined by the District's."

There are to be 10 members of which five are faculty, three are administrators, one classified and one student. Co-chairs are to be VP student Services and one "experienced faculty leader."

College SSI Committee Membership (10)

1 basic skills chair

1 counselor

- 1 matriculation & assessment
- 1 admissions & records (classified)
- 1 VP Student Services (co-chair of SSI committee)
- 1 VP Academic Affairs or VP Administrative Services (not sure which one)
- 1 transfer
- 1 President or s/he appoints an administrator
- 1 workforce development
- 1 ASO

The College Council's discussion on Action Item #1 focused on member representation: specific areas be represented and added to the membership such as: language arts, math, behavioral and social science academic divisions; basic skills, transfer task force, strategic enrollment management committees.

It is important to have academic affairs and student services divisions on the committee to implement the committee's charge. The Taskforce is to link the connections between student success and enrollment management. Committee membership at East and Pierce colleges were referred to as examples.

M/S/P Friendly amendment: We will accept this. Committee has our initial comment of student success and our conversation of what are other appropriate bodies so that they can at least be added and we will continue our conversation. Combine transfer task force, basic skills, and strategic enrollment management committee to make the Student Success Taskforce.

OR

M/S/P Friendly amendment: Adopt Action Item #1. Expand the Student Success Taskforce membership to include:

- 1) faculty from Behavioral & Social Sciences, Language Arts (English) and Math, Matriculation, counseling;
- 2) membership from Basic Skills Committee, Transfer Task Force, Strategic Enrollment Management; and
- 3) academic affairs and student services divisions to implement the committee's charge.

Aye: R. Patterson, P. Zolner, O. Shewfelt, R. Block, L. Jarmon, R. Sprague, L. Patriarca, J. Oester, P. Stansbury, A. Moorehead

Nay: E. Jordan

Abstain: E. Crippens, P. Siever, S. Jeter-Williams, A. Rodriguez

M/S/P College Student Success Taskforce Recommendation plus friendly amendment.

Aye: E. Crippens, R. Patterson, P. Siever, O. Shewfelt, R. Sprague, R. Block, L. Patriarca, S. Jeter-Williams, L. Jarmon, J. Oester, A. Rodriguez, P. Stansbury, A. Moorehead

Nay: E. Jordan

#### VI. Chair's Report:

Action Item #2—Executive Committee Noticed Motion of an Amendment to the Policy: The Executive Council discussed the election of chair, voting membership, vacancy in constituency and replacement of elected member. When the council chair is elected, it decreases the voting membership of the constituency the newly elected chair was representing.

To fill the vacancy created by the chair's election, an amendment to the Council Agreement was discussed and agreement reached.

- The constituency should replace the vacancy to maintain the number of its voting membership.
- The amendment reinforces each constituency shall have a certain number of voting representatives on the College Council.

The discussion resulted in Action Item #2 and was recommended to be submitted for action at the October 9, 2006 College Council meeting.

#### M/S/ Action Item #2—Executive Committee Noticed Motion of an Amendment to the Policy

To amend the West Los Angeles College Council Agreement with the following language: VIII.A. (6) The constituency from which the Chair of the College Council comes shall elect a replacement member.

The amendment will be placed on the agenda for adoption by vote at the October 23, 2006 Council meeting.

M/S/P by consensus to move: Agenda Item IX. LACCD Strategic Plan presentation by Gary Colombo before Action Item #-College Planning Committee Recommendation, to adhere to presentation hour scheduled.

VII. (IX.) LACCD Strategic Plan Presentation by Gary Colombo (LACCD Draft District Strategic Plan Goals Summary, October 9, 2006), LACCD Strategic Plan Committee Initiative 2006-2011: Mr. Colombo explained the District's new district mission and the guiding principles that will drive the mission statement: access and opportunity, excellence and innovation, student learning and success, free inquiry, the power of diversity, community connection, the promise of technology, and public accountability.

Environmental scans, studies, surveys were conducted to assess the population in the areas of economics, diversity, culture, age, gender, education, language, occupations, technology skills, etc. Does the current education we offer prepare college students to compete successfully for tomorrow's highly technical and scientific jobs? The District held discussions district wide, and the participants developed and established five goals, which correspond with those of the California Community Colleges, assist the District and Colleges link their strategic planning for measurable outcomes.

- Goal 1: Access—Expand Educational Opportunity and Access
- Goal 2: Success—Enhance All Measures of Student Success
- Goal 3: Excellence—Support Student Learning and Educational Excellence
- Goal 4: Accountability—Foster A District-wide Culture of Service and Accountability
- Goal 5: Collaboration—Explore New Resources and External Partnerships

Mr. Colombo said that we have to instill change into the college culture if we are to achieve student success, increase enrollment, increase number of degrees and certificates awarded, improve transfer rates, establish more partnerships, write more grants, improve relations and establish 2+2+2 program with feeder high schools and universities, etc.

Action Item #3—College Planning Committee Recommendation: The CPC recommends that the planning goals for West LA College for 2006-2007 be officially endorsed by college constituencies. Those goals being:

- (i) Student Success
- (ii) Team Building
- (iii) Self Study/Accreditation Planning Agendas
- (iv) Balancing the college budget by increasing enrollment while maintaining academic quality

M/S/P to accept recommendation by consensus.

#### VIII. Standing Committee Reports:

- A. Budget Report—No written report submitted. The budget is practically the same as reported on October 9, 2006.
- B. Facilities Report—No written report provided
- C. Planning Report: (College Planning Committee Report, September 25, 2006) CPC submitted its recommendation for West's 2006-07 planning goals. CPC will address in Fall 2006 semester: facilities requests prioritization, allocation of set-aside funds for enrollment growth initiatives, five planning agendas from the Self Study Report, Master Plan after the Academic Senate completes its revision of the Educational Plan.

IX. Accreditation Update: November 14, 2006 is the deadline for draft of the Progress Report to be presented to the Academic Senate. By November 2, the four recommendation committees will have identified actions and progress made. The college website has the committee meeting dates and minutes. For a copy, contact Fran Leonard by email.

X. Leadership Retreat: Participants will localize five strategic goals and localize them. An ethics statement will be distributed to faculty and classified to review prior to the retreat in preparation for developing an ethics statement for the college. Baby photographs of participants are being collected, and the person who accurately identifies the most baby photographs will receive a gift. Tee shirts with college name and logo will be provided to first 100 persons who R.S.V.P.; give tee shirt size when you R.S.V.P. Twenty-five persons have responded. Everyone has been invited, and a personal invitation will be sent to faculty staff and students. Deadline to respond is October 20. Retreat is publicized in president's bulletin.

Meeting adjourned at 4:00 p.m.