

COMMITTEE

Patricia Quiñones, Co-Chair
Faculty Co-Chair (Vacant)

Academic Senate (4)

Holly Bailey-Hoffman
Marguet Miller
Laura Peterson
Leslie Tejada

AFT Guild (4)

Bonnie Blustein
Ricardo Hooper
Olga Shewfelt
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Vice Presidents (3)

Aracely Aguiar
Roberto Gonzalez
Iris Ingram

AFT Classified (2)

Ashanti Lyles
Dionne Morrissette

Other Classified Bargaining Unit (1)

Helen Lin

Teamsters (1)

Carmen Dones

ASO (1)

Vacant

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College Council, Chair

Carlos Sermeño

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Accreditation Rep.
Kimberly Manner

SLO Rep.

Mary-Jo Apigo

Budget Manager

Rasel Menendez

Researchers

Sarah Doerrer
Moon Ko

PLANNING AND INSTITUTIONAL EFFECTIVENESS COMMITTEE

MEETING SCHEDULE 2018-19

2018 Last Wednesday of each month,
1:00 PM to 3:00 PM:

Dec. 5, 2018 (alternate combination date for Nov/Dec)

2019 Last Wednesday of each month,
1:00 PM to 3:00 PM:

Jan. 30; Feb. 27; Mar. 27; April 24; May 29

A VISION FOR THE FUTURE

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MINUTES

Wednesday, October 31, 2018

1:00 - 3:00 PM – Winlock

Attendees: Mary-Jo Apigo, Bonnie Blustein, Sarah Doerrer, Carmen Dones, Helen Lin, Rasel Menendez, Dionne Morrissette, Laura Peterson, Patty Quiñones, Leticia Sanchez-Perez (student), Olga Shewfelt, Leslie Tejada.

Meeting called to order at 1:07 PM.

Meeting Logistics

- **MOST RECENT MEETING MINUTES:** No meeting minutes were filed or approved since January 2018 (except notes from the Prioritization Retreat).
- **UPCOMING MEETING DATES:**
 - Committee discussed alternate meeting dates for November and December 2018 because of scheduling conflicts.
 - B. Blustein suggested combining both months into an early December meeting date (which Budget Committee will do also).
- **COMMITTEE VACANCIES:**
 - P. Quiñones asked if there is a process for finding a Faculty Co-Chair (committee agreed there is no formal process, only informal requests).
 - B. Blustein suggested Anthony Cuomo because he is the Guided Pathways Liaison, though he is only in his second year, so is not yet fully tenured.
 - Also mentioned that Ricardo Hooper initially declined being Co-Chair.
 - O. Shewfelt said it has to be one of the people who belong to the committee.
 - Other Committee Vacancies:
 - O. Shewfelt agreed to look for someone to fill the AFT Guild vacancy.
 - Holly Bailey-Hofmann can fill the Senate vacancy.
 - College Council is filled by Carlos Sermeño.
 - Accreditation rep hasn't been announced yet, according to M. Apigo.
 - A. Lyles is now part Classified and part faculty.

General Discussion Items

- All agreed to move up the discussion items on the agenda in the interest of time for those members needing to leave early, to ensure the questions of the new OIE Dean are answered.

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Primary & Secondary Responsibility for Accreditation Standards:

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| 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

