West Los Angeles College
Planning Committee

Minutes

September 28, 2009
1:30-3:30
Winlock Lounge

Present: Holly Bailey-Hofmann, Isabella Chung, Fran Leonard, Helen Lin, Dionne Morrissette, John Oester, Betsy Regalado, Bob Sprague, Rebecca Tillberg, Beraki Woldehaimanot, Colleen Matsuhara

1. Minutes of July 27, 2009 Meeting. The minutes were approved as submitted.

2. College Planning Handbook Template. Rebecca Tillberg described the “College Planning Handbook Template” that has been drafted by Gary Colombo and the District Planning Committee in response to requirements to meet accreditation standards. Adapting the draft Template, West’s Planning Committee will prepare a Planning Handbook for the college; this is one of the goals of the committee for the year. The committee reviewed and discussed the contents of the draft. One of the sections is about District Planning. It seems important to have this section in the college handbook in order to be able to describe the connections and delineation of responsibilities between the college and the district office.

The section on college planning includes a description of the college strategic planning process. West does not have an over-arching strategic plan, but instead has four strategic/master plans that together comprise the strategic plan. Those four plans are the Educational Master Plan, the Student Services Strategic Plan, the Technology Master Plan, and the Facilities Plan. This section will need to be reformatted reflect West’s policies and procedures.

There was discussion about the college mission statement, and the cycle for reviewing it. There was a general feeling that the mission statement is too long. Currently, the review cycle is supposed to be annual. One of the goals this year of the Planning Committee is to review and update the mission statement, and also possibly change the review cycle.

Related to the section on technology planning, the question was raised about whether or not West has an IT Committee, and whether it would deal solely with academic technology needs as the Master Plan does, or would also deal with administrative IT needs.

Discussion about facilities planning centered on the connection between the Bond Oversight Committee and over-all facilities planning. The Work Environment Committee also makes recommendations related to facilities. That group plans to analyze staffing needs that will be required by the new facilities currently under
construction. It was mentioned that the District Office also did an analysis of staffing needs generated by the new construction, and it was suggested that this report should be posted on the web. John Oester described three levels of facilities concerns: operational issues, medium-level facilities issues that can be addressed by the bonds, and large-scale construction projects that are bond-funded.

3. **LACCD College Strategic Plan Self Inventory.** The “LACCD College Strategic Plan Self Inventory 2008-09” was completed for West by a team of contributors. The input from each of the colleges will be compiled for a District-wide assessment of progress made over the last year in achieving the District Strategic Plan goals. A few formatting suggestions for next year were offered: Objective 2.3 Institute a District-wide Student Success Initiative measure 2.3.2 Number of students enrolled in “Intro to College” or “College Success” courses in 2008-09 – it was suggested that multiple years be included so that change could be observed. In Objective 4.3 Professionalize Staff Development, the measure is simply the number of staff involved; recommend that the total number of staff be reported, also. It was noted that numbers were not provided for 2007-08 in response to measures for Objective 5.3 Enhance District and College Foundations.

4. **Program Review Update and Calendar.** Fran Leonard reported on the latest progress on the program review cycle and the annual unit planning for this year.

5. **Planning Connections and Alignment.** Rebecca distributed and described the diagram “Planning Connections: Alignment of Goals and SLOs.” Discussion led to the suggestion of several improvements. Objective 4 of the Educational Master Plan and Goal 4 of the Technology Master Plan both related to online instruction, and this is a method to increase access to college classes. So both these goals align with the District and State goals about access. In addition, the goals of the Facilities Plan should be added to the diagram.

6. **Educational Master Plan Implementation Assessment Grid.** The group continued to work on the Implementation Assessment grid of the Educational Master Plan, focusing this time on Objective 4, Build upon and support WLAC’s diversified modes of instructional delivery and on the Supporting Objective, Use appropriate data in planning and evaluating student success and college excellence. There was some discussion about updating a few of the statements of “Progress/ Accomplishments.” There was discussion about Strategy 4e, Provide support services for evening and weekend students. Due to budget cuts evening hours were eliminated in Fall 2009 in the Child Development Center, EOP&S, DSP&S, and Transfer Center. The Library is still open 4 evenings a week and Saturdays. Additional Accomplishments were mentioned for Strategy 4f, Provide the infrastructure (e.g., servers, WiFi, IT personnel) for technologies in and out of the classroom (e.g., eportfolios, podcasting, multi-media). The Supporting Objective, Use appropriate data in planning and evaluating student success and college excellence, was also discussed. Next steps from here involve identifying any major themes that may have emerged in the implementation assessment, reporting to the Educational Policies Committee, and reporting to the College Council, as well as other interested groups.