Minutes

Monday, May 24, 2010
1:30 pm-3:30 pm
Winlock Lounge


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

2. Briefing on Cityside Accreditation Follow-up Reports: District Implications – Gary Colombo. Gary reported on the outcomes of the follow-up accreditation visits to the city-side colleges. He also provided guidance for the next round of accreditation self studies based on the experiences of the city-side colleges. The Standard IV teams must address the LACCD Functional Map. There has been some concern with bond and budget-related decision-making. A major theme is the need for better communication between the college and the District.

In response to the recommendations from the last set of accreditation recommendations, several actions were taken at the district level: The GASB was renegotiated, the functional map was modified and expanded, a survey of college perceptions of district functioning was conducted and reported on.

Gary highlighted several areas that will need attention when the new chancellor arrives. Several areas will need review and update: the district master plan, the budget process, governance process, and improved communications, possibly with a newsletter and redesigned web site. The governance structure is not integrated with planning at the District level, as they are on campus. Helen Benjamin at Contra Costa College has a district-level governance structure that incorporates several committees that are separate in LACCD.

One lesson learned from East that lead to discussion is that colleges need to have a policy, not only a process, on shared governance that explains the Senate’s role. There was discussion about the lack of
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Betsy Regalado, VP
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Planning Committee Mtgs. 2009-2010 – Winlock Lounge
Fourth Monday of each month from 1:30 p.m. to 3:30 p.m.

clarity in West’s shared governance, and the need for a policy and process document.

Gary state that his office is piloting core indicators, with presentation scheduled for the Board meeting in June.

3. **Enrollment Management Plan Update.** The draft Enrollment Management Plan was presented by Rebecca. The Enrollment Management Committee is the group with oversight for the plan. It was emphasized that this is not a plan for only Academic Affairs.

4. **Technology Plan Implementation Assessment Grid.** Rebecca distributed an assessment grid for the evaluation of progress in implementing the Technology Plan. After discussion, the group decided that the Planning Committee is not the appropriate group to do the assessment; rather the Technology Committee should evaluate progress. The importance of follow-up on the Technology Master Plan was emphasized. The Planning Committee urges the College Council action item be implemented immediately to establish a Technology Committee.

5. **Shared Governance Update.** Rebecca distributed a draft diagram update to the shared governance MOU of 9/25/2006. A number of questions were raised. It was questioned whether or not it is appropriate for three management committees, Building, Enrollment, and Grants, to be included in shared governance. This led to a discussion of the distinction between what is policy and what is operational. Management committees seem to be more operational. There was further discussion about what defines a shared governance committee; at the least, they are representative. Are they making policy and/or operational recommendations to the president.

A question was raised about the process to combine committees. The suggestion was offered that the charge for the College Council could include maintaining and updating committee structure.

The need for a chart of all college committees, in addition to those that are part of shared governance, was discussed.

6. **Program Review Update.** Fran reported that at the May 19, 2010 meeting of the Program Review Committee, the committee reviewed the draft Proposed Process for Evaluating Institutional Effectiveness developed by the Senate’s Educational Policies and Standards Committee and proposed revisions to it, emphasizing, for example that action plans and objectives in program review should be developed in
consultation with the members of the division or program. For validation and budget prioritization, the committee proposed this wording, “The Budget Committee reviews and provides additional financial information related to the prioritized list of budget requests and forwards the prioritized list of budget requests to the College Council.”

For process evaluation and improvement, the committee proposed, “The Educational Policies and Standards Committee, in consultation with the Program Review Committee, evaluates the institutional effectiveness process every 2 years and makes recommendations for improvement to the Academic Senate and College Council.”

7. **College Vision Statement.**
The college-approved mission statement for West was presented to and approved by the Board of Trustees at its May 12, 2010 meeting.

**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 lifelong learning.

Regarding the proposed college vision statement, Fran acknowledged and thanked the writing and editing team that drafted and finalized the vision statement for the college. The team consisted of Lloyd Thomas, Bob Sprague, Olga Shewfelt, Rebecca Tillberg, and Fran Leonard. Fran reported that there were 113 participants from West who completed the Survey Monkey on this statement. The vision statement WEST: A gateway to success for every student - now goes to the College Council for discussion and action at its June 3 meeting.

8. **Committee Self-Evaluation Process.** Rebecca distributed the form for the committee self-evaluation and goal setting for next year. At the next Planning Committee meeting, the group will complete the form.