West Los Angeles College
Planning Committee

Minutes

January 25, 2010
1:30-3:30
Winlock Lounge

Present: Isabella Chung, Fran Leonard, Dionne Morrissette, Betsy Regalado, Bob Sprague, Lloyd Thomas, Rebecca Tillberg, Beraki Woldehaimanot

1. Minutes of November 30, 2009 Meeting. The minutes were accepted as submitted.

2. Linking Planning and Budgeting. Rebecca Tillberg presented the Linking Planning and Budgeting diagram, and described the role of the Planning Committee to monitor and provide oversight for the over-all process. The major steps included in the model are: review mission, review master plans, program review, budget priorities, Budget Committee Review, College Council Review, and President. The review and budget prioritization-related steps follow an annual cycle, while the mission and master plans are updated through a comprehensive review cycle, which occurs less frequently. This diagram is intended to be simple, with complexities of related cycles to be shown on additional diagrams. For example, the roles of the Grants Management Committee, FPIP, and Enrollment Management Committee need to be diagramed. The role of the Academic Senate was discussed. It was noted that the Academic Senate has an explicit role in most of the steps included in the planning and budgeting processes. Further, the Academic Senate representative on the Planning Committee will report back to the Academic Senate about activities of the Planning Committee.

3. Budget Calendar. Isabella Chung presented the LACCD’s 2010-2011 Budget Development Calendar, along with West’s Time Schedule for 2010-2011 Op Plan Preparation, and a flow chart of the Annual Operational Plan Development Process. She explained how the college process to develop the 10100 budget must coordinate with the District process. Current status is that Budget Preparation Worksheets have been distributed to the President and the three vice presidents for review and prioritization within each division. After going through
a shared governance process, the Preliminary Budget is transmitted to the District Office in early March.

4. *College Mission Statement.* The president has assigned the review and update of the college mission statement to the Accreditation Steering Committee. The final mission statement must be approved by the Board. The Board has a meeting at West in late May, and the new mission statement is to be ready for presentation at that time. Work on the revision was begun at the college leadership retreat in November, and continued at retreats in January.

5. *Unemployment and enrollment.* Rebecca shared an article regarding the presumed connection between the unemployment rate and college enrollment. Bob Sprague pointed out that we need to plan now for a reduced unemployment rate to occur at some time in the future so that West’s enrollment will not suffer. The article offered two ways of recruiting and retaining new students that would not be affected by unemployment: focus on recent high school graduates, and focus on new high demand occupational and vocational programs.

6. *Program Review update.* Rebecca reported that the college collaborative program review taskforce is now shepherding the development of the software for online program review. She shared a screen shot of a draft of a new web page, and the phased timeline for design and implementation. Phase 1 is expected to be available to colleges by the end of March.

7. *Accreditation Self-Study Preparation.* Fran Leonard reported on the latest activities in the preparation for the accreditation self study. She, the president, Rod Patterson and Bob Sprague will make a presentation to a Board committee on Wednesday about West’s self-study process. The first meeting of the self study steering committee will be on Thursday.

---

**Meeting Dates 2009-2010, 4th Monday of each month:**

- November 30, 2009
- December – no meeting
- January 25, 2010
- February 22, 2010
- March 22, 2010 (3rd Monday)
- April 26, 2010
- May 24, 2010
- June 28, 2010

---

*A Vision for the Future*

Through innovative programs and responsive community services,

West Los Angeles College empowers students to succeed.