



# West Los Angeles College Planning and Institutional Effectiveness Committee

## COMMITTEE

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

## Academic Senate (4)

- Marguet Miller
- Laura Peterson
- Leslie Tejada

## AFT Guild (4)

- Casey Hunter
- Daniel Ruiz
- (Vacant)

## 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 (1)

- Celena Burkhardt

### ASO (1)

- Vacant

## EX OFFICIO

### President

- James Limbaugh

### College Council, Chair

- Carlos Sermeño

## RESOURCE

### Accreditation Rep.

- Vacant

### 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, September 23, 2020  
1:00-2:00pm via Zoom

Meeting called to order: 1:05pm

## Meeting Logistics:

### Review Agenda and Minutes

- No corrections
- Approved by consensus

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

## 1 Information and Discussion Items:

2  
3 Attendance: Bonnie Blustein, Grace Chee, Jesse Saucedo also in attendance

4  
5 Meeting started 1:05pm

### 6 7 **Membership**

- 8 • Is Raquel a current AFT appointment? She was appointed by Olga. Continue this discussion offline.

### 9 **Quorum**

- 10 • Quorum is 50% + 1.
- 11 • Chairs do count towards quorum.
- 12 • Our membership is 14, so we need 8.
- 13 • Who are the committee members in attendance? 3 VP, 2 chairs, Allison (classified), Carmen, Celena (SS), Leslie (senate), Carlos (college council), Helen, Casey (AFT)
- 14 • Our committee structure is not matching the charge
- 15 • Some of the people listed just now should not count?
- 16 • This is what we need to discuss today. Our membership inherited by incoming chair did not match 2016 shared
- 17 governance handbook. This is our primary agenda item.
- 18

### 19 **Meeting minutes**

- 20 • Meeting minutes approved by consensus.
- 21 • AFT president says changes discussed are not reflected in the agenda sidebar. Chair says that's part of the agenda.

### 22 23 **PIE Charge**

- 24 • Work collectively as a group to revise our charge.
- 25 • College council is in the process of revising the shared governance handbook. That's everything on the page
- 26 shown.
- 27 • Group made edits which were track changed by Chair.
- 28 • Changes included explicitly referencing program review although that is covered by broad terms like planning, we
- 29 don't want to undersell that work. Change wording to make clear aligning with master plan, not adapting master
- 30 plan.
- 31 • Update titles and membership. The agenda and charge have different numbers. We have to go by what is in the
- 32 handbook until such time it is changed. We have to abide by the handbook.
- 33 • If PIE wants to change the charge there is a process in the participatory governance handbook. It has to be a
- 34 recommendation by someone on college council.
- 35 • Update charge to reflect 1 teamster rep because that is contractual. Teamsters get 1 representative to every
- 36 college council committee so you can add that immediately.
- 37 • There are errors in many committees with uneven number of senate and union reps.
- 38 • Would it make sense to have the same number of admin, senate and union reps? There are 4 admin. Should there
- 39 be 4 senate and 4 union reps. The handbook says 3 senate and 3 union.
- 40 • I have a procedural question. Who are the faculty reps currently? Currently it says senate is Marguet Miller, Laura
- 41 Peterson, and Leslie Tejada. AFT not sure; it is in flux. AFT president appointed 2 (Casey Hunter and Daniel Ruiz)
- 42 and speaking to others. Can put a question next to Bonnie. AFT president here as an alternate.
- 43 • Recommendations has to come from the committee membership. Alternates don't work; they are not part of the
- 44 membership. Attendees are either appointed or they are not.



## West Los Angeles College Planning and Institutional Effectiveness Committee

- 45 • Do we want to make a recommendation to change membership or just abide by handbook? No members have  
46 asked to change our membership.
- 47 • We need to do more research. We can't decide right now. If the handbook says one thing and folks here say there  
48 should be parity, we should refer to some central document for guidance about a policy that warrants change. If  
49 the membership holds it stays as is.
- 50 • By consensus, the committee has decided that if the handbook doesn't say we need to change the membership for  
51 parity then we leave it as it.

