MINUTES
Meeting of Wednesday, June 4, 2014
12:45 pm - 2:45 pm
SSB-414

<table>
<thead>
<tr>
<th>Title/Role</th>
<th>Name</th>
<th>Present</th>
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<tbody>
<tr>
<td>Academic Senate, Faculty Co-Chair</td>
<td>Carmen Dones</td>
<td>X</td>
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<tr>
<td>Academic Senate</td>
<td>Norma Jacinto</td>
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<td>Academic Senate</td>
<td>Judy Chow</td>
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<td>Academic Senate (alternate)</td>
<td>Joyce Sweeney</td>
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<td>Academic Senate (alternate)</td>
<td>Adrienne Foster</td>
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<td>AFT Guild</td>
<td>Olga Shewfelt</td>
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<td>AFT Guild</td>
<td>Bonnie Blustein</td>
<td>X</td>
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<td>AFT Guild</td>
<td>Alice Taylor</td>
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<td>VP, Academic Affairs</td>
<td>Bob Sprague</td>
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<td>VP, Administrative Services</td>
<td>Ken Takeda</td>
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<tr>
<td>VP, Student Services (interim)</td>
<td>Phyllis Braxton</td>
<td>X</td>
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<tr>
<td>Dean, Research and Planning, Administrative Co-Chair</td>
<td>Rebecca Tillberg</td>
<td>X</td>
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<tr>
<td>AFT Classified</td>
<td>Dionne Morrissette</td>
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<tr>
<td>Teamsters Representative</td>
<td>Ara Aguiar</td>
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<tr>
<td>Ex Officio</td>
<td>Nabil Abu-Ghazaleh</td>
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<tr>
<td>President</td>
<td>Fran Leonard</td>
<td>X</td>
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<tr>
<td>Chair, College Council</td>
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<tr>
<td>Faculty Chair, Educational Master Plan Workgroup Resource</td>
<td>Holly Bailey-Hofmann</td>
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<tr>
<td>SLO Representative</td>
<td>Mary-Jo Apigo</td>
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<tr>
<td>Assistant Research Analyst</td>
<td>Sarah Doerrer</td>
<td>X</td>
</tr>
<tr>
<td>Research Analyst</td>
<td>Agyeman Boateng</td>
<td>X</td>
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<tr>
<td>Guest</td>
<td>Ken Lin</td>
<td>X</td>
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Meeting called to order at 12:55 pm by Carmen Dones

Administrative Logistics

Approval of Minutes
Approval of minutes from the April 2, 2014 meeting was postponed until the next meeting. The minutes of the Joint PIE / Budget Committee Meeting (May 8, 2014) were accepted with minor changes.

Meeting Dates & Times, 2014 – 15
Rebecca pointed out that PIE may not need to meet both months of the summer, and thus the following 1st Wednesday meeting dates were approved from the proposed list, with only the first date changed to Thursday, July 31:

- **(Thursday) July 31, 2014**
- September 3, 2014
- October 1, 2014
- November 5, 2014
- December 3, 2014
- January 7, 2015

Planning and Institutional Effectiveness Committee Meetings 2013-2014
First Wednesday of each month; 12:45 p.m. to 2:45 p.m.

Prioritization Retreat: Friday, March 7, 2014
Joint Budget-PIE Meeting on Process Evaluation: Thursday, March 6, 2014
Joint Budget-PIE Meeting on Effectiveness Evaluation: Thursday, May 8, 2014
West Los Angeles College

PLANNING AND INSTITUTIONAL EFFECTIVENESS COMMITTEE

PIE COMMITTEE
Rebecca Tillberg, Co-Chair
Carmen Dones, Co-Chair

Academic Senate (4)
Adrienne Foster (alternate)
Carmen Dones
Judy Chow
Norma Jacinto
Joyce Sweeney

AFTGuild (4)
Olga Shewfelt
Bonnie Blustein

Vice Presidents (3)
Ken Takeda
Phyllis Braxton
Bob Sprague

AFT Classified (2)
Dionne Morrissette

Other Classified Bargaining Unit (1)

Teamsters (1)
Ara Aguilar

ASO (1)

Ex Officio
President
Nabil Abu-Ghazaleh

College Council, Chair
Fran Leonard

RESOURCE
Shu Serv/ Admin Serv
Program Review Rep.

SLO Rep.
Mary Jo Apigo

Budget Manager

Researcher
Agyeman Boateng

A Vision for the Future
Through innovative programs and responsive community services, West Los Angeles College empowers students to succeed.

- February 4, 2015
- March 4, 2015
- April 1, 2015
- May 6, 2015
- June 3, 2015

Program Review Planning for 2014 – 15

Incorporation of New EMP Goals / Objectives
Rebecca confirmed that the Program Review calendar has been approved by Senate and College Council, and also that the EMP would be presented at the 1st College Council meeting in September. This gives Council members a full month to get feedback from their constituencies so that the EMP is ready for approval in early October. After that, the president will approve the EMP followed by the Board, ideally by November.

Additionally, Rebecca noted that Program Reviews are due October 24, and asked the group whether the deadline ought to be moved to the end of November. The group concurred that a couple weeks may be enough extra time, so long as they are due before Thanksgiving.

