Minutes
Monday, September 26, 2011
Winlock Lounge- 1 pm

Attending: Nabil Abu-Ghazaleh, Celena Alcala for Betsy Regalado, Fran Leonard, Dionne Morrissette, Rebecca Tillberg

1. *Minutes of June 27, 2011 Meeting.* The minutes of the June 27, 2011 Planning Committee meeting were approved.

2. *Program Review – prioritization process.* Key element of Program Review reports to Planning Committee. There was discussion about combining Planning and Program Review into one committee. Educational Policies & Standards Committee should be taken out of Senate Committees. Program Review is not under Senate but is connected to it. How is Planning linked to Resource Allocation? Resource requests emerge from Program Review process and they are supposed to be prioritized so when money becomes available, their requests will be addressed.

Validation process is done by the Deans in Academic Affairs and Student Services to see if Program Reviews were done adequately. Sometimes validation groups are sent back to divisions for clarity.

Spring of 2010 – for fall 2009 - resource requests went to College Council for approval. Fall 2010 – requests from Comprehensive Program Review were received. These requests still need to be prioritized. There was discussion about the Program Review process and about prioritizing what data to use. Rubrics could be implemented as they make everything more meaningful; maybe a hybrid of the VP’s prioritization process could be integrated with them.

3. *Shared Governance Process / Committees.* Rebecca suggested having Planning Chairs to attend Senate Executive Committee meetings and how many Planning Committee members can attend. Rebecca will check with Adrienne Foster about the next Senate Executive Committee meeting and whether a few Planning Committee members can attend.

4. *Annual Program Review Cycle.* There was brief discussion about having annual Program Review and eliminating the word “annual” to this process. Program Review could be conducted every six years. The Mission
Statement was approved in May 2010 by Board of Trustees. The review of the Mission Statement was started at the Leadership Retreat of 2009. This should be linked with comprehensive Program Review and should be connected. The next review of the Mission Statement could be conducted in November 2015.

**By consensus, the Planning Committee agreed to have a six-year cycle – review of Mission Statement - previous cycle was initiated in fall of 2009. Our next review and update would begin in fall 2015.**

5. *West Integrated Master Plan.* Rebecca will pull together a glossy document of this for the accreditation team. This will include the goals and actions of plans that are in place along with the college mission and values that have been established. Fran and Rebecca suggested that the student worker Lindsay Stadler assist in preparing a draft of the plan to review. Rebecca will draw from existing plans; then the Planning Committee could meet in two weeks as a sub-committee to review the draft. A date of October 10 at 1:30 pm was suggested.

6. *Campus Climate Survey results.* Rebecca distributed a report of the responses collected from this survey which was conducted in spring 2011. Percentage results were discussed. The committee asked if this is representative of actual numbers. This survey is posted at [http://www.wlac.edu/orp/research/surveys.html](http://www.wlac.edu/orp/research/surveys.html).

7. *Program Review Update.* Fran Leonard reported on this from their meeting last week which was well attended. The committee looked at reports that were pulled from updates which include resource requests for fulltime faculty. There is 100% completion for comprehensive Program Review. Fran will ask Senate for ways to integrate SLOs in Program Review and what other data might be provided. There was discussion of the connection of Program Review to budget and how the reports coming out of Program Review can be more widely disseminated and reviewed by other committees that report to Senate and Divisional Council.

8. *Viability Policy of Academic Senate.* The question of whether or not a policy might include triggers for initiating a viability review study was discussed. A Viability Study should look at programs that are on the decline and programs that are thriving.

9. *Dates of Planning Committee meetings for 2011-2012.* The committee reviewed dates for this year and next year. Rebecca cannot meet in
February 2012 due to a meeting out of town. The committee will move the meeting to March 5, 2012

10. There was discussion of Achieving the Dream Teams future work groups and what their goals are.

Meeting adjourned at 3:15 pm.