

LOS ANGELES COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
PLANNING AND STUDENT SUCCESS COMMITTEE
Los Angeles Valley College
Cafeteria Conference Room – Cafeteria Building
5800 Fulton Avenue
Valley Glen, California 91401
Wednesday, February 27, 2008
10:00 – 11:30 a.m.

Committee: Sylvia Scott-Hayes, Chair; Mona Field; Georgia Mercer

Participants: Nabil Abu-Ghazaleh, Pierce College; Adriana Barrera, ESC; David Beaulieu, DAS; A. Sue Carleo, ESC; John Clerx, ESC; Gary Colombo, ESC; Daphne Congdon, ESC; Jack E. Daniels III, LASC; Marshall Drummond, ESC; Pat Flood, LAMC; Carl Friedlander, AFT; Robert Garber, Pierce College; Jeanette Gordon, ESC; Camille Goulet, ESC; Leige Henderson, LASC; David Humphreys, LAHC; Alma Johnson-Hawkins, LAMC; Brent Hurwitz, Build—LACCD; Deborah Kaye, LAVC; Fran Leonard, WLAC; Sandra Mayo, LAVC; Patrick McCallum, McCallum Group, Inc.; Ernest Moreno, LAMC; Gerald Napoles, ESC; Angela Reddock, Trustee; Mark Rocha, WLAC; Luis Rosas, LAHC; Beverly Shue, LAHC; June Smith, LAHC; Tyree Wieder, LAVC; Lynn Winter Gross, ESC; Glenn Yoshida, LASC

Trustee Scott-Hayes called the meeting to order at 10:10 a.m.

PUBLIC SPEAKERS

None.

REPORTS/RECOMMENDATIONS

Mr. Gary Colombo distributed copies of a document entitled "LACCD Accreditation Calendar 2008-2014" and summarized the contents with respect to the schedule for Progress Reports, Midterm Reports, Self-Study Preparation, and Accreditation Site Visits for each college. He deferred to Ms. Deborah Kaye.

Seaside College Accreditation Progress Reports

Ms. Kaye distributed copies of a document entitled "Seaside Colleges – District Recommendations." She summarized the two recommendations as follows with respect to the actions and impact associated with each one:

1. *The team recommends that the District evaluate the impact of the revenue allocation model and consider the special conditions of individual colleges*
2. *The functional relationship between the College and District needs to be fully defined through a dialog focused on efficient use of resources and service to students. The implementation of a decentralized relationship needs mutual definition.*

West Los Angeles College

Dr. Mark Rocha distributed copies of a document entitled "ACCJC Recommendations for West Los Angeles College." He introduced Ms. Fran Leonard.

Ms. Leonard summarized the document with respect to the actions that WLAC is taking in response to the following recommendations:

- Recommendation 5 The college should develop a sustainable reiterated cycle of integrated planning, resource allocation, plan implementation, and evaluation by strengthening its information collection and dissemination for program review, and concentrating on implementation of the Master Plan and its ambitious planning agenda. (Standard I.A.4, I.B.)*

Recommendation 6 The college should periodically review its staffing practices, hours of operation, and counseling priorities to ensure that what is delivered is consistent with program review, of acceptable quality, and aligns with the mission and values of the college. (Standard II.B.1.)

Los Angeles Southwest College

Copies of two documents entitled "Los Angeles Southwest College Accreditation Progress Report Presentation to Board of Trustees" and "Los Angeles Southwest College Progress Report" were distributed.

Dr. Jack E. Daniels III deferred to Mr. Glenn Yoshida and Ms. Leige Henderson.

Mr. Yoshida and Ms. Henderson summarized the LASC Accreditation Progress Report Presentation document with respect to the actions being taken to address the following four recommendations:

Recommendation 1 Although the college has made significant progress in the program review process of instructional programs, the team recommends, as did the team in 2000, that the college implement a program review process, different from unit planning, for non-instructional programs including student services to evaluate their effectiveness and assist in planning.

