TO: WLAC Faculty, Staff and Students
FROM: Mark Rocha, President, West Los Angeles College
SUBJECT: Final Approval of MOU Concerning Effective College Governance Process

DATE: September 26, 2006

Dear WLAC Faculty and Staff and Students:

This is to formally notice the college community that at its meeting of September 25, 2006, the College Council ratified this Memorandum of Understanding, henceforth identified as #CC906-1, the complete text of which appears below. The College Council has forwarded this MOU for final approval of the college president.

I hereby concur with the recommendation of the College Council and approve MOU #CC906-1, as a standing policy of West Los Angeles College, effective immediately.

In less than three months our collaboration and consultation has resulted in the extraordinary accomplishments of mutual agreement on the college administration reorganization plan and the accreditation progress report process. This third consensus proposal is the next step in our joint effort to establish a collegial environment rooted in mutual respect and our shared mission to do what is best for West.

Memorandum of Understanding #CC906-1 Concerning Effective College Governance Processes

I. PREAMBLE

Effective College Governance

There is consensus that the college’s governance should be strengthened so that mutual consultation goes beyond the merely ceremonial. Effective governance committees must be involved in the real and important work of participatory governance.

Definitions of Policy and Operations.

To accomplish this goal, the Office of the President and the College Council make a clear distinction between policy and operations. The work of effective shared college governance is in the area of policy formation and development which results in recommendations to the college president. Policy implementation (operations) is the purview of the college administration. Once a policy has been recommended by the College Council to the president, and the president approves the recommendation, the administration is entrusted with the responsibility for the implementation and execution of college policy as it deems appropriate given existing circumstances and resources. In those cases where the college president does not concur with a recommendation from the Council, the president will either return the recommendation to the Council for further consultation or state in writing, why the recommendation is rejected.

Final Approved Version of MOU/ MSP by College Council on September 25, 2006
Ratification Process. WLAC’s current standing system of college governance is a model that provides each of the four major constituent bodies of the college governance structure to make direct recommendations to the college president:

A. Academic Senate. Some of the Required Committees:
   1. Curriculum Committee
   2. Educational Planning Committee
      a. Distributive/Distance Learning Committee (recommended; cf. Article 40.B.5., p.136)
   3. Faculty Position Hiring Prioritization Committee

B. AFT Guild (Faculty and Staff)
   1. Work Environment Committee

C. Senior Staff (College Vice Presidents)
   1. Administrative Resources
      a. Deans and Classified Managers
      b. Divisional Council

D. College Council (The college’s effective governance body.)
   1. Executive Committee.
   2. Planning Committee
      a. Program Review Committee
   3. Budget Committee
   4. Facilities Planning Committee (This is the required title of Article 32.)
   5. Information Technology Committee

E. Other Classified
F. Teamsters

The sub-committees listed above, under the four major effective governance recommending bodies report to their respective major governing body and make their recommendations only through that major governance body.

A system of checks and balances

The college president agrees to refer recommendations received from the AFT Guild and Senior Staff of the four major governing bodies to the College Council for ratification to insure that all college constituents have been fully consulted. (Please note: Per Title 5, recommendations on academic and faculty professional matters are the purview of the Academic Senate and its recommendations go directly to the President for either approval or rejection.)

II. SEARCH COMMITTEES FOR ADMINISTRATIVE POSITIONS

The College Council agrees that WLAC will conduct searches in accord with LACCD Personnel Guide Policy B456 governing searches for Deans, Associate Deans, Associate Directors, Assistant Directors and Assistant Deans.

The College Council agrees that searches will be conducted in accord with LACCD Personnel Guide Policy B456A governing searches for certificated Vice Presidents, Directors and Senior Directors. This policy stipulates that a search committee must be composed of at least five members, the majority of whom will be administrators.

Final Approved Version of MOU/ MSP by College Council on September 25, 2006
A. A Standing Committee of the College Council.

(Please Note: This subsequent text and clarification updates and supersedes previous agreements with respect to the Planning, Budget and Facilities committees.)

B. **Charge**

*Its charge is to link the college’s existing planning to the college’s budgeting of discretionary resources.*

C. **Responsibilities**

1. Make allocation recommendations to the College Council. The Planning Committee 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 the Planning Committee’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 as to 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.

