
I. Minutes of June 20, 2006 were approved.

II. Preparations are underway for the August 22nd workshop for academic divisions. Paul said that the afternoon would begin with a light lunch at 12:30 p.m. in the Winlock Lounge, followed by a short Divisional Council meeting. Then, at 1 p.m., the group will move to CE-224 & 226 where the computers are functional for the program review workshop.

III. Program review finding should flow into planning. Budget processes are an administrative function. In addition, budget should reflect the college goals.

IV. Discussion followed regarding reporting out findings from the program reviews, including commending worthy programs.

V. An extensive discussion followed, focusing on improvements to the current annual instrument for academic areas, and all agreed that no changes would be made to the Comprehensive Program Review for Student Services.

VI. Fran Leonard would find out when the Senate Executive Committee will hold its next meeting in order to present to them the improvements to the current annual instrument for academic areas for Senate approval.

Meeting adjourned at 4 p.m.
Program Review
Minutes
August 7, 2006
3 p.m.
Winlock Lounge

Attendees: Cathy Froloff, Fran Leonard, Ed Pai, Paul Stansbury

I. Ed Pai presented enrollment and demographic characteristics by subject, by discipline and for the entire college.

II. Once again the committee further fine-tuned the annual program review instrument for academic areas, including updating the time chart on the first page to include operational plans.

III. Fran attended the Senate Executive Committee meeting on Friday, August 4th to go over the additions to the annual instrument for academic areas, including the added data elements and questions asking for the number of faculty evaluated and courses updated. The Senate officers present suggested a few wording changes for clarity which Fran emailed to Program Review Committee members. The Senate Executive Committee meeting minutes will reflect the committee’s endorsement of the additions.

Vision
Through innovative programs and responsive community service, West Los Angeles College empowers students to succeed.

Student Learning Outcomes

<table>
<thead>
<tr>
<th>Critical Thinking</th>
<th>Communication</th>
<th>Aesthetics</th>
<th>Quantitative Reasoning</th>
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<tbody>
<tr>
<td>Self Awareness/Interpersonal Skills</td>
<td>Civic Responsibility</td>
<td>Diversity</td>
<td>Technological Awareness</td>
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I. President Rocha, who was invited to attend this committee meeting and to welcome the Division Chairs at the workshop on August 22nd, said that the College Planning Committee needs to come up with a discreet set of strategic criteria to help him and the college make structural decisions in the next few months.

II. The committee discussed publicizing what has been done through the planning and budget cycle process, including the funding of four probationary faculty and funding for technology infrastructure. Paul mentioned that this report has been given at the College Council meeting of August 13th.

Communicating the results of the planning and budget cycle process can take place at the two upcoming program review workshops, Flex Day and the all-college fall retreat in November 2006.

III. Dr. Rocha said that the 2006 goals need to be endorsed by the governance bodies of the college, including the Academic Senate, the College Planning Committee and the College Council. These goals will then drive the 2007-08 unit plans and help determine criteria for evaluating requests for any additional resources. He also noted that while productivity is one measure of effectiveness, it cannot be applied to all classes in the same manner as some disciplines, like dental hygiene, may require smaller class size averages.

IV. The goals of student success and balancing the budget by increasing enrollment while maintaining academic standards were derived from the 2005 goals. The additional two goals for 2006 - team building, self study/accreditation planning agendas/recommendations – arise from the self study visit of March 21, 2006.

V. To strengthen the connection between program review and planning and to ensure that planning drives the budget, the President and committee discussed setting aside R&D (contingency) funds for funding division and discipline projects that would help increase enrollments mentioned in program reviews.

VI. President also mentioned that the approval and funding of the Office of Institutional Effectiveness would go through the governance bodies of the college.
VII. Discussion followed on changes to the annual planning and budgeting timeline for 2006-2007.

A. Insertion of Fall All-College Retreat in November 2006 to plan for 2007-08. Afternoon meeting could focus on broader issues and setting goals for 2007-2008.

B. It was requested that Vice President’s Review and Synthesis, Cross Divisional Information Sharing, Planning Committee Review and Feedback, and Divisional Review and Priority Setting be moved from November and December to January and February. Tentative budget comes out in May and Leadership Retreat in May can discuss any operational budget changes to be made to the 2007-2008 budget year in September when the operational budget is finalized by the District.

C. Operational budget in September, chairs can shift funds between budget lines to fund discretionary items

VIII. Final preparations for Workshop on August 22, 2006.

A. Isabella Chung stated that the Budget Office will provide budget for 05/06 against actual expenditures for each academic discipline.

B. E. Pai said he wouldn’t be able to provide FTES/FTEF, fulltime/Hourly Ratio. Paul asked for WSCH per FTEF.

C. Additional documents for workshop: Participatory Governance Agreement, Summary of Actions for previous academic year.

IX. Meeting adjourned at 6:00 p.m.