

West Los Angeles College
College Council Committee
Monday, November 26, 2006
2 p.m.—Winlock

Minutes

Present: Adrienne Foster (chair), Jo-Ann Haywood, Lawrence Jarmon, Sheila Jeter-Williams, Arlene Moorehead, John R. Oester, Rob Patterson, Mark Rocha (ex-officio), Abel Rodriguez, Patricia Siever, Robert Sprague, Paul Stansbury, Paul Zolner

Absent: Bruce Anders, Eloise Crippens, Gregory Jennings, Elisabeth Jordan, Olga Shewfelt

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

Meeting convened at 2:14 p.m.

1. **Agenda:** The Chair received a request from College Planning Committee Chair Nikki Jacobson to move VI.C, Standing Committee Report, Planning—action item to after item III. President's report because she had to leave early to sign an articulation agreement.

M/S/P The agenda was confirmed as amended by consensus.

2. **Minutes:** The minutes of November 13 were corrected as follows:

a. p. 2, 6. budget committee report, second bullet—change statement to begin, “Each committee member will present three ways/ideas....”

b. p. 4, 11. The TAMOR committee is meeting on November 14 with the Taskforce One-Stop Registration Days on December 12-13.

b. p. 4, SSI friendly amendment, first paragraph, second line—change lease to least.

c. p. 2, d. Master Calendar, second bullet—change committed to committee and assign numbers to the recommendations instead of bullets.

M/S/P The November 13, 2006 were approved as corrected.

3. **Public Speakers:** There were no public speakers.

4. **President's Report:** Dr. Mark Rocha distributed a memo dated November 27, 2006, subject: Report of the President and Items for November 27th Meeting and attached memo dated November 8, 2006, Subject: Student Success Initiative (SSI) Committee.

a. **WLAC Foundation:** The college has not been able to conduct Foundation business because the Foundation has not had a quorum to officially meet until November 15, 2006. Results of that meeting:

• Members elected two officers:

1) President—Paul Jacobs, former Mayor of Culver; and 2

2) Vice President—Bob Lench, former WLAC Foundation President.

• Focus will be expanding foundation and recruiting new members.

• President thanked Vice President John Oester and College Enterprise Manager Larry Packham for assisting with the Foundation.

b. **Enrollment:** We plan to make base enrollment FTES target of 6,488. Current projection is 6,041; shortage is 447 FTES.

We have to make sure we are not losing any students within the next three weeks of classes.

There are many advertising, marketing, and recruitment efforts that are coming and planned within a few weeks: 1) One-Stop Registration Days, 2) Bus Ads, 3) Cinema Ads. Target is to have a strong enrollment in Winter and Spring. We will continue to move forward.

c. **College Leadership Team:**

Meeting on November 15th regarding scheduling issues. It was best articulated by Bob Sprague by the adult weekend college proposal. Should Academic Affairs do our scheduling of classes? Should scheduling guidelines move through evaluation of Spring through Planning to grow the enrollment? The number one job is to grow the college.

d. **Chancellor's Visit:** Chancellor Young will visit the campus Thursday, December 12, 9-11 a.m. to hear our Leadership Retreat goals, our plans to meet those goals and our support. Marketing

has been given different names (one-stop, phone bank, etc.) in order to track and evaluate our marketing efforts.

President Rocha thanked the people for their creativity and initiative, and said he appreciates what they are doing.

5. College Planning Committee Report Chair Nikki Jacobson submitted a recommendation for action to the Council, dated November 27, 2006: Criteria for Growth Initiative and proposal form. The criteria are listed in no particular order or priority. All proposals are to be submitted to Nikki Jacobson by the deadline, 12 p.m. on Wednesday, December 6, at her CE-213 office or campus mailbox. No late proposals will be accepted. The planning committee will review all proposals at a special meeting on Friday, December 8, 2006. The CPC will present its recommendation to the College Council at the December 11, 2006 meeting.

M/S/ (Siever/Haywood) to accept the Growth Initiative Proposal recommendation and proposal submittal form submitted by the College Planning Committee.

M/S/P (Stansbury/Siever) Friendly Amendment for the Suggested Form for Proposal Submission to add the following information: name of committee (CPC), "growth initiative" to title, title/name of proposal, budget amount, 2006-2007 year, 150 words or less for proposal description.

Discussion followed:

Fran Leonard asked about the waiting period for response, stated there is no priority for 12 criteria.

Rod Patterson inquired if author of proposal had to seek own data? Persons completing proposal will use data available to them from program review, unit plans and Edward Pai.

Patricia Siever asked how No. 12., customer service is defined? Will the college have the customer service ability and necessary resources to accommodate the students?

Olga Shewfelt—No. 9, change—*have to require*.

Nikki Jacobson—The CPC will meet once again. The criteria and form will be finalized at that meeting, and these suggestions will be considered.

M/S/P Motion with changes to the criteria and proposal form were approved by consensus.

6. Noticed Motions—Action

A. Noticed Motion: M/S/ SSI College Taskforce, membership list submitted and new members added are approved by consensus.

Changes made to SSI College Taskforce membership list were:

- 1) to Olescycki add *Health/Physical Education*,
- 2) correct spelling for *Diane Kazahaya* to *Dianne*,
- 3) to Patricia Siever change ACT to LACCD SSI Steering Committee,
- 4) to Elizabeth Jordan change *Elizabeth* to *Elisabet with an n*.
After Learning Skills add *and Tutorial* and
- 5) add *Ed Pai, Research* to the membership list.

