MINUTES

Wednesday, September 4, 2013
1:00 pm-3:00 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</td>
<td>Adrienne Foster</td>
<td>X</td>
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<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>Judy Chow</td>
<td>X</td>
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<tr>
<td>Academic Senate</td>
<td>Joyce Sweeney</td>
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<tr>
<td>AFT Guild</td>
<td>Olga Shewfelt</td>
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<td>AFT Guild</td>
<td>Bonnie Blustein</td>
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<td>AFT Guild</td>
<td>Alice Taylor</td>
<td>X</td>
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<tr>
<td>VP, Academic Affairs</td>
<td>Bob Sprague</td>
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<tr>
<td>VP, Administrative Services</td>
<td>Ken Takeda</td>
<td>X</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, 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>AFT Classified</td>
<td>Ashanti Lyles</td>
<td>X</td>
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<tr>
<td>Other Classified Bargaining Unit</td>
<td>Ara Aguiar</td>
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MINUTES AND OPENING ANNOUNCEMENTS
The Meeting Started at 1:15pm. The previous meeting minutes were approved by consensus

MEETING CALENDAR
The group adopted the 2013-2014 Meeting Calendar after some discussion. Meetings for the upcoming year will be on the first Wednesdays of the months through August 2014. In order to better accommodate conflicting schedules, the meeting time for PIE will be shifted 15 minutes, beginning at 12:45 and ending at 2:45.

COMMITTEE SELF-EVALUATION
There remained some components of the Committee Self-Evaluation that needed to be completed, in particular, feedback on major obstacles and recommendations for improving process and efficiency as well as goals for the coming year. The group paired up into twos to discuss ideas to complete the evaluation. Some of the ideas (and edits) that arose from these discussions were:

Recommendations

Planning and Institutional Effectiveness Committee Meetings 2013-2014
First Wednesday of each month; 1:00 p.m. to 3:00 p.m.
9/4/13; 10/2/13; 11/6/13; 12/4/13; 01/8/14; 02/05/14; 03/05/14; 04/02/14; 05/07/14; 06/04/14; 07/02/14; 08/06/14
Pie Committee
Rebecca Tillberg, Co-Chair
Carmen Dones, Co-Chair

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

AFT Guild (4)
Olga Shewfelt
Bonnie Blustein
Alice Taylor

Vice Presidents (3)
Ken Takeda, VP
Phyllis Braxton, Interim VP
Bob Sprague, VP

AFT Classified (2)
Dionne Morissette
Ashanti Lyles

Other Classified
Bargaining Unit (1)

Teamsters (1)
Ara Aguilar

ASO (1)

Ex Officio
President
Nabil Abu-Ghazaleh

College Council, Chair
Fran Leonard

Resource
Division Chair Rep.

Stu Serv/ Admin Serv
Program Review Rep.
Celena Alcala

SLO Rep.
Mary Jo Apigo

Budget Manager
Maureen O’Brien

Researcher
Aygeman Boateng

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

West Los Angeles College
PLANNING AND INSTITUTIONAL EFFECTIVENESS COMMITTEE

• Define duties of the co-chairs and the members
• Timing of the second joint meeting: Move to fourth Thursday in April
  o The idea was to have it in April, that way, if there are any recommended changes for Program Review, there will be enough time to implement them.
  o While it was counter-argued that having it in July is better for “looking back” on the year prior (academically and fiscally), an April meeting timed to occur right before the tentative budget could provide value-add for budget purposes.
• There was a suggestion to have 90 minute meetings, but support did not coalesce around this idea since there was doubt that the work of the committee could be achieved in a shorter meeting.
• Review and update PIE committee charge to reflect role in developing Educational Master Plan update.
  o And, in this vein, clarify the roles of the co-chairs of the Ed Master Plan Workgroup vis-à-vis PIE
  o Consider adding Faculty Co-Chair of the EMPW as ex-officio resource of PIE

Obstacles
• Scheduling meetings when faculty can come. It was noted that the same faculty participate in all of the meetings because these are the faculty with release time. An instructor teaching five classes is very busy.
• Timely response to resource prioritization

Accomplishments
• We worked to combine the Planning Committee
• We recommended/led the way in modifying the planning process to assign PIE the responsibility to prioritize resource requests
• We held two joint meetings with the Budget Committee to evaluate the effective allocation of resources, and to evaluate planning processes.

Goals
• Update Participatory Governance Planning Handbook
• Track Accreditation reporting requirements

The Self Evaluation was edited to reflect the discussion.

PROGRAM REVIEW UPDATE
The list of Program Review managers and teams was distributed. Additions or changes can be made even though program review has already begun. The question was raised about composition of validation teams and the potential inclusion of faculty or divisions chairs. The chairs in the discussion resisted an idea to include chairs in the validation process because the volume of extra responsibilities of validating would be unbearable. One suggestion was to conduct a pilot in which faculty could volunteer to serve on the validation team of a related division (but not their own).

Later in the discussion a member brought up the question of facilities or in-classroom technology maintenance and upgrades, such as the condition of Winlock, computers across campus, projectors, etc. The Vice President of Administrative Services suggested that if there are instructional assistants in a room and a particular division is the primary user of a particular facility, and/or assume responsibility for the upkeep of the computers or equipment, that division should include improvements in their program.

Planning and Institutional Effectiveness Committee Meetings 2013-2014
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05/07/14; 06/04/14; 07/02/14; 08/06/14
review. If maintenance of the facility or equipment is done by Information Technology, then they should include requested improvements in their program review.

There was also discussion regarding the prioritized list of resource requests. It was announced that the president would provide an update at the September 5 College Council meeting. It was anticipated that the one-time requests will be funded this year, but the ongoing personnel requests were still being sorted out. Some members mentioned that the Classified Staffing Plan group was meeting monthly, trying to develop a model for how the committee would work going forward.

The question was brought up about adding items to the rubric that would elevate infrastructure requests. The response to this question was that the Program Review Workgroup considered this, but the sense was that the rubric provided the opportunity for such requests to be prioritized highly. What was needed perhaps was better training in writing the Program Reviews to ensure that infrastructure requests were framed in ways that would better position them to be prioritized. Two questions on the resource request form in particular (pages 23 to 25 in the Program Review Handbook) address this issue directly.

- Health safety and essential services
- Local state, federal or other mandates

Some examples provided by the Co-Chair to illustrate this were:

- Computers are an essential service. Without computers, faculty, staff, and administrators can’t function. By checking “yes” on this question for legitimate essential services, this request will be under consideration for front-listing.
- Campus infrastructure is crucial and contributes to the educational program. The key is to portray it in that way.

Additional items brought up throughout the Program Review update discussion:

- Validators are encouraged to begin validating right away once program reviews were submitted.
- Program Review workshops will be held Friday mornings from 10am to 12pm in HLRC 218.
- In response to a question: The CurricuNet demonstration on October 1 is tied to Program Review in the following way: CurricuNet has a Program Review add-on module. Even if this looked great it would be something for the future.

EDUCATIONAL MASTER PLAN UPDATE

The Educational Master Plan Workgroup has been meeting throughout the summer. Holly Bailey-Hofmann will be the Faculty Co-Chair. The Vice President of Administrative services should be commended for his work to help us secure a consultant (Matthew Lee) in an unbelievably timely way. The consultant contract is going to the Board on September 11. Also, the EMPW website is up and running.

Meeting Adjourned at 2:36pm