West Los Angeles College
Planning Committee

Minutes

March 23, 2009
1:00-3:00
Winlock Lounge

Present: Fran Leonard, Rod Patterson, Holly Bailey-Hoffman, Olga Shewfelt, Adrienne Foster, Mark Rocha, Bob Sprague, John Oester, Betsy Regalado, Rebecca Tillberg, Dionne Morrissette, Geneat Walton, Helen Lin, Eileen Gnehm, Isabella Chung

1. **Review Mission and Membership of Planning Committee.** Mark Rocha welcomed the committee members to the newly-reconstituted committee. He mentioned that the new Dean of Planning and Research would chair the meeting. He provided an overview of ‘where we’ve been, where we are and where we’re going.’ The Planning Committee reports to the College Council. The president reviewed the memorandum of understanding dated 9/26/06 which established the Planning Committee, and described the process that would be followed to modify the charge and purpose of the Committee. He also described the process used in the past of establishing ‘presidential set asides,’ in order to link planning and budgeting, which the Planning Committee would then allocate to proposed projects.

The president also spoke about program review and the responsibility the Committee has for this process. He mentioned that the Committee could either have a separate committee for program review, or keep it completely within the Planning Committee. He described the process with this diagram:

![Diagram](image)

The president emphasized that the Committee is not an allocation committee that specifies dollar amounts, but rather a prioritization committee. It is also a feedback group that assesses how far we’ve come and how far we have to go.

There was some discussion about how these guidelines would apply in various circumstances and situations that have happened in the past.

**A Vision for the Future**
Through innovative programs and responsive community services, West Los Angeles College empowers students to succeed.
Rebecca Tillberg provided additional context for the purpose of the Committee by reviewing and discussing the ‘Rubric for Evaluating Institutional Effectiveness’ for Planning and for Program Review. She described the gaps she had noticed after a review of college planning documents, and suggested an update to the Committee Charge and Purpose to address these gaps.

There was lengthy discussion about the implications of the proposed updates, and a number of improvements were suggested and agreed upon. The Committee decided to adopt a Notice Motion to adopt the draft Charge and Purpose, for decision at the next meeting of the Planning Committee. During the intervening month, Committee representatives will be able to consult with their constituencies. Upon approval by the Planning Committee, the updated draft Charge and Purpose will be forwarded to the College Council for their review.

2. **Preview of Things to Come.** This agenda item was postponed to the next meeting. The Chair will email resources related to each item prior to the next meeting so that members can come prepared to the meeting.
   a. Vital Signs
   b. Program Review
   c. Educational Master Plan implementation matrix
   d. Review College Mission Statement
   e. Planning and Budgeting Calendar
   f. Accreditation Surveys
   g. District Planning Committee

3. **Determine schedule for meetings.** The committee agreed to meet the fourth Monday of each month, 1:30-3:30. The dates for the next four months are:
   - April 27
   - May 18 (May 25, the 4th Monday, is a holiday)
   - June 22
   - July 27

4. The meeting adjourned at 2:50.