

## West Los Angeles College College Planning Committee

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Monday, August 9, 2004 @ 1: 30 p.m.  
ATA 116

### AGENDA

I.	Approve July 12, 2004 Minutes	J. Towler	3 minutes
II.	Review Master Plan TimeLine	J. Towler	5 minutes
III.	2004-2005 Master Plan Goals Presentations	Lartee Harris Eloise Crippens Shari Borchetta	45 minutes
IV.	College Budget Update	S. Borchetta	3 minutes
V.	Planning Goals and Direction for 2004- 2005	J. Towler	15 minutes
VI.	Review and make recommendations for campus-wide committee calendar for 2004-2005	J. Towler	10 minutes
VII.	Flex Day Unit Planning Guide Report	E. Crippens	10 minutes
VIII.	Accreditation Report	J. Sweeney	2 minutes

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PLEASE REMEMBER TO BRING YOUR MASTER PLAN TO THE MEETING

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# West Los Angeles College College Planning Committee

Monday, July 12, 2004 @ 1: 30 p.m.

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Minutes

## I. Approve prioritization report for distribution

The committee approved the prioritization list that will be distributed through the CCC at July 19, 2004 meeting.

## II. Determine how goals will be implemented and measured

The committee recommended that the college move forward and incorporate the seven Master Plan goals identified during the Leadership Retreat for 2004-2005. Each leader of the units who will be impacted by these goals will be asked to present these goals to their constituents. Along with their units, they are to formulate their goals into "smart goals" and discuss how these goals align with the college master plan. In addition, they will be asked to meet with other programs that may be impacted by these goals. Finally, they will be asked to present their goals and preliminary plans for implementation to the College Planning Committee on August 9, 2004. The Dean of Planning will contact these individuals regarding their presentations. The seven college goals are as follows:

College Goals	Master Plan Action Objective	Key Leader
1. Developing a Student Center (A6)	S9	Student Services, Admin Services, WEC,*ASO/Ad-visor
2. Create an Environment where Faculty Care and have Genuine Concern for Students	H3, T2, M3, H6	*Academic Senate, Academic Affairs, Researcher
3. Create more extracurricular activities for students	H6	Student Services *(ASO Advisor)
4. Improve curriculum sequencing where students can have continuity with their class schedule	S5	*Academic Senate, *Academic Affairs
5. Improve communication via newspaper and website	S9, T3	CCC
6. Improve quality instruction (high standards)	S7, T5, T6, F3	Academic Affairs, *Academic Senate
7. Incorporate technology into the college infrastructure to optimize student success and institutional effectiveness	H5, T2	*Admin Services, Academic Senate, Academic Affairs, Student Services

**Master Plan Action Objective Categories** S – Student Services, H – Human

Resources, M – Marketing, F – Financial Resources, T – Technology (see Master Plan for details)

\* Unit responsible

## III. Make recommendations to reduce the number of campus-wide committees

Recommendations were made to cluster the following committees into the following groups.

These recommendations will be presented to the CCC and Academic Senate for college input.

- 1) College Planning Committee/Program Review/Budget
- 2) Transfer/Retention/Basic Skills/Matriculation
- 3) Work Environment
- 4) Marketing
- 5) Technology
- 6) College Coordinating Council

## IV. Create a tentative committee calendar for 2004-2005

A calendar will be distributed throughout the college to coordinate committee meetings in order to reduce scheduling conflicts.

**V. Discuss Flex Day Planning Report**

Eloise Crippens will be contacted regarding presenting the Unit Guide Planning Report during Flex Day.