Extended discussion explored ways to incorporate the new Educational Master Plan (EMP) Goals and Objectives into the program review for 2014-15, given that the EMP may not be approved before program review is complete, and certainly after program review is begun. After balancing the need to strongly connect program review and budget with the new EMP vs. the practicality of accomplishing the linkage within the accepted processes of the college, PIE decided to retain the additional question that had been proposed by the Program Review Workgroup (and approved by Academic Senate), but to move it from the Unit Goal section to the Planned Action section in IES.

Calendar Adjustments, Concerns & Additions
Alice committed to mention at College Council the following day that in order for the EMP to be used for the 2014-15 year, and in planning for 2015-16, it needed to be accepted at the October Council meeting. Bonnie offered a suggestion that the group as a whole agreed was promising: that consistent with their procedures and bylaws, if the Council can’t agree on the full EMP as written, they could separate those items in question and bracket them for further debate, but move forward on what they can agree on.

An additional program review workshop date was set during Flex Week, Tuesday, August 26 from 1 – 3 PM, and the group agreed it would be publicized as a “workshop for division chairs, vice chairs and others responsible for program review.”

Program Review Handbook
Rebecca reminded the group that the Program Review Handbook needs to be updated, particularly with shared governance details. Bonnie suggested adding a section at the beginning of the handbook called ‘Changes From Last Year’ for easy referencing.

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Educational Master Plan Workgroup Update

Goals and Objectives
Rebecca reported that the goals and objectives had been approved by the EMP Workgroup, with action plans now being circulated to roughly 18 point people. To date, about 5 have responded, largely positively, while one person offered a substantive comment that still needs to be dealt with.

Rebecca also confirmed that the EMP consultant will be available through June, after which she and Holly will work through the summer to pull the final draft document together. They are hoping to get a portion of Flex Day to present at least part of the draft to faculty, to which Adrienne responded that this has yet to be decided, since everyone wants to get on the Flex Day agenda.

Rebecca explained that the EMP Workgroup is going to try to follow up more closely this time, at least annually, to see if there are any objectives that have been completed, anything that needs to be added, or any whose urgency has changed, to make it more like “a living plan that extends year by year as we review it.” She warned, however, that this vision will take a huge amount of work on PIE’s part, as they take the lead in pulling together the evaluation.

To support this ongoing evaluation, it was suggested that our online system could be used to configure the evaluation structure around the specific EMP details, so that point people can record what’s going on around their objective throughout the year. Ideally, this would not only be useful to the person running any given project, but also would provide information that can be pulled into a database, run as part of reporting, etc. Although Carmen mentioned that this is an awful lot of work for the point people, Rebecca explained that otherwise it falls to the committee directly.

Action Plans
The committee then took a look at the Feedback Providers Table and Calendar for Initiating Action Steps. Bonnie wondered if the same software is used for multiple processes and if it’s possible for them to be linked up to save duplication of efforts, to which Rebecca explained that it’s not currently set up that way, but as we move forward, it might be possible to request help with that from Downtown. Bonnie further suggested that both workshops and instructions for program review could state that if faculty have specific charges under EMP, those should be incorporated as program review goals.

Adrienne then asked if there is an EMP-focused Town Hall; during this discussion, the group considered that it may be misleading to call such a meeting a Town Hall, since the purpose of such a meeting at this stage is not to solicit feedback that would actually modify the EMP, but rather to report on progress. Alice added that perhaps there does not need to be a Town Hall, and that Teamsters and Classified should meet about it separately. Nonetheless, Fran offered an idea that at the beginning of the published EMP, there could be a summary of all attempts made to bring it to people’s attention, to impress upon the community that there was due diligence in

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seeking broad feedback.

**Comprehensiveness of Content**

Rebecca then mentioned that there had been consideration of describing every program on campus in the EMP, which would result in a thicker document like one sees at other schools, but ultimately thinks it’s better to post that online, alongside all the supporting data. She expressed hope that a leaner version is something people are more likely to carry around to meetings and refer to regularly. The group seemed skeptical that this would happen regardless.

**New Programs**

Adrienne inquired about how the EMP will keep track of new programs that came into existence this past academic year, since these new programs can affect resource allocations. Rebecca confirmed that West doesn’t have a comprehensive process defined for starting a new program, although it is briefly mentioned in several different processes, such as FPIP process and policy, in CTE, etc. Adrienne said that her understanding from reading the EMP Objectives was that College Council and the Dean of Research are responsible for this, while others wondered if Curriculum Committee should be playing more of a role.

Regarding the latter, several members expressed concern that there seem to be missing action links between Curriculum Committee where decisions are made about courses, and Academic Affairs where logistical changes follow (ex. Carmen getting her pre-requisites approved by Curriculum then not having them updated anywhere else afterwards). Rebecca confirmed that there is a lot of mismatching data, vague understandings, etc., and that a lot of work needs to be done on this problem, especially with the transition to PeopleSoft.

**Classified Hiring**

Rebecca also reported to the group that Classified had people meet to create an HR plan, but they decided to wait until they could align it with the EMP, so we don’t have the answer yet about how to prioritize Classified staffing needs, and that adding new positions needs particular scrutiny. Bonnie said it would be helpful for someone to tell us the process so we can evaluate it, then suggested that perhaps senior staff could get someone to write down a qualitative description of the process, since it would be helpful to know how the process currently unfolds, even if it gets modified after EMP approval. Phyllis offered to raise this request at the next senior staff meeting.

**Meeting adjourned at 2:20 pm.**