Minutes

Monday, August 23, 2010
1:30 pm-3:30 pm
Winlock Lounge

Present: Judith-Ann Friedman, Fran Leonard, Maureen O’Brien, Rebecca Tillberg

1. Minutes of May 26, 2010 Meeting. Minutes were accepted as submitted.

2. District / College Effectiveness Report 2010. The Effectiveness Report presents the following information for each college and for the District as a whole: Access, Student Success, and Institutional Efficiency, all goals of the District Strategic Plan. The Committee identified and discussed characteristics of West, including student characteristics as well as areas of achievement and concern.

MSP to adopt the District/College Effectiveness Report as a statement of West’s vital signs.

3. College Strategic Goals. Rebecca presented the draft college Strategic Plan, incorporating 7 goals and multiple objectives, which had been derived from the Educational Master Plan, the Student Services Master Plan and the Technology Master Plan. Copies of these various plan goals were available for reference. The committee reviewed the wording of the goals and objectives, and substantially refined the objective statements so that they are parallel in structure, each one beginning with a verb.

MSP by consensus to recommend that the college Strategic Plan be adopted.

4. Committee Self-Evaluation. The Committee used the “Campus-wide Governance Committee Self-Evaluation Form” to guide its self evaluation. A version of the form was designed by Mission in response to an accreditation recommendation that college had received. The form was then shared District-wide by Gary Colombo through the District Planning Committee. The group began its self evaluation by reviewing the Committee Goals, 2009-2010. This is a summary of the assessment of progress:

1. Complete assessment of implementation of Educational Master Plan – Done and presented to the Educational Policies and Standards Committee for their reference in updating the Educational Master Plan.
2. Prepare recommendations regarding the implementation of the Educational Master Plan - Done and presented to the Educational...
Policies and Standards Committee for their reference in updating the Educational Master Plan.

3. Develop measurable vital signs – Done through the use and adoption of vital signs developed by the District Planning Committee.

4. Create a planning handbook – This goal has been modified to create a combined shared governance-planning handbook.

5. Review the College Mission Statement – This goal was accomplished by the Accreditation Steering Committee, which was charged with updating the Mission and Vision Statements.

6. Complete the program review / unit plan cycle – This goal is in process. The vice presidents prioritized budget requests, and these priorities were used in deciding about budget allocations.

7. Maintain focus on accreditation – Under the leadership of the Accreditation Self Study Chair, the focus has been maintained, and all accreditation committees and subcommittees have been functioning and writing drafts during the past year.

8. Communicate program review and planning/budgeting processes to the entire college community – This goal is in process. Over the past year, charts and diagrams to illustrate planning and budgeting processes and concepts have been developed.

9. Develop a process to integrate SLO assessment with planning and budgeting. Done. Response to SLO assessment has been incorporated into the program review and planning/budget prioritization forms and process.

The group agreed on one recommendation for improving the committee. A faculty co-chair is needed. This recommendation will be taken to the College Council.

5. College Strategic Goals. The group decided on three goals for 2010-2011: to continue the prior goals #4, 6 and 8 so that they can be fully completed.

6. Program Review Update. Rebecca described the two parts of program review: Part 1, review and reflection; and Part 2, planning and budget prioritization. The Program Review Committee had been working on the development of the college-collaborative Institutional Effectiveness System (IES) over the last year, and IES will be available on a beta-testing basis for fall. For most divisions and departments, an alternative Adobe Acrobat pdf form will be used. The form incorporates the same questions that the Program Review Committee had developed and approved for use in IES.

MSP by Consensus to forward the following motion to the full Planning Committee for final approval:

Motion to approve the questions and modules in the 2010-2011 Program Review document for Academic Divisions, Student Services, and Administrative services.
Part 2, Linking Planning to Budget, was previously known as the annual unit plan. The new form allows divisions and programs to articulate their own goals based on division review and reflection in Part 1, align those goals with college goals, develop activities to achieve division goals, and request additional resources, if necessary. Judith Ann explained that the broader college goals are not specific enough for a division, and that divisions need to develop their own goals that are relevant to their needs. The Program Review Committee had proposed eliminating division/program goals, and to have them use only college goals. After discussion, the Planning Committee decided it is preferable to retain the original plan of having units develop their own goals.

MSP by Consensus to forward the following motion to the full Planning Committee for final approval:

Motion to approve the proposed concept for the program review Part 2 Linking Planning to Budget.

7. Accreditation Standard I. This item is continued to the next committee meeting.