Minutes

Monday, January 23, 2012
1:30 pm-3:00 pm
Winlock Lounge

Present: Adrienne Foster, Fran Leonard, Maureen O’Brien, Betsy Regalado, Bob Sprague, Rebecca Tillberg

1. Approve Minutes, 11/28/2011. The minutes were approved as amended with the correction of the spelling of one name.

2. Student Profile, Fall 2011. Rebecca shared a new Student Profile, which contains enrollment, demographic, and student achievement outcome information. There was discussion about how it could be used: discussion at the Student Success Committee, discussion at the Transfer Committee. The Student Profile is published on the web: http://www.wlac.edu/orp/research/Student_Profile_Fall_2011.pdf

3. District Student Survey. The LACCD Student Survey will be conducted in Spring 2012 at all 9 colleges. There was discussion about several of the questions as being of special interest to various college committees, including #5, Have any of the following been a problem for you in succeeding in your classes?; #16 How many hours per week do you currently work?; #24 Are costs for textbooks a problem for you?; #25 When did you first meet with a college counselor?; #27 Have you been able to follow the recommended list of course in your educational plan?; #75 How much have your experiences at this college both in and out of class helped/improved your ability to do the following?; #78 To what extent do you agree with the following statements about educational practices at this college? Since the Scantron survey will not be sent to students enrolled in distance education sections, the question was raised about whether or not Eric Ichon would want to conduct an electronic version of the survey. The results of the latest prior survey conducted in Fall 2009 are posted on the web: http://www.wlac.edu/orp/research/Student-Survey-Fall-2009.pdf

4. Leadership Retreat evaluation survey. The summary of the results of the SurveyMonkey survey was prepared by Matt Robertson. The results were discussed. The group recommended that the results be discussed at the College Council. The Planning Committee agreed that Matt did a very nice job
on the report, and thanks him for his good work. The results are posted on the web:

5. ATD Update. Rebecca reported that a number of members of West’s ATD Core and Data Teams attended a district-wide ATD retreat on January 21. Mary-Jo Apigo and Clare Norris presented a PowerPoint about West’s ATD activities (http://www.wlac.edu/studentsuccess/atl/atldocuments/LACCD-ATDRetreat-West1-20-12.pdf). There was discussion about SLO data and that review of this data could inform the ATD data analysis. Questions were raised about any trends or issues that are emerging as a result of SLO assessment.

6. Program Review Update. The Program Review Committee is finalizing the questions to include in the annual update, which will be completed in spring 2012. The SLO questions from the comprehensive review will be included. There is an interest in increasing the reports that are produced based on program review data. The committee has been asked to address program viability; the triggers for the process have not been identified yet, although there are several possibilities, for example, the validation process could result in a request for a viability study. Although the current viability policy addresses academic programs only and was written by the Academic Senate, there is a need for a viability review process that applies to all areas of the college. Other committees concerned with program viability review include the Educational Standards and Policy Committee and the Curriculum Committee.

7. Accreditation
   a. Update. The accreditation steering committee is planning workshops about accreditation for staff. Two workshops will be offered on Feb. 24. They will cover ‘accreditation essentials’ and involve a Jeopardy-style game with prizes. There will be weekly blurbs in WestWeek leading up to the 2/24 workshop. On Feb. 2, Doug Dykstra, the accreditation team leader and Chancellor of Windward College in Hawaii, will visit campus. On Feb. 21 there will be a mock site visit conducted by a district team coordinated and planned by Yasmin Delahoussaye’s office.
   b. Planning Agenda Items. Rebecca reminded the committee of the two planning agenda items included in the accreditation self study. Discussion focused on the need to further strengthen the linkage between program review, planning and budget. Discussion returned to the use of the program validation process, the program viability process, triggers for program viability studies, and how to adapt
program viability policy to encompass Student Services. There was discussion about the need to adopt an official list of programs for program review for adoption by the College Council and the Senate. We also need to monitor the Budget Process Calendar to ensure that the aspects that include planning are carried out.

Moved, seconded and passed by consensus the motion: A Planning Committee member should be a resource person on the Budget Committee.

The meeting adjourned at 3:15.

Accreditation Self-Study Planning Agenda Items

- The Planning Committee will lead the development of a new college master plan to reflect the components of the integrated master plan and to align with the District’s current strategic planning efforts.
- Coordinated efforts by the Planning and Budget Committees will develop, propose and implement additional modified procedures to further strengthen the linkage between program review, planning and budget.