

# West Los Angeles College Leadership Retreat

Facilitator: Steve Siegel, Triunfo Institute

The leadership retreat was held at the Harbor House Marina, Marina del Rey, CA and was well attended.

Welcome -

President Quiambao welcomed the leaders of the college and expressed his gratitude to their continued efforts to implement the master plan. He also gave the purpose of the retreat, which is to make WLAC a premier college and this retreat is to help us focus on

- ❖ Fran Leonard, gave an overview of the of the 2003-2004 Leadership Retreat and .....
  
- ❖ Each vice president gave a presentation on the status of the college master plan and the goals and projections for 2004-2005.

Steve Siegel, was the facilitator. He began with a discussion on what we felt was already working and build from that.....

For instance

## ***PARKING LOT***

\* Narrow the mission statement

Stopping staff while doing priority job to divert them for a job we need done.

Recommend English Prerequisite /Advisory Get students into the idea

of going through a sequence of courses.

For non-math and English courses.

Develop agreement with administration to avoid negative impact on FTES goals.

Market to students curriculum sequences.

10 red stickers, 3 blue stickers, 7 green stickers.

### **Group 5**

We want to have pride in our college in terms of teacher/student relationships.

Pride In:

Quality instruction/high class standards. Clean environment

Enhance Transfer to 4-year institutions.  
Encourage a personal development class.  
Workshops EOPS  
Newspaper/website (communication)  
Personal Orientation  
Continuity in counseling

### **IMPLEMENT MANDATORY FRESHMAN YEAR PROGRAM**

KPI RETENTION
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Increase outreach marketing  
Student web Portal  
Curriculum sequencing  
Include clubs in orientation  
Include club rush/Pro-active  
Promoting co-curricular activities  
Marketing-Increased enrollment  
- Increase outreach  
Programs for freshman year implement

Better faculty care and concern for student success.

- 1) Enhanced reach function.
- 2) Personnel and structure
- 3) Class visits responding services to student's ASO news letters and technology.
- 4) Enrollment management to insure target enrollment and 2-year schedule insure student success to transfer.
- 5) Training tech and software i.e. e-mail phone, files.
- 6) Student center-plans strategies revitalize Pavillion designated areas.
- 7) AD's in high school newspaper to market the college.
- 8) Hand deliver schedules to target locations.

# Evaluating the Mission and Values of the College

What forces pushing TOWARD student success and what forces are pushing against it. (Group synopsis below)

## Group 1

<b><i>ENERGY</i></b>	<b><i>TOWARD</i></b>	<b><i>Against</i></b>	<b><i>Minimize</i></b>
*Fundraising	*Counseling	*Budget deficit	*Disciplinary Action
*Team Building	Transfer Center	Resistance to Change	Establishing Clear Standard
Recognition	EOP/P.D. Classes	Poor Public Image	Marketing
Capitalize on Student involvement	DSP&S	Lack of Accountability	Staff Development
Stakeholders buy-in	TRIO	Low Expectations	
Utilize Alumni	CalWorks	Apathy	
	Title 3		
	Matriculation		
	Tutoring		

## Group 2

<b><i>Energy</i></b>	<b><i>Toward</i></b>	<b><i>Against</i></b>	<b><i>Minimize</i></b>
Committee Structure	More Faculty	Disjointed	website
Students	Written Documentation	No evaluation of what is working	More follow through
EOP/Care	More effective meetings	Lack of resources/communication	Action
	Follow Through	Limited services	

### Group 3

<b><i>ENERGY</i></b>	<b><i>TOWARD</i></b>	<b><i>Against</i></b>	<b><i>Minimize</i></b>
Market and Mandate	Pd classes	Budget	Rules more staff
Effective plant Mandate	Sequencing	Proper Planning	Cross discipline
Lobby	Financial Aid	Legislation lack of knowledge & info to structure pride	neg. press/mini mize
Collaboration w/ other depts	Tutoring	Budget & not enough qualified Self registered tutors	
Partnership w/ staff facts adopt area students	Security/safety	inadequate media	
Mandatory process	Aesthetics of campus	Lack of adequate personnel student pick up participation	
*Partnership/ Implement Regularly Scheduled	Assessment/Matric.	Fac. & admin support	
*Website cross dept. comm.	Extra Curricular	None Avail.	
	Communications		