### 52 **Committee Rules**

- 53 • Can guests speak? Yes, because this is an open committee

### 54 **PIE Charge Continued**

- 55 • President Limbaugh wants handbook changes to be approved sooner. College council has a lot of issues that need  
56 to be reviewed so the handbook changes will probably not be approved by November.
- 57 • The College council has asked all committees to review their charge. Proposed changes should include rationale for  
58 changes.
- 59 • Committee discussed if there should be term limits for members. Members expressed a desire for term limits.  
60 Reasons for this: people will know how to plan their committee especially for faculty being part of a committee is  
61 required by their contract for their full-time position so that way if their term is ending the discussion can be done  
62 proactively prior to their term ending. It should be an established norm, and part of the overall handbook approval  
63 process.
- 64 • College council and academic senate have a 2-year appointment period.
- 65 • Term limits were brought up in academic senate to create consistency.
- 66 • MOTION by VP Barajas: Term of membership be for 2 years. Commencing in the fall and until the end of the  
67 academic year?
- 68 • SECOND: By Helen
- 69 • Can I add a question? Would it be appropriate to have this be a recommendation since the appointment whether it  
70 is from teamster, classified or AFT comes from the group? Not accepted. We are working on a document separate  
71 from the union items. Appointment would be valid for next 2 years regardless of who makes the appointment  
72 unless it is in the contract.
- 73 • APPROVED by consensus
- 74 • I have a question could I see the full screen. I wanted to know if I was on there as student services. I couldn't tell if I  
75 was on the agenda. Before we voted I wanted to make sure we had a vote.
- 76 • Discussion about PIE membership, the number of AFT and senate representatives on agenda was different from  
77 2016 shared governance handbook. To comply with handbook, the AFT and senate membership will be 3 each.
- 78 • Current faculty co-chair was appointed by Academic Senate, however not voted in by committee. At next PIE  
79 meeting nominations and voting for a co-chair will take place.

### 80 **ACTION ITEMS:**

- 81 • AFT needs to update membership. Clarify if old members will continue term. Fill vacant spot.
- 82 • Submit recommended changes to PIE charge to College Council. This is pending research by Dean of OIE into any  
83 language that would require change in number of members appointed by Senate and Unions.
- 84 • Submit recommendation to have 2-year membership to College Council.
- 85 • Senate needs to update appointments.
- 86 • Co-chair election to be agendized.

### 87 **EMP going through revision**

- 88 • Holly and Dean of OIE are co-chairs.



**West Los Angeles College**  
**Planning and Institutional Effectiveness Committee**

- 89 • Following roughly the same process as last EMP. EPSC committee will be involved. We will be adding additional
- 90 members. Holly is reaching out to folks. EPSC had its first meeting of the semester and has started having
- 91 discussions about the process for revising the EMP.
- 92 • Admin and faculty chairs are working on hiring a consultant, currently meeting with consultants and soliciting bids.
- 93 • Plan to get revision completed by summer so board approval no later than July or August.

94 **Program review spring 2021**

- 95 • We have comprehensive cycle in 2021. At next meeting I will bring a document with a possible schedule for
- 96 staggered cycle.

97 **ACTION ITEMS:**

- 98 • Dean of OIE will bring a schedule for program review.

99 **Fall student surveys**

- 100 • Chair informing everyone of surveys that will occur. Students will have survey fatigue. These are not being
- 101 administered by the college.
- 102 • HOPE survey was administered in the past. It will go out again. District is handling for all campuses.
- 103 • District will handle a racial climate survey as part of the USC CCC alliance.
- 104 • District will send out our own student survey.

105  
 106 **Meeting adjourned**

- 107 • Motion to end meeting. Seconded.

108  
 109 2:00pm

110

ACTION	PERSON(S) RESPONSIBLE	START MONTH	STATUS	NOTES
<b>Committee Vacancies</b>				
1 – AFT vacancy				
<b>Program Review</b>				
Staggered schedule for comprehensive program review	<i>Patty Quinones</i>	Oct 2020	Initiated	

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