Minutes

Monday, November 28, 2011
1:30 pm-3:30 pm
Winlock Lounge

Present: Nabil Abu-Ghazaleh, Fran Leonard, Dionne Morrissette, John Oester, Mark Pracher, Rebecca Tillberg

1. Approve Minutes, 10/24/2011. The minutes were accepted as submitted.

2. Integrated College Master Plan Update. There was discussion about what an integrated college master plan (ICMP) would include beyond the four master plans the college already has, the Educational Master Plan, the Technology Plan, the Student Services Plan and the Facilities Plan. Rebecca suggested that the community outreach, partnership and development goals are missing from the more focused plans. The Facilities Plan is more a bond construction plan, rather than an on-going facilities plan.

John pointed out that the Technology Plan focuses almost exclusively on academic computing and not on technology infrastructure. It would be fairly easy to expand the perspective of the Technology Plan to include the college as a whole by starting with excerpts from the accreditation self study response to Standard III.C. The Planning Committee approved the following motion by consensus:

The Planning Committee recommends that the Technology Committee integrate the relevant portions of Standard III.C relating to technology infrastructure into the existing Technology Master Plan by June 2012.

Follow up on this motion includes Rebecca discussing the recommendation with Vidya Swaminathan, co-chair of the Technology Committee, and Marcus Butler, chair of the committee that drafted the Technology Master Plan.

In drafting the ICMP, a section about the future of the college could be informed by the FSEIR, which addresses this issue.

There was also discussion of how the various plans are approved, and what is the role of the Planning Committee in the process. Currently, the Planning Committee is not part of the approval or review processes related to the various plans. There was concern that there needs to be more college-wide coordination of plans to ensure a college-wide perspective in the implementation of each plan.
The Student Services Master Plan is a little different from the others in that it is more of an operational plan. Rather than being ‘approved’ by the College Council, it might be more appropriate if the plan were presented to College Council for ‘ratification’ in order to emphasize that the plan fits into the overall college perspective and structure.

It was noted that the Educational Master Plan is very broad, and not detailed. The EMP should be based on unit program reviews, and the needs identified through program review should be based on evidence.

The issues of prioritization of resource requests, integration of the master plans, and enhanced transparency were discussed. The question of how the priorities in the VP Priority List were arrived at was brought up, along with the possibility of addressing the question with a prioritization rubric.

The issue was discussed of the timing of the program review process, and the resulting 18 month lead time until the budget year which it is designed to address. The long lead time is needed to allow for not only program review completion, but also the validation and prioritization processes. At the same time, urgent and critical needs will arise in the interim. The committee discussed ways to address this dilemma. One possibility is to develop a fast track process for dealing with urgent, newly-arisen needs, including a rubric to identify what qualifies as ‘urgent.’

There was discussion about how to let people know that program review really matters; people will take program review seriously if there are consequences.

3. **District Strategic Plan Update.** Rebecca provided a summary of the work by the Districtwide committee to update the District Strategic Plan.

4. **Program Review Update.** Fran described the plans for the annual program reviews that will be conducted in Spring 2012.

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5. **Accreditation Update.** Fran shared the five planning agenda items that are in the accreditation self study. Three of them relate to Standard I, which is the major planning standard. One has been slightly re-worded since last month’s draft to include student learning outcomes. This way, one planning agenda item serves two different standards. John pointed out that agenda item I.B.3 connects with Standard III.D. Possibly III.D could be re-worked slightly to use the same planning agenda item. The item for standard IV.A.3 needs to be clarified with the addition of the word ‘committee’ before ‘participation.’ Fran reiterated the accreditation rubric for institutional effectiveness in planning.
and the requirement to be at the level of “sustainable continuous quality improvement.”

6. **Review of Program Review Resource Requests.** The report, “Planning Actions and Resource Requests,” and the VP Priority List were distributed. The first report is available on the college web site: [http://www.wlac.edu/orp/planning/program_review/Planning-Actions-Resource-Requests.pdf](http://www.wlac.edu/orp/planning/program_review/Planning-Actions-Resource-Requests.pdf) The VP Priority List represents follow-up to the program reviews that all units prepared. The List will next be presented to the Budget Committee before going on to the College Council and finally the president for approval.

7. **Educational Master Plan Implementation Matrix.** The Educational Master Plan is written and updated by the Educational Policies and Standards Committee. For the previous EMP 2008-2011, the Planning Committee conducted an “Implementation Assessment” which entailed evaluating the progress and accomplishments of the college in reaching the goals. This assessment was used by the EPSC when it updated the plan and produced the EMP for 2011-2014. Now it is time to begin conducting the assessment on the new EMP. The Planning Committee decided that this responsibility belongs more appropriately and effectively with the committee that wrote the plan. Rebecca will communicate this to the EPSC.

8. **Achieving the Dream Planning Year Work Plan.** The ATD Work Plan was distributed and briefly discussed.