Minutes

Monday, May 23, 2011
1:30 pm – 3:30 pm
Winlock Lounge

Present: Adrienne Foster, Fran Leonard, Dionne Morrissette, John Oester, Betsy Regalado, Olga Shewfelt, Bob Sprague, Rebecca Tillberg

Guests: Seta Kebaklian

1. Minutes of January 24, 2011. Minutes were accepted as submitted.
2. Minutes of January 31, 2011. Minutes were accepted as submitted.

3. Principles for Prioritizing Programs and Services. This document has been used heavily for guidance in class cancellations in Academic Affairs and in Student Services.

4. Report on Global Initiative – Bob Sprague, Vice President of Academic Affairs reported that this initiative is all inclusive which will involve faculty and students in international and global affairs. This initiative will help to build online studies for international students as well as B-1 and B-2 students. Dental Hygiene students in Japan who cannot work on a patient in Japan could work on patients here in the U.S. under a work-study program. Professor Sholeh Khoroooshi is working on a Middle East Studies Program for students and the curriculum is being reviewed for approval at the State Chancellor’s Office now. West is working with California Community League and hosted Scott Lay briefly for an exploratory meeting in creating a global initiative for California Community Colleges. The American Council of Education is soliciting eight colleges to apply for membership to do things with globalizing the curriculum and West is applying for this program. Faculty members will be able to study and teach abroad and develop global studies. Partnerships with foreign universities are in the works.

5. Campus Climate Survey. Rebecca Tillberg reported that she received a 65% total response rate from everyone, excluding adjunct faculty. This survey will be reported in the write-up for Standard IV.


The committee asked these questions regarding the purpose of the manual: How would this manual be used? This will be a reference for those to let them know how the college operates. Who would use it? This manual would be distributed to various departments on campus. Rebecca reported that the College Committees listing is still being updated. An orientation training session for new members of College Council is being planned for fall 2011.
7. **Program Review Update.** A handout was distributed of program reviews submitted along with those that have been validated.

An overview of all divisions was discussed and the committee recommended that an enforcement mechanism process needs to be in place for those that have completed validations before adding to the resource request list. The Program Review Committee will work on and refine this process.

Planning Actions and Resource Requests document was distributed and discussed. A list of all departments requesting grant development should be sent to the Resource Development Committee for their review and action. John Oester made a request to put in a grand total for each department listed in the Planning Actions and Resource Requests document. Rebecca will check to see if this is possible. The District developed online program review software is moving ahead and West is exploring ways they could use this for SLO assessment.

8. **LACCD Strategic Plan Self-Inventory.** The District has a strategic plan self inventory for 2009-2010. This is a one page document of all nine colleges that will be presented to the Board of Trustees. The Educational Master Plan does align with District’s Strategic Plan.

9. **ARCC data and Student Success.** Accountability Reporting for Community Colleges.

Rebecca distributed her ARCC data report for West and there was discussion regarding basic skills levels. What are we doing to address the change in basic skills levels and what are the divisions and departments doing to affect change and have a more informed discussion? What did we do or didn’t we do? How can we impel the college community to make differences and should we have a discussion about this in Academic Senate meetings? This data could be reviewed at Division Council meetings, Student Success Committee and at division meetings.

Discussion followed about division reps taking notes at their division meetings and sharing with other committees such as Academic Senate and the Planning Committee. The Planning Committee recommended that ARCC data needs to be presented and discussed at Divisional Council, Joint Council, Student Success Committee, and at division meetings. College Council could announce that Planning Committee discussed the ARCC data on May 23 and a recommendation could be made that this data be discussed in these venues. Not until the data percentages are explained can the college have a better understanding of this data.

10. **Accreditation Standard I – Institutional Effectiveness.** Rebecca reported that this committee is meeting every Friday to work on their draft.

The meeting was adjourned at 3:18 p.m.

Next meeting will be held on Monday, June 27, 2011 in the PCR.