PLANNING COMMITTEE

Minutes

Monday, March 26, 2012
1:30 pm–3:00 pm
Winlock Lounge

Present: Fran Leonard, Dionne Morrissette, Betsy Regalado, Rebecca Tillberg

1. *Approve Minutes, 2/27/12.* The minutes were approved as submitted.

2. *Accreditation Draft Recommendations.* There was discussion and review of Commendations and Recommendations from the recent accreditation team exit report of March 15, 2012.

   There was discussion of Program Review Update to use existing goals and benchmark measureable outcomes to indicate how they will be measured.

3. *Update on District Strategic Plan.* Rebecca reported on last week’s Joint District Strategic Planning Committee meeting on Friday, March 23, 2012. The Planning Committee reviewed a list of District Strategic plan items from the meeting.

   The District Committee broke up into four working discussion groups to draft statements of objectives that can be expressed in measureable terms. Once the district has generated their reports, West can use these as strategic goals. Technology, Student Services, and Facilities Committees can update their current master plans with the measures.


   The committee reviewed the document titled Principles for Prioritizing Programs and Services. Do these support institutional effectiveness? How do we assess these principles? The committee brainstormed some of these impacts. How do we document or capture evidence and how do we measure effectiveness of these principles. Student Services Task Force has put forth a recommendation that all students with 100 or more units go to the bottom of the list for registration. Are students at West District students or West students?

   There was discussion of item 3.a. Program Review, Validation and Resource Request prioritization by vice presidents.
Recommendation from Planning Committee
The Planning Committee reviewed effectiveness of the Principles for Prioritizing Programs and Services and endorses their continued use when dealing with budget decisions.

5. Program Review Update. Fran reported on this process where there will be cross divisional validation reviews. The Planning Committee endorsed this.
   - Academic Affairs, Administrative Services, and Student Services will conduct cross validation reviews.
   - Programs will be validated by a cross-division team
   - Program Review Update will be done after spring break

Rebecca talked about IES and piloting with Student Services. On Thursday, April 5, Rebecca will meet with Celena Alcala, Maureen O’Brien, and Betsy Regalado to configure IES for Student Services and to review the software.

5. Program Viability Indicators. Fran stated that this is not just about discontinuing a program, but also about enhancing a program or revitalizing a program.
   - Review viability indicators yearly, starting next year
   - Can be expanded upon every year

Program Viability Policy – initial review is proposed to be done through the program review validation process.

Recommendation from Planning Committee
The Planning Committee recommends that Program Viability Indicators be reviewed during the program review validation process. The recommendation was adopted by consensus. The recommendation is to be forwarded to the College Council and Academic Senate.

The meeting adjourned at 3:00 p.m.