West Los Angeles College
Planning Committee

Minutes

October 26, 2009
1:30-3:30
Winlock Lounge

Present: Isabella Chung, Adrienne Foster, Fran Leonard, Zakia Merriwether, Dionne Morrissette, John Oester, Rod Patterson, Betsy Regalado, Mark Rocha, Bob Sprague, Lloyd Thomas, Rebecca Tillberg, Jane Witucki, Beraki Woldehaimanot

1. Minutes of September 28, 2009 Meeting. The minutes were accepted as submitted.

2. President’s Planning Perspective. Dr. Rocha shared the “Guidelines for Linking Planning to Budgeting” with the Committee. The Guidelines were developed by the president, working with the College Council Executive Committee. The Guidelines include benchmarks for the college to be #1 on several different measures. He described the college strategic plan as consisting of 4 master plans: Educational Master Plan, Student Services Master Plan, Technology Master Plan, and Facilities Master Plan. Each of the 4 master plans is to be updated this year. The college mission statement will also be updated this year.

3. Program Review Update. Fran Leonard reported on the activities of the Program Review Committee. Lloyd Thomas described the SLO assessment grid for key courses. There was discussion about the connections between SLO assessment, program review, planning and budgeting.

4. Educational Master Plan Implementation Assessment Grid. Rebecca Tillberg shared an “Implementation Summary” of the work the Committee had previously done with the “Implementation Assessment” grid for the Educational Master Plan. The assessment of progress and recommendation that the Planning Committee prepares will be forwarded to the Educational Policies Committee for their review as they update the Educational Master Plan. A general evaluation of progress for each Strategy is provided as ‘+’ for excellent progress, ‘check mark’ for adequate progress, and ‘-’ for minimal progress.
There was extensive discussion about the accomplishment of the Strategies for Objective 1 (Affirm institutional commitment to student learning). A number of recommendations for Objective 1 were developed. Discussion of the remaining Objectives was abbreviated. Only over-all Evaluation of progress for each Strategy was agreed to.

Generalized comments about progress in the Educational Master Plan are as follows: The strongest progress was made in the area of Objective 4, Instructional Delivery – Build upon and support WLAC’s diversified modes of instructional delivery. The Objective that perhaps needs further thought and clarification is Objective 2, Basic Skills – Implement a comprehensive, integrated written plan for an effective basic skills program to meet the needs of all West students by Fall 2010.

5. Core Indicators of Institutional Effectiveness. Rebecca distributed a draft of measures that could be used to assess college progress on the Educational Master Plan. There was not time for much discussion of the draft measures.

Minutes respectfully submitted by Rebecca Tillberg.