West Los Angeles College
Planning Committee

Minutes

July 27, 2009
1:30-3:30
Winlock Lounge

Present: Adrienne Foster, Zakia Foster-Merriwether, Michael Goltermann, Fran Leonard, Helen Lin, John Oester, Rod Patterson, Betsy Regalado, Mark Rocha, Bob Sprague, Rebecca Tillberg, Geneat Walton

1. President’s Report. President Rocha thanked the committee for the work we have done and expressed his support for the work of the committee. He shared his thoughts regarding accreditation, program review, and the Educational Master Plan. He reported that Fran Leonard has been identified as the accreditation chair for the coming year, extending her current assignment, and that her assignment has been expanded to include program review.

Dr. Rocha commented that the college is making progress on a new tool for program review, and emphasized that the tool is a means to an end, not an end in itself. He pointed out the need to focus on main indicators, and to not get too diffuse, with lack of focus. He mentioned that for West, graduation has been identified as a primary indicator. Dr. Rocha said that we need to tighten program review, and to tighten the link between planning and budget. The goal is to have everyone on campus understand what program review is and how planning and budgeting link.

2. Cityside Accreditation Summary. Rebecca Tillberg shared the accreditation summary prepared by Gary Colombo that highlights the recommendations given to the ‘cityside’ colleges, East, City and Trade. Rod Patterson raised a question about the LACCD Strategic Plan Self Inventory, which is due in early August, and who is filling out the self inventory. Although a number of people will need to contribute to the inventory, Bob Sprague and Betsy Regalado have most of the questions. It is the same inventory that was completed last year.

3. Assessment and Evaluation
   a. Program Review Update. Fran Leonard reported that at the most recent meeting of the Program Review Subcommittee the attendance was good, and included a representative of the Academic Senate. The online program review instrument is being improved, with programming by Nick Minassian. Training for division chairs and other faculty will be offered by Mary Jo Apigo. The updated instrument will have better-designed reports.

   Rod inquired about the FPIP priority list, and what process occurred that no regular faculty are currently scheduled to be hired even though hiring processes were begun. A related policy question is when should the new FPIP system be implemented.

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Through innovative programs and responsive community services,
West Los Angeles College empowers students to succeed.
There was extensive discussion about how we can formalize in a shared process what happened in 0809 with the FPIP list and then not hiring, what is the planning and budgeting process related to this? The consensus was that the regular shared governance process would have involved the Budget Committee evaluating the budget situation, and formulating a recommendation that would be forwarded to the president, who would then come to a decision.

b. **Student Survey Fall 2009.** Rebecca shared the draft of the Student Survey that will be administered district-wide in Fall 2009. She explained that the survey meets a variety of reporting needs, including accreditation requirement for a campus climate survey. A number of questions on the survey reflect students’ perceptions of campus climate. The survey will be conducted as it has been in the past, and will be administered in class in a random selection of classes around the 6th week of the semester.

c. **Evaluation of Committee Work, 2008-2009.** Rebecca described how accreditation is requiring that colleges not only have various processes, but also a process to evaluate processes. In keeping with this, she distributed an ‘Evaluation of Committee Work,’ which summarizes the meetings held over the last year, and the accomplishments of the committee. A number of items were suggested for areas where the functioning of the committee can be enhanced in the coming year.

   i. **Committee Goals, 2009-2010.** Rebecca distributed a list of draft ‘Committee Goals’ for 2009-2010. The committee added two more important goals:
      - Communicate the program review and planning/budgeting processes widely on campus.
      - Develop a process to integrate SLO assessment with planning and budgeting.

   ii. **Determine schedule for meetings, 2009-2010.** The regular meeting will continue to be the 4th Monday of the month, 1:30-3:30. The following calendar was adopted:
      - September 28, 2009
      - October 26, 2009
      - November 30, 2009
      - December – no meeting
      - January 25, 2010
      - February 22, 2010
      - March 22, 2010 (3rd Monday)
      - April 26, 2010
      - May 24, 2010
      - June 28, 2010

4. **Educational Master Plan.** Due to insufficient time, this item was tabled for discussion at the next meeting.
   a. Planning Goal Alignment
   b. Vital Signs Draft
   c. Educational Master Plan implementation matrix