

# Educational Master Plan Workgroup of the

## PIE Committee, Ed Policies Committee, and the Academic Senate

### **MINUTES**

July 30, 2014

1:00-3:00

SSB 414

#### *Co-Chairs:*

Holly Bailey-Hofmann  
Rebecca Tillberg

#### *Members:*

Nancy Brambila  
Hector Banuelos  
Phyllis Braxton  
Judy Chow  
Carmen Dones  
Allan Hansen  
Ken Takeda  
Maria Mancia  
Adriana Martinez  
Clare Norris  
Bob Sprague  
Alice Taylor  
Helen Young

#### *Resource:*

Agyeman Boateng  
Adrienne Foster  
Fran Leonard

Co-Chairs	Holly Bailey-Hofmann	✓
	Rebecca Tillberg	✓
Members	Hector Banuelos	
	Phyllis Braxton	✓
	Judy Chow	
	Carmen Dones	
	Allan Hansen	✓
	Ken Takeda	
	Nancy Brambila	✓
	Maria Mancia	
	Adriana Martinez	
	Clare Norris	
	Bob Sprague	
Resource	Alice Taylor	✓
	Helen Young	✓
	Agyeman Boateng	✓
	Adrienne Foster	
	Fran Leonard	✓

Meeting called to order 1:01 p.m.

#### **PREVIOUS MEETING MINUTES / ANNOUNCEMENTS**

Minutes for the May 28, 2014 meeting were approved.

#### **DISCUSSION OF SUGGESTED CHANGES BY POINT PERSONS AND COLLEGE-WIDE SURVEY FEEDBACK (NOTES ON G&O DRAFT)**

R. Tillberg and H. Bailey-Hofmann presented a new draft of the goals, objectives, action plans and key and initiating persons/groups which incorporated responses to the feedback received. The more substantive changes were brought to the workgroup to discuss.

Most of these changes were adjustments to punctuation or title/position conventions. In a few instances, language of the objective or action plan was changed in response to feedback from the point persons. Two key instances of this were Objective 1.2.2 in which a word change was suggested by the point person, and 2.1.1, where an action step was added.

Upon reviewing the goals objectives and action plans, the Curriculum Committee Chair had proposed changing the phrasing in goal 3.4 from “vitality, viability, and relevance” to “accuracy and relevance,” arguing that vitality and viability are under the purview of the Senate, not strictly the Curriculum Committee. Upon discussion, the Workgroup identified the groups to coordinate this goal are the Senate and SLO Committee, while the Curriculum Committee Chair is the point person for objective 3.4.1, which does not include the objected-to phrasing. The workgroup decided to leave the language as-is.

#### ***Survey Feedback Comments on 2.1.2 and 3.1***

Based on feedback from the survey, the Co-Chairs suggested changing the language of Objective 2.1.2 to explicitly include “SAO’s” and improvement of “services”. The Workgroup approved this wording change.

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Also based on feedback from the survey, the workgroup discussed the inclusion of faculty advising in relation to this and some proposed that faculty advising should be included as an objective or part of an action plan. Some recommended notice of faculty advising in goals 3.1 and others in goal 3.2. After extended discussion, the workgroup agreed that the faculty Co-Chair will search for any past discussion or language (i.e. draft goal or objective) regarding faculty advising. The faculty Co-Chair will forward her findings and continue the deliberation on the inclusion of faculty advising in goal 3.1 or 3.2 with the workgroup asynchronously.

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A. Taylor noticed that some, but not all, action steps mention acquiring the appropriate resources. While some sets of action steps make references to seeking resources through the appropriate program review, others do not, and this may be misleading to some. After extensive discussion, the workgroup decided to remove any references to requesting resources through program review in the Suggested Action Steps, and instead rely on the statement, already included in the draft EMP on page 17 ("Requesting Resources Required for Achievement of Objectives") that describes the process for all Objectives to obtain needed resources.

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#### **WORKING DRAFT**

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R. Tillberg shared a working draft of the entire plan. There was some discussion about how the plan compares to other plans around the district and outside of the district. R. Tillberg expressed her belief that the model West is following is the direction in which many plans are going – not too short, not too long. She believes that the front matter in the current draft is more relevant and “has more meat on the bones.”

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#### **NEXT STEPS**

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#### ***AFT Summary***

H. Bailey-Hofmann shared a message from her addressed to the AFT. While AFT’s explicit approval is not required, she expressed the strong desire to include AFT in the process. She has contacted O. Shewfelt to reach out specifically and created a summary to share with the AFT group. In general, workgroup members received the summary well.

P. Braxton asked about the Classified Staffing Plan and its relation the EMP. R. Tillberg answered that there are different approaches to developing a staffing plan (one of which is to determine whether it is a plan with goals and objectives or the elaboration of a process), and that will need to be sorted out in advance of drafting such a plan.

#### ***Flex Day***

The Senate Exec is planning Flex Day. This year there will be a week of activities branded as “Professional Learning Week.” H. Bailey-Hofmann has planned several sessions about the new Educational Master Plan during the week, in addition to a break-out session on Flex Day itself.

#### ***Other Concerns***

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In response to a question regarding the cover of the plan, R. Tillberg mentioned that a graphic designer that has worked with West before has been asked to work on designing the plan document.

R. Tillberg also mentioned that PIE will oversee the implementation and evaluation of the plan.

As some of the timing of getting the plan approved are discussed, H. Young suggested hosting a meeting with the initiators and perhaps point persons of the early-launch goals and objectives to talk in general about how to look at the goals and objectives so that they are clear about how to approach the action steps and getting others in their area to understand their responsibilities in relation to the EMP for that year. Others suggested that perhaps the EMP co-chairs can visit the first meetings of these groups.

The workgroup also discussed the possibility of meeting on October 22 from 1pm to 3pm in preparation for the Board presentation.

Finally, the co-chairs introduced a document created by M. Lee grouping objectives into themes. The co-chairs invited members to look over the document and submit edits and ideas electronically.

Meeting Adjourned: 3:05 pm

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