



West Los Angeles College Planning and Institutional Effectiveness Committee

COMMITTEE

- Patricia Quiñones, Co-Chair
- Meric Keskinel, Faculty Co-Chair

Academic Senate (4)

- Holly Bailey-Hoffman
- Marguet Miller
- Laura Peterson
- Leslie Tejada

AFT Guild (4)

- Bonnie Blustein
- Ricardo Hooper
- Raquel Medina
- Olga Shewfelt

Vice Presidents (3)

- Aracely Aguiar
- Silvia Barajas
- Roberto Gonzalez

AFT Classified (2)

- Allison Castillo
- Dionne Morrissette

Other Classified

Bargaining Unit (1)

- Helen Lin

Teamsters (1)

- Carmen Dones

Student Services Rep.

- Celena Burkhardt

ASO (1)

- Vacant

EX OFFICIO

President

- James Limbaugh

College Council, Chair

- Carlos Sermeño

RESOURCE

Accreditation Rep.

- Aimee Preziosi

SLO Rep.

- Mary-Jo Apigo

Budget Manager

- Rasel Menendez

Researchers

- Michelle Charles
- Lydia Dong
- Moon Ko

MEETING SCHEDULE 2019-20

4th Wed of the Month

A VISION FOR THE FUTURE

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

Minutes

Wednesday, April 22, 2020
1:00-1:30pm via Zoom

Meeting called to order: 1:05pm

Meeting Logistics:

Review Agenda and Minutes

- No corrections
- Not enough members to approve February minutes

This committee is a standing committee of the College Council.

Charge: The committee's charge is to link the college's existing planning to the college's budgeting of discretionary resources.

Responsibilities:

1. Make allocation recommendations to the College Council. PIE does not itself do planning, but rather uses existing plans to establish criteria by which it makes allocation recommendations against funds identified by the Budget Committee as discretionary.
2. Monitor the policies and procedures by which program reviews and unit plans are produced and submitted to the Committee. It is PIE's responsibility to see to it that all program reviews and unit plans are submitted in a timely manner so that it can perform its major function of using these existing plans to make judgments regarding college priorities for the allocation of resources.
3. Develop and enforce policies that qualify a program or unit to apply for funding against identified discretionary resources.

Primary and Secondary Responsibility for Accreditation Standards:

- I.A. Mission
- I.B. Assuring Academic Quality and Institutional Effectiveness
- II.A. Instructional Programs
- II.B. Library and Learning Support Services
- III.D. Financial Resources Planning

Quality Focus Essay Action Project 2.2.3

Establish a systematic, evidence-based process for evaluation and improvement of the major College operational processes, and for dissemination of the results.



West Los Angeles College Planning and Institutional Effectiveness Committee

Information and Discussion Items:

Program Review Update

- Program Review deadline moved from March 27 to April 17.
- Deadline is flexible for units without resource requests.
- Most units have now completed Program Review. If units have resource requests and need more time to complete Program Review, they can contact Dean Quinones.
- Need to generate list of resource requests in time for May meetings. Spreadsheets listing all pertinent resource requests will be provided to individuals by Dean Quinones. May meetings will be a time to come together to debrief. Both PIE and Budget committee members will rank items.
- May revise will not occur until August. No decisions until the Fall.
- Spending of current year allocations not yet known for divisions.
- As a review any faculty requests go to FPIP, classified goes to VPAS, technology to Technology Committee, and facilities requests to Facilities Committee. PIE and Budget will essentially be ranking equipment type requests.
- There are significantly fewer requests this year than last year.

Action Steps:

- Units should complete Program Review and notify Dean Quinones if more time needed to enter resource requests
- Dean Quinones will generate resource requests lists and provide additional information about how to complete ranking

Program Review Redesign

- Last meeting PIE recommended 6 year program review cycle with 2 year cycle for CTE programs. This change to begin in Fall.
- Clarification that timeline should be end of Fall (December). The earlier timeframe (moving from Spring to Fall) is to allow program review writers an opportunity to present their resource requests to committees.
- Dean Quinones will draft a proposal for how this will look in the fall to make the discussion easier. Maybe 2 or 3 divisions can do comprehensive review in the fall while the rest do updates. Then in Fall 2021 the remaining divisions will do comprehensive review and the first set of divisions will do updates.
- The prioritization rubric needs changes. It is very detailed. The problem is that it has categories that raters don't have access to when reviewing resource requests. With resource requests, raters are looking at the goal, planned action, and request.
- For this year, we will use the same prioritization rubric as last year.
- Program review changes are on the agenda for the next college council.
- When raters have questions during the individual ranking process how should that be handled? They could reach out to Dean Quinones and she can send an email to the whole group. Or the rater can leave that item blank and discuss it at the May meeting.

Action Steps:

- Dean Quinones will draft a proposal for how the new program review recommendations will look in the fall. This will include defining the number of divisions doing comprehensive review in this Fall vs next Fall. This will be ready by the May meeting.
- Dean Quinones will present initial edits to the prioritization rubric.
- Changes to program review will be discussed at next college council meeting.

Meeting adjourned: 1:30pm

ACTION	PERSON(S) RESPONSIBLE	START MONTH	STATUS	NOTES
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West Los Angeles College
Planning and Institutional Effectiveness Committee

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Committee Vacancies				
None				
Changes to Program Review / Prioritization Process				
Work with Budget to schedule a time for them to present these recommended changes to PIE	<i>Patty Quiñones; Olga Shewfelt</i>	Nov. 2018	Initiated	Requested at February 2019 Budget Meeting
Encourage creation of Budget flowchart re: hierarchy of who to ask about allocations questions	<i>Olga Shewfelt</i>	Nov. 2018	Initiated	
Wish List for OIE				
% of students enrolled by major or program (ex. % of students enrolled in all Health Sciences classes? Or % of enrollments that are Health Sciences?)	<i>OIE</i>	Nov. 2018	Completed	Requested by C. Dones
Research on existing committee structures (Would need to ask M. Apigo for list of new faculty committee roles and H. Bailey-Hofmann for list of committee members and officers).	<i>Senate</i>	Nov. 2018	Initiated	Requested by B. Blustein
Meet with FPIP Committee members and Academic Affairs re: data creation process	<i>Patty Quiñones; Bonnie Blustein; Ara Aguiar, Etc.</i>	Nov. 2018	Initiated	Scheduled to meet 4/17/2019
Future PIE Considerations				
Discussion of how to avoid meeting overlap and promote shorter, more streamlined meetings	<i>PIE Committee</i>	Nov. 2018	In Progress	Suggested by B. Blustein

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