So, for example, the two major tasks of the Planning Committee for the Fall semester 2006, are to prioritize the 2006-07 facility requests and the enrollment growth initiatives. In the case of the facilities requests, the Facilities Committee would identify the nature, scope and effect of each project and the Budget Committee would identify the available resources to fund projects. The Planning Committee would then develop its own criteria from the existing unit plans to prioritize requests for the available funding. This recommendation would go to the College Council for review and approval.

The Facilities Planning Committee and Budget Committee report directly to the College Council which directs these committees to serve as resources to the Planning Committee.

(Please Note: The current Planning Committee may at a later date take up the issue of adopting a new name for the committee that better describes its charge. e.g. “Mission Priorities and Allocations Committee (M-PAC).”)
VISION STATEMENT
To recommend to the College Council

WEST: A gateway to success for every student.

WEST LOS ANGELES COLLEGE
Approved by the College Council and Dr. Mark W. Rocha, college president – April 8, 2010
The Board of Trustees approved West’s new Mission Statement on May 12, 2010.

MISSION STATEMENT

West Los Angeles College provides a transformative educational experience.

West fosters a diverse learning community dedicated to student success. Through quality instruction and supportive services, the College develops leaders who encourage excellence in others.

A West education enriches students with the knowledge and skills needed to earn certificates and degrees, to transfer, to build careers, and to pursue life-long learning.
TO: Rod Patterson, President, Academic Senate  
Olga Shewfelt, President AFT Faculty Guild  

CC: Fran Leonard, Chair, Accreditation Steering Committee  
College Council  

RE: Charge and Formation of the Technology Master Plan Committee (TMPC)  

This is to summarize our mutual agreement to form a college-wide Technology Master Plan Committee as a special Select Senate Committee of the Academic Senate. The charge of this Select Committee will be to produce and deliver a written Technology Master Plan by January 1, 2009. When this charge has been completed this Select Committee will then remain and become the college's new standing Information Technology Committee under the auspices of the College Council.

We have also come to agreement following consultation with the College Council Executive Committee and the Accreditation Steering Committee that the charge to the TMPC will be as follows:

*To develop and write a new seven-year college-wide Technology Master Plan that will guide the college through 2009-2016. This plan will be written and completed by January 1, 2009, and reviewed and approved by the Senate, Accreditation Steering Committee and College Council in the first meetings of February 2009, so that the College Council can make a final recommendation to me by February 15, 2009. This TMP will therefore be included in our Mid-Term report due to the ACCJC on March 15, 2009.*

**Formation of the Technology Master Plan Committee**

The membership of the committee shall be 11 members as follows:

Administrators (3): Three administrators chosen by the college president, one of which will be the VPAA.

Classified Staff (2): IT Director plus one representative of AFT Classified.

Faculty (6): Three representatives appointed by the AFT Faculty Guild; three additional faculty appointed by the Senate.
Co-Chairs: From the membership of the committee as described above there will be co-chairs of the committee, one faculty member appointed by the Senate president and one administrator appointed by the college president. We have agreed that the faculty co-chair will be Marcus Butler of the Computer Science Department. The administrative co-chair will be Bob Sprague, Vice President of Academic Affairs.

In addition, there will be two non-voting resource persons appointed by the college president, one of which will be Adrienne Foster. The other will be a technology consultant recommended by the district.

Central Principles of the Technology Master Plan

1. The TMP must use as its main guide and premise the current approved Educational Master Plan. The two plans must connect. The essence of the TMP is how it will advance the explicit goals of the EMP.
2. The TMP must therefore emphasize academic computing. That is, how will technology serve the achievement of our SLO's. The current organizational and administrative model for IT therefore needs to be reexamined.
3. The TMP will not be a series of abstract "state of the art" platitudes but a concrete identification of academic objectives and the technology required to achieve them.
4. The TMP will be supported in identifying and visiting the #1 tech community college in California and incorporating the results of this visit into the plan.

I look forward to working with you closely to support the work of the Technology Master Plan Committee and to receiving your recommendation.

Sincerely,

Mark W. Rocha, Ph.D.
President