

### COMMITTEE

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Faculty Co-Chair (Vacant)

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Holly Bailey-Hoffman  
Marguet Miller  
Laura Peterson  
Leslie Tejada

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Helen Lin

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James Limbaugh

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Carlos Sermeño

### RESOURCE

#### 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,  
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**Jan. 30; Feb. 27; Mar. 27; April 24; May 29**

### A VISION FOR THE FUTURE

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

## MINUTES

Wednesday, December 5, 2018

1:00 - 2:00 PM – HLRC 112

**Attendees:** Fill in from sign-in sheet

**Meeting called to order at 1:06 PM.**

### Meeting Logistics

- MOST RECENT MEETING MINUTES: Minutes were reviewed and unanimously approved as is.
- JAN 30, 2019 PIE MEETING: Should we keep it? Most agreed that would be prudent. The primary goal of the meeting would be to finalize the streamlined module.
- GOALS FOR PIE: The committee members brainstormed for five minutes and wrote 1-3 goals for the year for PIE, then P. Quiñones agreed to put them on notepads for us to discuss next time.

### Information and Discussion Items

- PRIORITIZATION EQUIPMENT REQUEST DECISION: Carlos Sermeño explained that when he received a list of these decisions, it should then be disseminated to other chairs/VPs as the final list of decisions.
  - A. Aguiar added that College Council, Senate, and Deans should also receive it.
  - R. Gonzalez asked how those people then spend the money (i.e. the process for using approved funding) and H. Lin explained that money can be immediately spent.
    - The members requested written clarification for purchase request steps. R. Gonzalez added that deadlines should be put on that process. C. Sermeño asked H. Lin to come to the College Council meeting with this information.
      - H. Lin agreed, and also said each July, departments receive funding for the fiscal year but that lists like the prioritization list are more for ad hoc requests.
    - A. Aguiar said the President used to meet with all the VPs to discuss the list in detail and the origin of funds for various needs on the list, but it has not worked like this in the last two years.
      - H. Lin explained that the funding source for each item is determined prior to the list being submitted to College Council
      - A. Aguiar asked what happens when the President gets the list (does he work with I. Ingram? Senior staff?)

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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

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



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- H. Lin was not sure what happens at that point.
- A. Aguiar used to have a pre-meeting to prepare by considering with a group sources possible for funding.
- M. Apigo pointed out that some of these questions could be addressed using the recommendation from the special College Council meeting in May about having a process specified in writing.
- R. Hooper reminded the group that R. Tillberg had instructed the group during prioritization in the past that they should not worry about the source of funding but only the needs of the college in making the list.
  - A. Aguiar then recalled that ACCJC recommended that the planning and budgeting processes need to be better integrated.
- B. Blustein then noted a problem in the process (something changed from the usual order and requested discussion of how to resolve this discrepancy and how it will be done in the future); once the shared governance information is there and the technical information is there from two sources, it should presumably go to senior staff.
  - Additional complication that the money doesn't always show up at once – the decision-making circle is one issue and the reporting trajectory is another
- Prioritization list from PIE / Budget joint group → College Council → 3 VPs who convene their interest group if they are so inclined → then decisions taken to senior staff meeting where final decisions get made → then to College Council → back to VPs → back to the Chairs and others they supervise (this is how it used to be but not recently)
  - Patty said at the next meeting we could sketch out a recommendation that it be conducted this way in the future.
- The group agreed that clarification on the confusion about these operational and logistical issues should be a high priority for PIE in the coming year.
  - M. Apigo also added that reminders of what is appropriate to request via Program Review should be part of this clarification also.
  - B. Blustein summarized I. Ingram's view that everything should be put in Program Review or else funding would not be granted for anything, but the group found that realistic.

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- R. Hooper said that such a hard line was used even when P. Braxton was still leading Admin Services.
- P. Quiñones said we could tackle this in chunks and the group actually agreed it would be better to start from scratch and possibly incorporate innovative processes from other campuses
- B. Blustein said the assumption that everything went through Program Review was tied to the assumption that managers would validate each request and therefore be uniquely able to flag items that did or did not merit funding. But that fell apart because of how onerous it was to do so during a one-year cycle. Program Review fell apart at the validation level.
- P. Quiñones said she has seen 4- and 6-year cycles and is very open to discussion about any length of time.
  - A. Aguiar said she could ask all the CIOs on Friday how often everyone is doing Program Review. When R. Sprague was still Interim President, she and R. Tillberg pushed for a 3-4 year cycle but it did not get finalized.
  - R. Gonzalez asked if grant-funded programs (SFPs) submit Program Review and P. Quiñones said that at other institutions, they should only need to do so if they are not funded through 10-100 and have an ad hoc need beyond their grant-funded items.
- This year, per the College Council-approved recommendation, Spring 2019 would be the annual update and the comprehensive Program Review would take place in Spring 2020. However, this could be changed if necessary.
  - B. Blustein noted that we have no clear process for Annual Updates since we have been doing Program Review every year.
  - P. Quiñones and M. Apigo reported that Tracdat will be changing completely sometime in Spring (but probably not before Program Review is complete)
  - M. Apigo, A. Aguiar and B. Blustein all agreed that resource requests could be submitted with simple updates to linked goals as justification
  - H. Lin said all final budget request go to the Board in August to approve in September