### Reception Table Group:

<b><i>ENERGY</i></b>	<b><i>TOWARD</i></b>	<b><i>AGAINST</i></b>	<b><i>MINIMIZE</i></b>
	Good Programs	Personal Agendas	Implement the final goal
	New Facilities	Favoritism	Tangible rewards/incentives
	Campus Environment	Stagnation	Develop a "real" active shared governance
		Lack of	

		Implementation /Follow through	
		Lack of Interest	

### **Group 5**

<b>ENERGY</b>	<b>TOWARD</b>	<b>AGAINST</b>	<b>MINIMIZE</b>
College Adm. support of academic standards	Committed Faculty	Non Uniform inconsistent academic standards	-Develop code of Academic Honesty
Faculty buy in of rigorous Standards	Administration	Resistance to change	-Promote academic standards at adjunction orientation in Fall
	-Staff	Epidemic Plagiarism	-Increase human resources
	Student Demand for course increasing	Insufficient funding	
	High academic standards among many faculty		

### **Group 6**

<b>ENERGY</b>	<b>TOWARD</b>	<b>AGAINST</b>	<b>MINIMIZE</b>
Web Portal	College committees	apathy	Consolidate committees
Intranet	skills	Under staffing	Stream line reg. And enrollment with technology
Pay on line for classes	Shared governance	Hrly faculty	Survey and feedback from alumni
newspaper	ASO	slowness	
Club rush	New Technology	budget	
Transfer honors	AC	bureaucracy	
Recognition of faculty		Nature of student body	
Increase college wide activities			
advertising			

Student forums			
Schedule high demand classes in the afternoon			
College hour			
Feedback from alumni			
marquee			

### ***Making Participatory (Shared) Governance More Effective***

After the leadership of the college discussed and reviewed the mission and values of the College, the following areas of concern became the highest priority:

#### *2004-2005 College Goals:*

1. Developing a Student Center
2. Create an Environment where Faculty Care and have Genuine Concern for Students
3. Create more extracurricular activities for students
4. Improve curriculum sequencing where students can have continuity with their class schedule
5. Improve communication via newspaper and website
6. Improve quality instruction (high standards)
7. Incorporate technology into the college infrastructure to optimize student success and institutional effectiveness

**Activity #1 Shared Governance Committee chairs identify goals, successes, and lessons learned.**

### **COMMITTEES**

***Following are the committees that were clustered together to identify specific actions that they would implement to support the seven college goals.***

## **1. Program Review**

Committee Chairs: C. Froloff and F. Leonard

Committee Goals:

- Quality instruction and services
- Technology Communication
- Curriculum Sequencing

*Action Items to Meet College Goals*

- Develop Instrument for Administrative Services - July
- Communication Workshop- Academic Affairs
- August 17<sup>th</sup> - Div. Chairs
- Curriculum Sequencing
- Intro. Combined Program Review Rev. and unit plan instrument
  
- Workshop- Administration and Student Services
- Sept.-Late
- Report findings to planning Comm. And academic senate for English, ESL and Dental Hygiene- Late Sept
- Commendations and Recommendations
- Annual Review of instruments- to incorporate input for improvement

## **Work Environment**

Chair: Elizabeth Jordan

*Action Items to Meet College Goals:*

- Develop and publish campus wide standards of maintenance: classrooms, outside of buildings.
  
- Elizabeth and Lloyd- work with emergency preparedness and plant facilities.
  
