Minutes

Monday, October 25, 2010
1:30 pm–3:30 pm
Winlock Lounge

Present: Holly Bailey-Hoffman, Judith Fierro, Fran Leonard, Dionne Morrisette, John Oester, Rebecca Tillberg

Guest: Seta Kebaklian, Dental Hygiene

1. Minutes of August 23, 2010 Meeting. Minutes were accepted as submitted. One guest was introduced to the committee from Dental Hygiene, Seta Kebaklian.

2. Program Review Update. Rebecca distributed the Comprehensive Program Review Guide for 2010-2011 she and Mary-Jo Apigo created. Rebecca reported that the college is in the middle of the process. The deadline was extended to this week due to the email outage last week. The next phase of program review is validation. The deans in Academic Affairs will do the validation review and send to Rebecca when complete. The deans in Students Services will do the review and validation for their divisions. If some of them need revising, the deans will return to the appropriate divisions. Friday, November 19th is the deadline for submitting the validation.

3. Shulock Report – Divided We Fail: Improving Completion and Closing Racial Gaps in California’s Community Colleges, by Nancy Shulock and Colleen More, published by Institute for Higher Education Leadership & Policy, was shared with the committee. The committee discussed the findings from this 19-page report on why some California Community College students do not complete certificates, degrees, or transfer and recommendations on using data to improve institutional practice and state/system policy.

4. IPEDS Data Feedback Report. Integrated Postsecondary Education Data System. Rebecca shared this report for review and discussion with the committee. This report is posted on the wlac.edu website and the figures are based on data collected during the 2009-10 IPEDS collection cycle and are the most recent data available. This is for West and a comparison group of institutions. Discussion followed regarding student graduation rates and transfer rates.

5. Shared Governance and Planning Handbook. Rebecca shared the College Planning & College Governance Handbook draft that she has assembled so far for the college. This is one of the documents needed for accreditation. Rebecca asked for assistance from committee members
in completing this handbook. A question was raised if there was a duplication of efforts by district and college in generating this handbook and what are district’s responsibilities vs. college’s responsibilities. Judith Fierro will ask other members not present at this meeting if November 15 would work for a sub-committee meeting to work on the handbook. Three members reported they will meet with Rebecca on the 15th. Judith will look for a meeting room for this date.

6. **Campus Climate Survey.** Rebecca shared the Campus Climate Survey Fall 2008 and the Chronicle Great Colleges to Work For Survey reports with the committee and announced the college will be conducting a campus climate survey next spring 2011. John Oester advocated that the college make the data available in time for accreditation. Rebecca asked the committee if they wanted to develop a 'home grown' campus climate survey for campus employees, or use a commercial survey.

A motion was made that West develop a campus climate survey for spring 2011 for campus employees. Motion passed unanimously. This recommendation will be forwarded to the College Council.

Discussion followed regarding the Campus Climate Survey and questions that were asked on the last survey were shared from fall 2008. If survey results say college shared governance isn’t working, then college has to something about it. Taking the college’s pulse is what the Campus Climate Survey is about.

5. **Accreditation Standard I: Institutional Mission and Effectiveness.** The 17-page draft that was written by the Standard I Committee, Fran and Rebecca was shared with the committee and a Task List was distributed to members to assist in the various tasks that need to be done.

The need for providing new employee orientations for faculty and staff was discussed along with past practices.