Meeting Called to Order at 2:09pm

I. Approval of the Agenda
   ▪ Agenda Approved

II. Approval of the Minutes
   ▪ Approved with one amendment.
      ○ IV. Budget Report: Date of Invitation to College Planning Committee was August 16.

III. President’s Report (Dr. Mark W. Rocha)
   ▪ President Rocha emphasize that we are in the process of strengthening and clarifying our shared governance on campus. The president would like to see the committees implementing the governance structure. The College Planning Committee (CPC) and the Budget Committee are policy-formation driven; each committee should be cognizant of their charge in making decisions and submitting their recommendations to the College Council who in turns forwards it to the President for a final decision. This process allows each committee to be “free to do your work”.

CPCMINUTES_082106
The focus of the CPC is to assess some outcomes; review the Integrated Master Plan (*resuscitate the plan and make them real*); Update and renew the plans for a strategic plan. According to the information in the Master Plan, our overriding issue is to “GROW”. Criteria for CPC planning agenda is, does this discussion get us to 18, 200 by the year 2020. If it does, it merits discussion. The Accreditation Progress Report will also generate a lot of energy from the CPC.

The Budget Committee is a group that develops the policy to formulate the budget for the upcoming year. It also serves as an advisory to the College Planning Committee.

Executive Committee for the Accreditation Progress Report is in operation. The president will be sending out a written report shortly. A Steering Committee Pro-Tem has been established and consists of the College President, Academic Senate President, AFT Faculty Guild Chair, AFT Staff Guild Chair, and the Faculty Liaison Chair. The Faculty Liaison Chair is Fran Leonard and she will continue in this position throughout the Fall 2006 semester. Dr. Paul Stansbury has been named as the Accreditation Liaison Officer (ALO). The ALO will supervise policy and procedures of the accreditation process and the committee, begin search for a faculty chair and the appointment of an editing committee.

Introduction of Mr. John Oester, Vice President of Administrative Services began his service to West LA College today.

### IV. Reports

- **Master Calendar for On Campus Meetings**
  - It was decided that the College Council take on the responsibility of establishing the on-campus meeting calendar.

- **Program Review**
  - Program Review workshop for Academic Areas is scheduled for Tuesday, August 22, 2004 at 2:00pm in CE-224/226. Before the workshop begins a divisional council meeting will be held at 12:00 noon followed by a Research Data presentation with Dr. Edward Pai.
  - Student Services Program Review Workshop is scheduled for the third week in September.

- **Accreditation Update**
  - See report from President Rocha

- **Budget**
  - West is over drafted by $452k; the repayment will begin in 2007-2008 and will occur over a three year period.
  - Enrollment is down district-wide
  - Auditors will visit West in mid-September.

- **Facilities**
  - No Report

- **Fall College Retreat**
  - No Report from Committee
  - The College Council Chair submitted a request on behalf of the CC Executive Committee; they suggest that the “noticed motion” for renaming the College Leadership Retreat be substituted with a new motion. It was M/S/P by the CPC that the “noticed motion” be substituted with: **Recommendation to College Council that the name of the Fall College Retreat remains College Leadership Retreat to stay in sync with the terminology used during the Self-Study.**
V. Action Items
   M/S/P: Recommendation to the College Council that we reaffirm the Roberts’ Rules of Order is used as a guideline for our meetings.

VI. Discussion Items
   ▪ Self-Study Planning Agendas:
      o Accreditation Self-Study Planning Agendas were discussed and the following items are to be reviewed within the 6-year cycle of the report:
      o SIA: The Planning Committee has begun to review the Mission Statement and will schedule an annual review thereafter.
         A. CPC has begun discussion on this item and follow-up materials will be resubmitted to the new Chair of Planning.
      o SIIA: The Program Review Committee by 2007 will include in the program review process an improved research method for measuring student learning outcomes.
      o SIIIA: The College Planning Committee will create an identification and prioritization process for staff positions.
         A. CPC has begun discussion on this item and follow-up materials will be resubmitted to the new Chair of Planning.
      o SIIIB: The College will revise the technology plan to incorporate overall coordination and maintenance of technology resources on the campus.
      o SIIIB: The College will establish a clear organizational hierarchy in which oversight duties and responsibilities are clearly defined for the Planning Committee, the Technology Committee, the manager of college information technology and the IT staff.

   ▪ CPC’s Standing Committees:
      o Program Review
      o Technology

   ▪ Agenda Procedures
      o All agenda items should be submitted in writing by committee constituencies Wednesday prior to the upcoming meeting.

VII. Items from the Floor
   ▪ CPC Motion: Recommendation that the Planning and Budget Committees establish and publicize clear guidelines and criteria for prioritizing the many competing needs of the college identified through the program review and unit planning process. This motion was referred to the College Council.

The meeting was adjourned at 3:45pm.

The next meeting for the College Planning Committee is scheduled for Monday, September 18, 2006, 2:00pm. – Winlock Lounge.