West Los Angeles College
Planning Committee

Minutes

June 22, 2009
1:30-3:30
President’s Conference Room

Present: Beraki Woldehaimanot, Vanita Nicholas, Rebecca Tillberg, Michael Goltermann, Dionne Morrissette, Fran Leonard

1. **Approve Minutes of May 18, 2009.** The minutes were approved as submitted.

2. **Program Review Subcommittee Update.** Fran Leonard reported on the progress of the Program Review Subcommittee. The program review cycle will involve the annual unit plan, a biennial program review, and the in-depth comprehensive program review every six years. Nick Minassian is preparing the enhanced program review which incorporates the changes requested by the subcommittee, and approved by the Planning Committee and Academic Senate. The subcommittee is planning refresher training for the deans in order to finish up the 2008-09 cycle. Fran noted that West has done program review since 1996. The subcommittee is planning training for division chairs in late August, allowing six weeks for completion of the annual unit plan and update to program review. Training for the administrators will be scheduled in late September, following the schedule used last year. Note was made of the enhanced section on SLO assessment.

3. **Educational Master Plan Implementation Matrix.** The committee continued work on the Educational Master Plan Implementation Matrix. In order to clarify the purpose of the document, it has been renamed “Educational Master Plan Implementation Assessment” and the Comment blocks have been renamed “Progress/ Accomplishments.” In addition, two new sections have been added to each Objective: Recommendations and Assessment of Progress.

Beraki Woldehaimanot pointed out inconsistencies in the level of language used, and there was discussion about the need to re-word several areas after the brainstorming process is concluded.

Michael Goltermann suggested saving the EMP Implementation Assessment document on a shared drive so that all committee members can add to the document between meetings. Rebecca described the shared drive that she has

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asked Nick Dang to set up to hold accreditation-related documents; she will look into making this drive available to the Planning Committee.

The process for reviewing the Implementation Assessment following the work of the Planning Committee was discussed. A report will be made to the Educational Policies and Standards Committee, which wrote the Educational Master Plan, and to the Academic Senate. Following that review, the Implementation Assessment will be presented to the College Council.

The committee discussed in detail two Objectives and their associated Strategies: Objective 3, Build on WLAC’s success in Vocational Education to improve the whole college, and Objective 4, Build upon and support WLAC’s diversified modes of instructional delivery. Rebecca will request additional information from the Voc Ed division chairs related to the Strategies in Objective 3.

The remaining two agenda items, Accreditation Standards and the Planning Committee, and LACCD Strategic Plan Self Inventory, were postponed to a future meeting.

The meeting adjourned at 3:35.