M/S/P Noticed Motion A. as amended was approved by consensus.

B. Noticed Motion: M/S/ Recommendation from the College Council Executive Committee to have a master calendar developed for the college.

Once the master calendar is established, it will be updated as needed. College meetings will be listed, not college events. Nikki Jacobson requested a month type calendar with all the committee meetings listed. Some members concurred.

M/S/P Noticed Motion B. was approved by consensus.

C. Noticed Motion: M/S/ For College Council to meet only once per month on a Monday instead of bi-monthly.

The College Council will meet on the fourth Monday of the month starting January 2007.

M/S/P Noticed Motion C. was approved by consensus.

7. Chair's Report. The College Council approved for the Council to meet only once a month. It is now necessary to have a timekeeper. Patricia Siever volunteered to be timekeeper starting January 2007.

8. Standing Committee Reports.

A. Budget:

- The budget committee met and requested membership bring three ideas to reduce expenditures. Committee received only one. Suggestions for reducing expenses are still under the directive of balancing the budget.

Rod Patterson—At the District level to control the budget: A cut off date for submitting purchase orders was identified within 30 days of the fiscal year. West can do something similar. It forces budget managers to plan better.

B. Facilities: There is no report.

9. **Accreditation Update.**

The Draft Progress Report was distributed on December 14, to Senators and posted to the website. Council members were asked to pick up a copy of the progress report and direct people the report on the website. The Progress Report will be on the Senate agenda tomorrow December 12 and hope the Senate will take action then. Fran Leonard thanked committee recommendation chairs and members for their work in following the Commission's recommendations for West. The Commission stated the following in its June 29, 2006 transmittal letter for West's Evaluation Report.

- a. First Progress Report is to be submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) by March 15, 2007.
- b. Commission representatives will visit West after the first Progress Report is submitted to ACCJC.
- c. Second Progress Report is to be submitted to the Commission by March 15, 2008.

On June 29, 2006 the Accrediting Commission reaffirmed the West Los Angeles College's accreditation to 2012. However, it requested a progress report due March 15, 2007 to address specific recommendations:

“Recommendation 1: The college should create a campus climate that embraces open, candid dialogue that embodies a culture of respect, civility and trust to improve institutional decision making, planning and effectiveness. (Standard I.B.1; Standard III.A.1.d, III.A.4, III.A.4.c: and Standard IV.A.2.a, IV.A.3, IV.A.5)

Recommendation 5: The college should develop a sustainable reiterated cycle of integrated planning, resource allocation, plan implementation and evaluation by strengthening its information collection and dissemination for program review, and concentrating on implementation of the master plan and its ambitious planning agenda. (Standard I.A.4.I.B)

Recommendation 6: The college should periodically review its staffing practices, hours of operation, and counseling priorities to ensure that what is delivered is consistent with program review, of acceptable quality, and aligns with the mission and values of the college. (Standard II.B.1)

Recommendation 9: The college should complete and maintain scheduled employee evaluations. (Standard III.A.1.b)

Recommendation 13: All college personnel should identify ways to increase participation in governance and develop trust throughout the institution by conducting meaningful, timely dialogue that acknowledges different perspectives and ideas for making informed decisions. (Standard IV.A.1, IV.A.2.a)

2000 Evaluation Team Recommendation 4: The college should develop and evaluate strategies to ensure the communication, use, and integration of existing and planned research and evaluation throughout the college community. This will further college efforts to develop a process where decisions are based on a culture of evidence.

To comply with the Commission's recommendations, four recommendation committees were established:

1. Recommendation # 1 and #13, Co-Chairs *pro tem*: Eloise Crippens, Olga Shewfelt
2. Recommendation #5 and #4/2000, Co-Chairs *pro tem*: Fran Leonard; Vice Chairs *pro tem*, Nikki Jacobson, Lloyd Thomas
3. Recommendation #6 Co-chairs *pro tem*, Yvonne Simone, Sherron Rouzan
4. Recommendation #9 Co-chairs *pro tem*, Rod Patterson, Bob Sprague

Fran Leonard encouraged Council members to speak to their colleagues and everyone else about the Progress Report.

Nikki Jacobson suggested a town hall meeting, similar to the one held October 31, be held to offer another opportunity for faculty, staff and students to have questions answered about accreditation progress report.

M/S/ (Siever/Rodriguez) Move to have a town hall meeting on Thursday, December 7, to have another opportunity to have an open discussion about the accreditation process and our Draft Progress Report.

Discussion:

Eloise Crippens said Dr. Rocha plans to mail final progress report to everyone's home addresses.

Sheila Jeter-Williams—no need to have a town hall meeting because the information has been distributed to all constituencies by email, progress report is on the website and hardcopies were made available to everyone.

Vote on Motion:

Ayes: E. Crippens, R. Patterson, P. Siever, R. Sprague, S. Jeter-Williams, A. Rodriguez, J. Oester, P. Stansbury, A. Moorehead

Nays: None

Abstain: None

Motion passed by vote.

10. Items and Issues for Consideration from College Council Members. None

By consensus the meeting adjourned at 3:23 p.m.