West Los Angeles College
Planning Committee

Agenda

November 30, 2009
1:30-3:30
Winlock Lounge

Present: Isabella Chung, Adrienne Foster, Jo Ann Hayward, Fran Leonard, Helen Lin, Rod Patterson, Bob Sprague, Rebecca Tillberg

1. Minutes of October 26, 2009 Meeting. The minutes were accepted as submitted.
2. Committee Goals for 2009-2010. The goals established for the committee for the year were reviewed, and progress in reaching each goal was discussed. The first two goals: Complete assessment of implementation of Educational Master Plan, and Prepare recommendations regarding the implementation of the Educational Master Plan, have been accomplished. Rebecca Tillberg reported on the report she gave to the Educational Policies and Standards Committee, which has been charged with updating the Educational Master Plan. The other goals are all underway: Develop measurable vital signs; Create a planning handbook; Complete the program review/unit plan cycle; Maintain focus on accreditation; Communicate program review and planning/budgeting processes to the entire college community; and Develop a process to integrate SLO assessment with planning and budgeting.

One of the goals, Review the College Mission Statement, has been assigned to the Accreditation Steering Committee. College-wide discussion about the college mission statement was initiated at the Leadership Retreat on November 6. Materials generated at the Retreat will be used in updating the Mission Statement.

There was discussion about the appropriate way to incorporate an involvement in global students and study abroad into the mission statement. The question was raised about how substantial a program needs to become before it should be part of the missions statement.

There was further discussion about the concept of developing a strategic plan that integrates and aligns the four master plans, Educational Master Plan, Student Services Strategic Plan, Technology Master Plan, and Facilities Master Plan. The strategic plan could serve as an umbrella that unifies the master plans.

A Vision for the Future
Through innovative programs and responsive community services,
West Los Angeles College empowers students to succeed.
3. **Program Review update.** Fran Leonard reported that the program review data has been moved from the Mission server to the West server. Incomplete program reviews have been identified, and most have been completed. In addition, most program reviews have been validated. The Educational Policies and Standards Committee, as a committee of the Academic Senate, is taking on the task of drafting a policy and procedures statement about program review. Phyllis Morrison has already drafted thoughts about program review policies and procedures. The next meeting of the Program Review Committee is Dec. 16 at 1:00 in the PCR. Annual Unit Plans for fiscal year 2010-2011 will be done in Spring 2010. Rebecca provided an update on the activities of the college-collaborative program review taskforce.

Helen Lin raised the issue about what is the connection between the annual unit plan and the budget? The budget preparation calendar required by the District is far earlier than a calendar that would reflect college needs since any mid-year budget adjustments have not yet been made. The president has asked that college budget prioritization be done in April and May after the four college master plans have been updated. Rod suggested that we go to a Board meeting to see how budget presentations are made.

4. **Accreditation Self-Study Preparation.** Fran Leonard reported on the preparations to date for beginning the college self study. A list was distributed of accreditation standards along with the responsible committee, office or group for each standard. Rebecca highlighted the role of the Planning Committee in responding to many of the accreditation standards. Fran emphasized that the self study must respond to the recommendations from the last site visit and goals contained in college progress reports. There will be a timeline so that there is no last-minute crunch. She emphasized involving a new generation of faculty and staff in the self-study, using experienced people as mentors, so that the accreditation effort can be carried forward into the future. She plans to develop “talking points” for use at the accreditation site visit. Fran described the College-District Functional Map, which is important in clarifying and documenting the shared responsibilities of the colleges and the district office. A presentation about the College-District Functional Map will be made at the College Council meeting, and then members will complete an online survey. The next major meeting related to the accreditation self study will be at the President’s Joint Council meeting on Dec. 14 when there will be a kick-off and beginning to establish committee membership.

5. **DPC College Self Inventory.** Rebecca distributed copies of the “LACCD 2008-2009 College Self Inventory.” This is a document developed by Gary Colombo and the District Planning Committee to assess how colleges are doing in implementing the District Strategic Plan. The SI (Self Inventory) permits colleges to compare themselves with the other colleges, and reflects activities in a wide range of college activities. An error was noted and submitted for correction for
the item: “1.6.2 College has reviewed demand data for new satellites and, if appropriate, is developing a proposal and plan for satellite creation.” The answer should have been, yes, this was done in 2008. Discussion about another item, “2.5.1 College formally reviewed all student success outcomes data by demographic group in 2008-09 for evidence of & took steps to mitigate disproportionate impact,” resulted in an agenda item for presentation and discussion at the next Divisional Council meeting. It was noted that item “1.1.3 Number of schools served by college outreach staff” reveals a large range in numbers. West and City have outreach at a relatively small number of schools, while other colleges have outreach to a much larger number of schools, up to as many as 50-60 schools.

6. **DPC Institutional Effectiveness Report.** Related to the College Self Inventory is the Institutional Effectiveness Report, which consists of “dashboard measures” for areas related to the goals of the District Strategic Plan. The report contains 3 years of data for West, as well as district total data. The Planning Committee reviewed the results in the areas of access, financial aid, student success, instructional efficiency, educational excellence, and external partnerships. In general, the results show excellent progress for West. The only two areas that raised some concern were the number of first time African-American male students, and the number of first time concurrent students. Both areas are down over three years, while in one case, the district trend is up and for the other, the district trend shows a smaller decline.

Minutes respectfully submitted by Rebecca Tillberg.