- This will help with campus pride have accountability campus wide
  
- ID areas on campus where students can hold outside extra curricular activities- Work with ASO and Administration to build trust
  
- Technology in classroom- More access
  
- Identify where students, faculty, staff can go to voice concerns regarding work environment.

## **Marketing**

*Action Items to Meet College Goals:*

- Goals for student center not App. for Marketing Committee
- Faculty Care/Concern
- At first Flex Meeting, help faculty understand their roles as PR people for the campus, i.e. by treating students with respect and concern. Senate, Flex Chair, Academic Affairs, Fall Semester
- Extra Curricular Activities free opportunity for students to market their clubs, student government etc.

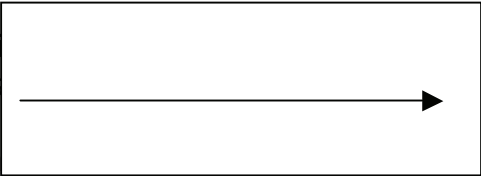
### **College Planning**

*Action Items to Meet College Goals:*

- Identify the goals the college agrees to implement next year (based upon retreat)
- Assist the leadership of these areas in developing a clear plan that includes SMART goals and ensures that all areas impacted get involved and provide input (sign off. And marketing committee, etc.)
- Assure that there are adequate resources. Have a month status report.