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- PROGRAM REVIEW CLARIFICATION: P. Quiñones inquired about whether the committee had agreed to change a two-year Program Review cycle.
 - B. Blustein confirmed there had been a vote to that effect, meaning no full cycle in 2018, just an annual update for resource requests to take place in Spring 2019, then a comprehensive Program Review in Spring 2020.
 - However, B. Blustein also reminded the group that the consensus at the time of the vote was that the committee should revisit the idea of a 2-3 year cycle once we had a new Dean of OIE.
 - M. Apigo mentioned a College Council special meeting in May in which Budget Committee confirmed they plan to recommend a new structure for the Program Review and Prioritization process at PIE, and planned to come to present to the committee on what counts as a resource request versus an operational request, etc.
 - O. Shewfelt spoke as Co-Chair of Budget Committee and AFT Guild Rep on PIE and reminded the group that the direction from Accreditation was that Planning and Budget need to meet (has been an ongoing problem).
 - She wants to see Budget provide clarity on what should and should not go through the Program Review process, explaining that it should be a very simple question to ask what budget one has to work with.
 - L. Peterson responded that everyone on campus has been told for years now that everything needs to go through Program Review.
 - B. Blustein added that many divisions do not have set budgets and so must go through Academic Affairs to get what they need operationally.
 - Accounting Perspective:
 - H. Lin (who manages 10-100 budget for Academic Affairs) noted they discuss annually whether they want to keep those funds centralized or distribute them to departments (since routine expenditures like music licenses or labs for Dental Hygiene have direct allocations, but little else).
 - R. Menendez suggested that the current process needs to be documented because there is a lot of misinformation going on, and that during Prioritization, we agreed that operational requests should go to VPs, who then report back to PIE with their list, so that PIE wouldn't have to prioritize those (same with FPIP/Classified, Technology and Facilities requests).
 - B. Blustein commented on two issues pertaining to this dilemma:
 - Control: She confirmed some faculty dissatisfaction with trickle down centralization, though admitted she was not sure how Classified feels.
 - Transparency / Clarity: She expressed concern that not only do departments have no control over the money they may get, but also no sense as to how

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- much money Academic Affairs receives in total for operational expenses or how they're spending it.
- Additional concern re: Prioritization process: the group has a list of hundreds of items, but once items are doled out to FPIP, Technology, Facilities, etc., and once operational items are removed, there's only a tiny portion of the budget to offer recommendations on. Thus, a process that requires a huge number of person-hours yields only a small outcome and is only advisory in nature.
 - O. Shewfelt also expressed concern about consolidation of spending decisions under VP of Administration.
 - She pointed out that Division Chairs are faculty, not administrators, so they don't manage budgets like managers would and yet they require in all aspects of their work collaboration with Admin.
 - L. Peterson agreed that Chairs should have a process wherein they submit a budget with their department or division's anticipated needs in full and have it approved by someone.
 - P. Quiñones concluded that there was talk of revising the whole process and sought to solicit feedback.
 - O. Shewfelt asked for a format to be agreed upon before such discussion takes place because of how long it could take and how complex the topic is and reminded the group that not all such discussion must happen in Committee.
 - The discussion about feedback on the process was thus tabled for the moment.
 - **ELUMEN SOFTWARE PRESENTATION:**
 - eLumen has confirmed that they do in fact have a Program Review module, and P. Quiñones asked members if they would welcome a demo of this module more in-depth.
 - Members were unanimously enthusiastic, in part because all agreed that Tracdat's version of Program Review is neither user-friendly nor intuitive.
 - M. Apigo reported that District Academic Senate voted to adopt eLumen for curriculum, but eLumen said they need us to use all modules for that portion to be implemented.
 - The District won't adopt it unless all nine colleges are on board (6 of 9 use it, but not in full).
 - **GOALS FOR PIE COMMITTEE:**
 - P. Quiñones asked members what they would like to see from OIE.
 - C. Dones requested reports on the percent of students enrolled by major/program (Previous dean passed these out in the past and they were at the discipline level, not the course level)
 - B. Blustein commented that she would like PIE to think about, at some point, overlap of meetings by revisiting structure and investigating which committees overlap, along with considering how to make meetings shorter and less frequent.

