Minutes

Monday, November 22, 2010
1:30 pm – 3:30 pm
Winlock Lounge

Present: Judith Fierro, Fran Leonard, Dionne Morrisette, John Oester, Betsy Regalado, Olga Shewfelt, Bob Sprague, Rebecca Tillberg, Beraki Woldehaimanott

1. Minutes of October 25, 2010 Meeting. Minutes were accepted as submitted with one correction: Add “in to sentence 5 of paragraph 2, The next phase of program review is in validation.

2. Campus Climate Survey for faculty and staff. Rebecca shared a draft sample of a Campus Climate Survey for fall 2010 that was taken from East LA College regarding the budget and planning process sequence that East had. This example was grouped by subject area.

Fran shared comments from ACCJC regarding college governance from their 2000-2006 visit. This was regarding the campus climate environment summary regarding recommendations for improved campus climate. Rebecca stated she is aiming to have approximately 50 questions for manageability in tabulating the survey. Olga stated that the committee should strive for a transparent process where everyone can participate and work on strong discussions for college governance. She will try to refine and report back to the Planning Committee and Standard IV as well.

Discussion followed regarding different sections of sample campus climate survey; Section 4. Budget and Planning Processes; how we can make it more personalized for the employee to comment by reframing it. The committee shared their opinions about questions in the Budget Section. Concerns were addressed about questions asked regarding budget planning. Some of the questions seemed too clinical and detached from employee and the committee shared the fact that some of the questions seemed too remote for the employee to answer (foreign).

Fran stated we could reframe the questions related to the District budget and planning processes. The committee agreed that the survey should include general questions about the budget and take a more personal approach in asking questions of employees. The survey could adapt some of the topics that were included in this sample survey from East. The survey could reveal how much employees know of various processes; how does this get me involved in the school?
Fran stated the committee could use the Chronicle’s approach in creating this survey using a statement such as “I have an understanding of the ________________.” Some of the topics could be rephrased.

Commercial survey – Bob Sprague asked what if we kept more questions from this survey and added to this as opposed to cutting it back. John Oester asked Rebecca to give each member of the Planning Committee a copy of the last Chronicle survey so they can respond to each question and have them numbered in groups so each member can check off which questions are good for survey. They could place a number one next to the most desirable questions to put in survey. Academic Affairs could tabulate all the questions after they have been submitted. Rebecca asked the committee if they can draft some questions for the survey. She will email the Chronicle survey to each member and have members number each of the questions according to the most desirable and least desirable. Judith Fierro will ask Bob if Divisional Council will meet the first week of January or in January 2011 at all and ask Vicky if Joint Administrative and Divisional Council will meet in January.


Rebecca passed around a binder of what she put together for a college governance and planning handbook. There was discussion of why West should have an actual college governance and planning handbook. The purpose of this creating this handbook is so that everyone will understand what the policies and procedures are. Some of the documents have already been generated and put together in some kind of organized fashion for reference purposes. The committee asked what is in the District Governance & Functions Handbook that is also in draft of the college handbook. Could have links organized on the web that are linked to a site on college website. Fran stated a lot of the work has already been done for this college handbook.

- Challenge is how to distribute to people on campus
- Who should benefit from using this on campus
- Have various committees provide input as to what might be added or overlooked.
- Rebecca stated she could provide an update log so when someone updates it, they can state this.

There was discussion of an automated system at district of producing organizational charts based on providing what data is submitted to them from all the colleges. Fran and Rebecca will send out a draft of College Committees Handbook and will work with Judith on updating this.
4. **Program Review Reports.** Rebecca stated she is in the validation phase now and has not received any validation reports yet.

- Administrative Services – only one out from Nick of InfoTech
- Student Services – Rebecca just finished her validations for Student Services today and is a lengthy process.

Rebecca informed the committee that the new program review system has given her the ability to create different reports for different purposes in draft formats as well as an SLO report and a draft budget report. Rebecca generated a report titled Alignment of Planning Actions and Resource Requests. This report shows department goals for each department. Another report Rebecca is working on is for the three VPs to use when prioritizing the budget and planning.

5. **Plan Update of College Strategic Plan.** Rebecca passed out a one page diagram titled Linking Planning to Budgeting.

The next meeting is scheduled for January 24, 2011. Rebecca stated she will try to hold another Planning Committee meeting before January 24, 2011.