Minutes

Monday, April 26, 2010
1:30 pm-3:30 pm
Winlock Lounge

Present: Holly Bailey-Hoffman, Isabella Chung, Judith Fierro, Adrienne Foster, Fran Leonard, Rod Patterson, Zakia Merriwether, Betsy Regalado, Bob Sprague, Rebecca Tillberg

Guests: Linda Clowers, Lloyd Thomas

1. Call to Order and Minutes. The meeting was called to order at 1:30 p.m. and the minutes of March 22, 2010 were approved as submitted.

2. Linking Planning and Budgeting. Rebecca led a discussion regarding two visual diagram handouts linking planning to budgeting which summarized annual and comprehensive review cycles and how classified hiring and other discretionary resource requests are processed from the beginning stages of program review, college prioritization, budget committee review, and to college council review for recommendation to the President.

Rebecca presented the new Office of Research and Planning website now on wlac.edu. Go to faculty & staff → scroll down to Office of Research and Planning. This website includes three major divisions: Planning, Research, and Student Learning Outcomes along with their functions. College master plans, Planning Committee and Program Review are included under Planning and accountability, college profiles, and surveys are included under Research.

3. Planning/Budgeting integrated Timeline. Annual and comprehensive planning for the college was discussed. A handout titled Planning and Budgeting Integrated Timeline for 2009-2015 was discussed with the committee. This timeline will help to plan ahead for each fall and spring semester.

Effectiveness Cycle Plan:

- Comprehensive Program Review will be done in fall 2010
- Program review will be done in spring 2011 – first part of spring and FPIP will be done in second part of spring 2011 – for fall 2011
- FPIP done spring 2010 for hiring in fall 2011
- FPIP ranked list needs to be refreshed every two years – after two years the list becomes questionable and is not viable.
Fran suggested to add college catalog update to the planning and budgeting integrated timeline. Linda Clowers reported the next catalog will be published for 2010–spring 2012 and is expected to go to the printer mid-July this summer.

4. **Strategic Plan Overlay.** Rebecca reviewed the handout of Strategic Plan 2010-2014 overlay of the four core college master plans with the committee. Discussion followed regarding this:
   - Educational Master Plan
   - Student Services Master Plan
   - Technology Master Plan
   - Facilities Master Plan

A committee member asked whether or not tutorial support was included anywhere in the color diagram chart of the Strategic Plan for 2010-2014. Discussion followed with the committee agreeing that tutoring should be separate from study skills support indicated under Commitment to Student Learning header column. Rod Patterson will address this issue of adding study skills support to the EPSC Committee at their next meeting. Linda Clowers suggested adding instructional skills support under Commitment to Student Learning column. The committee agreed that the educational master plan needs to be changed.

5. **Program Review Update.** An update was given on program review. Program review is a subcommittee of the planning committee. The Planning Committee gets its input early in the process of planning. Discussion followed regarding the role of the Planning Committee and Program Review Committee.
   - Planning Committee is a facilitator of Program Review Committee and processes program reviews.
   - Planning Committee sets up measurements for the college master plans but doesn’t oversee the results of program reviews. It is not the role of the planning committee to validate program reviews.
   - Program Review validates college master plans but doesn’t oversee the results of program reviews. Planning Committee should evaluate the effectiveness of planning cycle next year.
   - Program reviews reference educational master plans. Planning drives the budget and there is a direct linkage between FPIP criteria and the educational master plan.
   - FPIP lists go to budget committee → budget establishes or recommends a number of positions to fill.

Task Force Update for Program Review – due date is end of May 2010 for Phase I. Training will be given to administrators for setting up the software at West.
Phase 2 is the planning and budgeting phase which is crucial so programming will be able to deliver in June 2010. Phase 3 is expanded Student Learning Outcome management piece -

Discussion followed regarding folding the SLO committee into program review committee. Fran said this is for consideration and recommendation and the committee stated the justification for this:
1. to monitor assessment of SLO's that are consistent with program review.
2. would like Planning Committee to endorse this as a recommendation to the College Council.
3. Rod Patterson recommended 1.0 for every college that is below 10,000 FTES.
4. SLO coordinator could be 1.0 reassigned time.

There was a motion to have the SLO Committee chair folded into Program Review Committee so program review chairs could be members of the SLO committee. The motion passed.

6. Survey results. Student Survey, Campus Climate Survey. The results of the Fall 2009 Student Survey was discussed by the committee. This will be used in the self-study and program review. Fran asked Rebecca to approach Rod and Olga as chairs of standard IV committee if they would share the Chronicle of Great Colleges to Work for 2009 with various committees on campus.

7. College Mission Statement. The mission statement was approved by the Accreditation Steering Committee and will be posted on college publications and the college website. This will go to the Board of Trustees for final approval in May 2010 and to the accrediting commission. The vision statement has not been approved yet but will go to College Council on May 6, 2010 for recommendation to Dr. Rocha.

Rebecca gave an Internet presentation of the google docs website. Google docs is an online repository for saving and storing documents, editing, and working on documents in one place. This resource will be used by all the accreditation standards committees for editing and sharing documents in a collaborative fashion during the entire accreditation process. Evidence folders for each standards committee have been established. The same evidence may appear in more than one accreditation standard.

The meeting adjourned at 3:30 p.m.