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Information Items

- **FPIP PROGRESS REPORT:**
 - FPIP Committee will be meeting Friday, November 9th meeting to review applications. B. Blustein confirmed that applicants were given a revised deadline of that evening (October 31st) to submit narrative changes.
 - However, she explained that the weightiest factor in prioritization is whether the discipline has a growing load in enrollment and wait lists.
 - S. Doerrer summarized for the committee the revisions she had performed on the FPIP data OIE had provided to applicants.
 - B. Blustein suggested that during Summer 2019, OIE may want to meet with FPIP Committee members and Academic Affairs to discuss how to streamline the data creation process and to ensure it complements what Karen Burzynski already creates.
- **SURVEYS IN PROGRESS:** There are currently three surveys being disseminated to students.
 - HOPE Survey: focused on housing and food insecurity
 - Districtwide Student Survey: partially because of limitation from cluster sampling, West is only at 2% in its response rate.
 - L. Peterson noted that some students got error messages when trying to log in.
 - B. Blustein added that one student got reminders about them from different classes (a phenomenon S. Doerrer added was happening with many students).
 - Restrictions require both surveys to only send links via students' District or LACCD emails, but many never check these nor forward them to their personal email accounts.
 - Similarly, the District Office will only send email to faculty via LACCD addresses.
 - The group suggested that the first floor of the library could be used to help them forward District email to personal emails. Similarly, B. Blustein suggested encouraging Angel Viramontes, Allison Tom-Miura or anyone dealing with students near a computer to remind them to forward their emails.
- **STUDENT-CENTERED FUNDING FORMULA UPDATE:** Members agreed that this policy change comes up at every meeting; college leaders are very concerned we won't meet our goals.
 - C. Dones commented that strategic planning is needed with regards to class scheduling.
 - B. Blustein clarified that although West must now offer a pathway to students to finish transfer-level English and Math within one year, students are not themselves required to finish within one year and commented that more robust tutoring is needed.
 - Both L. Sanchez-Perez and B. Blustein expressed strong concern that there will be pressure for faculty to lower their standards for passing students through the sequences without much actual increased student mastery.
 - L. Sanchez-Perez responded that the Tutoring Center has been offering free noncredit classes and are expanding their offerings to help students.

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- B. Blustein acknowledged that such help has been expanded in some areas but has shrunken in others (i.e. tutors are being hired based on alignment with high school equivalency standards, but students also need help with transfer-level classes).
- L. Sanchez-Perez suggested that perhaps feedback needs to be gathered from students who have taken those Basic Skills classes.
 - B. Blustein agreed but noted that faculty who have only taught such classes are not necessarily equipped to know what will be expected of students as they progress through the sequence.
 - She also reported that West is in the articulation process for a new MATH 230 course (Math for Liberal Studies) that she anticipates will help students thrive in the right Math class rather than struggle through the wrong one.

Action Items

ACTION	PERSON(S) RESPONSIBLE	START MONTH	STATUS	NOTES
Committee Vacancies				
Continue to seek new Faculty Co-Chair	<i>Patty Quiñones (perhaps others)</i>	Nov. 2018	In Progress	Anthony Cuomo?
Seek a replacement for AFT Guild Member	<i>Olga Shewfelt</i>	Nov. 2018	In Progress	---
Changes to Program Review / Prioritization Process				
Send minutes from special May 2018 meeting of College Council re: new recommended structure Budget has for PIE	<i>Mary-Jo Apigo</i>	Nov. 2018	Not Yet Initiated	---
Work with Budget to schedule a time for them to present these recommended changes to PIE	<i>Patty Quiñones; Olga Shewfelt</i>	Nov. 2018	Not Yet Initiated	---
Encourage creation of Budget flowchart re: hierarchy of who to ask about allocations questions	<i>Olga Shewfelt</i>	Nov. 2018	Not Yet Initiated	---
Meet with Iris Ingram about concerns discussed at PIE re: confusion about budgetary allocations and documentation of changes	<i>Patty Quiñones</i>	Nov. 2018	Not Yet 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>Patty Quiñones; Sarah Doerrer; Moon Ko</i>	Nov. 2018	Not Yet Initiated	Requested by C. Dones
Research on existing committee structures (Would need to ask M. Apigo for list of new faculty	<i>Sarah Doerrer; Mary-Jo Apigo; Holly</i>	Nov. 2018	Not Yet Initiated	Requested by B.

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committee roles and H. Bailey-Hofmann for list of committee members and officers).	<i>Bailey-Hofmann</i>			Blustein
Meet with FPIP Committee members and Academic Affairs re: data creation process	<i>Patty Quiñones; Sarah Doerrer; Bonnie Blustein; Ara Aguiar, Etc.</i>	Jun. 2019	Not Yet Initiated	
Encourage 1 st floor library, Allison Tom-Miura, Angel Viramontes, etc. to remind students to forward District emails to personal emails.	<i>Patty Quiñones; Sarah Doerrer</i>	Nov. 2018	Not Yet Initiated	Also tell DO about dupe reminders.
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
Revisit 2-3 year Program Review Cycle				

Meeting adjourned at 2:27 PM.

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