West Los Angeles College
Planning Committee

Minutes

May 18, 2009
1:30-3:30
President’s Conference Room

Present: Beraki Woldehaimanot, Adrienne Foster, Vanita Nicholas, Rebecca Tillberg, Michael Goltermann, Dionne Morrissette, Zakia Merriwether, Paul Zolner, Holly Bailey-Hofmann, Betsy Regalado, John Oester, Bob Sprague, Isabella Chung

1. **Approve Minutes of April 27, 2009.** The Minutes were approved as amended.

2. **Program Review Subcommittee Update.** Rebecca Tillberg reported on the demonstrations, which were done on May 1, of two commercially-available software packages that support program review. Neither product appeared to fully meet West’s needs, and to contain all the capability currently available with West’s online program review. So, the college will go forward with updating the current program review software with the assistance of Nick Minassian.

3. **Educational Master Plan Implementation Matrix.** Rebecca Tillberg described that the purpose of the review by the Planning Committee of the Educational Master Plan is to ‘close the loop’ – that is, to assess how the college is doing in achieving the Plan, and to make recommendations about actions that need to be taken to achieve the goals. This review permits adjustments during the life of the plan, before the plan expires. She emphasized the importance of communication with the Educational Policies and Standards Committee, which wrote the EMP. The EP&S Committee will begin updating the Educational Master Plan soon, and will need whatever feedback the Planning Committee can give them.

Planning Committee members forwarded, during the month, updates to the EMP Implementation Matrix, which Rebecca Tillberg incorporated into the draft Matrix. The matrices for EMT Objective 1, Affirm institutional commitment to student learning, and EMT Objective 2, Implement a comprehensive, integrated written plan for an effective basic skills program to meet the needs of all West students by Fall 2010, were discussed. The committee identified the progress that has been achieved to date on Objectives 1 and 2, and also raised some questions about the effectiveness of some of the strategies, and developed suggestions for referrals to other responsible groups. At the next meeting, the committee will complete its review of the EMP Implementation Matrix.

4. The committee adjourned at 3:10.

A Vision for the Future
Through innovative programs and responsive community services,
West Los Angeles College empowers students to succeed.