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- B. Blustein said the first two weeks of February are crazy for faculty and administrators
- A. Aguiar commented that since 2007, Program 10-100 budgets have not been modified ever – Academic budgets only have full-time salaries and maybe a few ad hoc things but not operational items – “divisions cannot buy pencils”
- S., Doerrer offered to create a new simplified module for updates only in Tracdat, which the group was enthused about (as simple as possible)
  - Standards:
    - People should not list anything they already received but can ask again for items they didn’t get.
    - If people need office supplies, we can add a note saying they need to discuss operational expenses (what you have needed and will continue to need to do your job) with VPs and Chairs/Deans. New needs that are likely to become operational needs should be listed (and that should probably be noted).
    - Leftover staffing requests not fulfilled or new staffing request – that should go into the update (replacements too)
    - New technology requests should go into the update
    - If you’re not sure, you put it in – you err on the side of caution.
    - (I’m unclear on whether FPIP faculty requests do or do not go through this update process – ask Patty)
- Does not need to go through shared governance because it’s operational
- Would need to be ready by February latest – top priority!
- P. Quiñones said we might need a special meeting to finalize the format of the update module
- March 27, 2018 could be the meeting during which we hold the prioritization request, but is one month enough time in which to submit resource requests?
  - B. Blustein noted that most requestors will want to discuss their requests with their divisions, but most will not hold meetings until early February.
  - Perhaps the end of April meeting?

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- B. Blustein stressed that we need to be clear with people about what they do and don't need to do, and how something can become an operational request, but for the first time
- H. Lin reported that for 2018-19, West only got \$90K this year as a block grant for instructional equipment (we usually get \$300-500K), although we have accumulated over a period of years close to \$500K
  - A. Aguiar said that half of it can go to maintenance and in the past, it has been split between instructional equipment and maintenance/repairs/refresh of IT, etc.
    - She noted that it's an issue that there is no prioritization requirement for this money (again, what the retreat prioritizes is a tiny amount of money)
    - B. Blustein: "The cost of the human labor involved in this process is prohibitively disproportionate"
    - R. Gonzalez: if you're on the list that was distributed at PIE, how do you know where your money has come from?

### Action Items

| ACTION   | PERSON(S) RESPONSIBLE                  | START MONTH | STATUS            | NOTES                        |
|--|--|-------------|-------------------|------------------------------|
| <b>Committee Vacancies</b>   |  |             |                   |                              |
| 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       | ---                          |
| <b>Changes to Program Review / Prioritization Process</b>  |  |             |                   |                              |
| 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   | DONE              | Sent to P. Quiñones by email |
| 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 | ---                          |
| <b>Wish List for OIE</b>   |  |             |                   |                              |

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| % of students enrolled by major or program (ex. % of students enrolled in all Health Sciences classes? Or % of enrollments that are Health Sciences?)                            | Patty Quiñones;<br>Sarah Doerrer;<br>Moon Ko                           | 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 committee roles and H. Bailey-Hofmann for list of committee members and officers). | Sarah Doerrer; Mary-Jo Apigo; Holly Bailey-Hofmann                     | Nov. 2018 | Not Yet Initiated | Requested by B. Blustein           |
| Meet with FPIP Committee members and Academic Affairs re: data creation process  | Patty Quiñones;<br>Sarah Doerrer;<br>Bonnie Blustein; Ara Aguiar, Etc. | Jun. 2019 | Not Yet Initiated |                                    |
| Encourage 1 <sup>st</sup> floor library, Allison Tom-Miura, Angel Viramontes, etc. to remind students to forward District emails to personal emails.                             | Patty Quiñones;<br>Sarah Doerrer                                       | Nov. 2018 | Not Yet Initiated | Also tell DO about dupe reminders. |
| <b>Future PIE Considerations</b>   |  |           |                   |                                    |
| Discussion of how to avoid meeting overlap and promote shorter, more streamlined meetings  | PIE Committee  | 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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