### **Technology Committee**

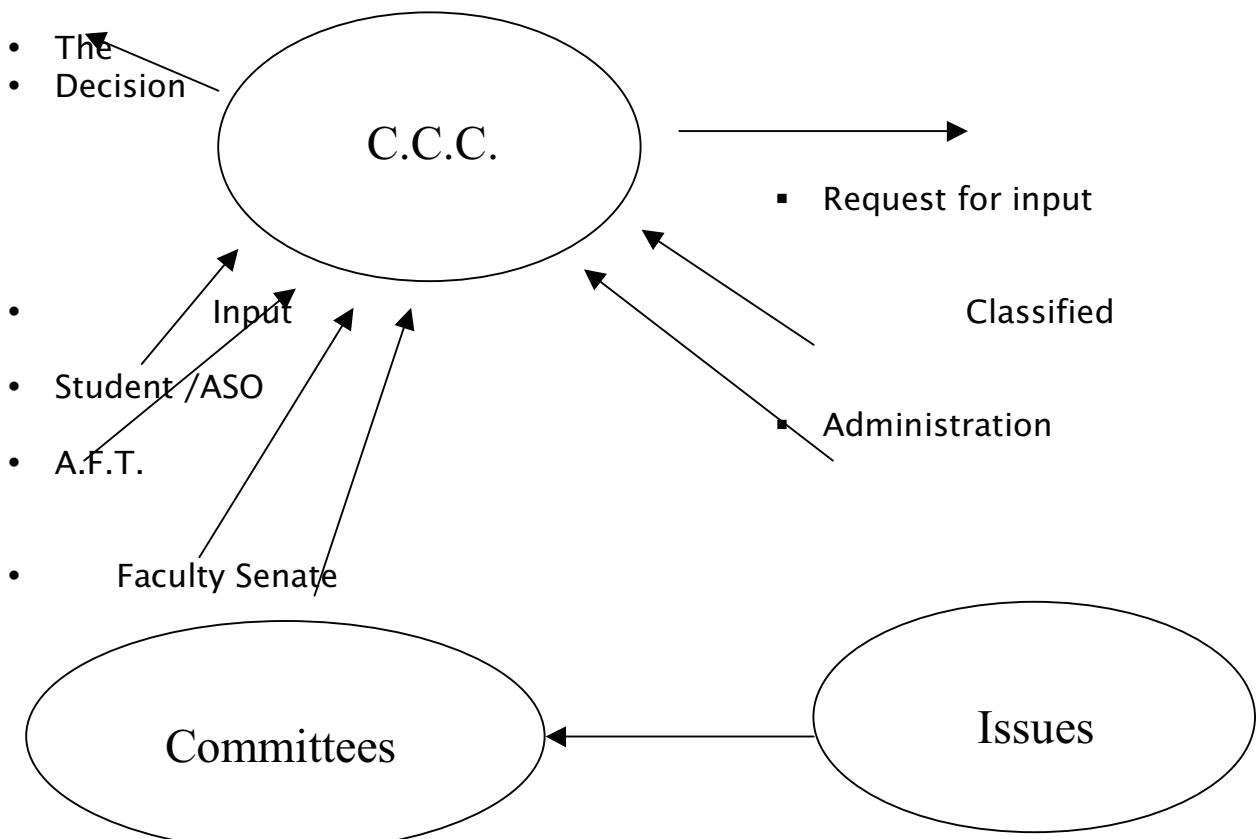
*Action Items to Meet College Goals:*

- Student Portal Website Content and Student
  - Newspaper
  - Ongoing activ
  - Student feedb
  - Surveys
  - Announcemen
  - Wlac college Announcements
- 
- ASO Oversee
- 
- Requirements
  - Small server
  - 3 months development
  - ½ time staff person
  - 1 student assistant
  - full time



- **Accreditation (College Self-Study)**
- **Chair:**
- Steering Committee- G. Walton, J. Sweeny, J. Lynch
- Goals of the Committee:
- -Iterate the goals of the college
- -Implement the Master Plan
- -Admin-Faculty-Physical Plant
- -Student Learning Outcome (SLO)
- -Class -Department
- -Course - College
- Quality Instruction
- -Curriculum Sequencing
- Committees:
- Research where we are;
- “ where we need to be.
- Timeline
- 3/05 Data Collected
- 3/06 Presentation

- **College Coordinating Council**



- Explain shared Governance process with College Community Constituents thru workshops and brochures, student and staff orientations.

2) Communicate issues and Decisions to the college community thru website link, newsletter, and minutes.

3) Implement goals in Fall 2004.

### ***Staff Development***

Margot Michels, Sheila Williams

Goals

- 1) Develop and promote
- 2) ID areas of training and development.
- 3) Share talents and expertise (workshops, seminars, etc.)
- 4) Recognition

Smart Goals

- 1) Ice Cream Social  
(Beginning of year)
- 2) Division Workshops student outreach and faculty/student inter-change (fall semester)
- 3) Active website= Communication
- 4) Via training in effective strategies for classroom instruction.
- 5) Encourage conference attendance and reports to campus.

### ***Transfer Center***

*Action Items to Meet College Goals:*

- Develop research agenda on persistence retention related to basic skills and prerequisites- Chairs of B.S., Transfer, matriculation comm.
- Have joint meeting of BS, Transfer and matriculation comm. To deter responsibility for action plans

- Tony Gamble/Paul Stansbury
- Sept 2004
- Provide written plans
  - Minutes of committee chairs to be distributed
  - Develop technology method to record minutes/plans be distributed on website.

**Registration Committee (i.e. Assessment, ASO, Business Office, Financial aid)**

*Action Items to Meet College Goals:*

- Goals
- Improve/Personalize Orientation
- Work in conjunction with the Academic senate to improve Curriculum sequences.
- Technology/Calendar

**Budget Committee**

*Action Items to Meet College Goals:*

Goals: Quality Instruction

- Goals: Technology
  - -research outside resources to implement technology plan.
- Goals: Extra Curricular activities
- will generate fundraising ideas.
- Goals: Student Center
  - Support an upgrade student center for West LA students by end of Fall semester
- Goals: Communication
  - Provide funding to implement ASO newspaper and update college website by spring '05
- Goals: Faculty care/concern for students
- Identify outside funding for recognition program.
- Goals: Student Center
- -Identify project-Amy
- -Funding sources-Isabella
- -Develop timeline- Lee Felthoven

**These are the recommended clustered committees:**

- College Planning/Program Review
- Basic Skills/Transfer/Retention and Success