Recommendation 2 The team recommends that the college develop and implement a plan to address the problems of low retention, persistence, and success rates of students who enter the college without sufficient academic preparation.

Recommendation 3 The team has found that there is a divergence between plans and subsequent action. Therefore, the team recommends that the college focus greater attention on assessing the currency and effectiveness of all programs and services with particular emphasis on the following areas: a) staff development; b) distance learning; c) technology; d) enrollment management; and e) occupational education. The team further recommends that the college incorporate the identified needs and adopted actions into the Integrated Operational Plan.

Recommendation 4 There is no clear evidence that the college has developed specific strategies to meet the educational needs of the changing demographics of its community. The team recommends that the college intensify its efforts to identify service area needs. The team further recommends that the college develop and implement plans for programs, courses, and services to address identified needs.

Los Angeles Harbor College

Copies of two documents entitled "Harbor College: Plans for Future Activities to Recommendations" and "Draft Outcomes Assessment Plan: Beginning the Dialog" were distributed.

Mr. Luis Rosas introduced Ms. June Smith, Ms. Beverly Shue, and Dr. David Humphreys.

Dr. Humphreys discussed the Draft Outcomes Assessment Plan document with respect to the Student Learning Outcomes (SLOs) assessment process. He indicated that Ms. Lora Lane, Business Instructor, LAHC, has been engaged as a co-coordinator for the purpose of assessing the SLOs.

Valleyside College Accreditation Progress Reports

Ms. Kaye distributed copies of a document entitled "Valleyside Colleges – District Recommendations." She summarized the four recommendations as follows with respect to the actions and impact associated with each one:

Recommendation 1 The team recommends that the District should provide leadership in supporting the progress toward incorporating achievement of stated student learning outcomes as a component of faculty evaluation.

Recommendation 2 The team recommends that the college should closely monitor in future years the success of the District's plan for addressing retiree health benefit liability to assure that out-year obligations are met without significant impact on the financial health of the institution.

Recommendation 3 The team recommends that the Board of Trustees should complete the self-evaluation process by discussing and developing a set of Board goals to respond to any issues identified in their self-evaluation. The Board should institutionalize the goal setting and measuring of accomplishments as part of the self-evaluation process.

Recommendation 4 Although in practice the evaluation of the College Presidents and District Chancellor occurs on a regular basis and is an inclusive process, the team recommends that the District develop a written policy that clearly defines the evaluation process.

Pierce College

Copies of a document entitled "Pierce College Accreditation Progress Report" were distributed.

Mr. Robert Garber deferred to Mr. Nabil Abu-Ghazaleh.

Mr. Abu-Ghazaleh discussed the document with respect to the following recommendations:

Recommendation 5 The District should provide leadership in supporting the progress toward incorporating and achieving stated SLOs as a component of faculty evaluation.

Recommendation 6 The College, in concert with the District, should develop a comprehensive long-term plan for addressing the backlog of deferred maintenance projects which, if left unattended, may compromise the quality of the student learning environment

Mr. Abu-Ghazaleh indicated that *Commission Concern 2* as follows was not part of the Accreditation Team visit:

The College will need to undergo a site visit of its recently approved Program for Accelerated College Education (PACE) at two off-campus sites: Beaudry-Shatto and Kennedy High School as mandated by federal guidelines which require such a visit within six months after program implementation. This visit will be scheduled for September 2007.

Los Angeles Mission College

Copies of a document entitled "Los Angeles Mission College Accreditation Progress Report" were distributed.

Ms. Alma Johnson-Hawkins discussed the outcomes of the Accreditation Team visit at LAMC. She deferred to Ms. Pat Flood.

Ms. Flood gave a PowerPoint presentation and discussed the document with respect to the following six recommendations:

Recommendation 1: Campus Relationships

The college must clarify and codify institutional relationships and establish clearly written policies that encourage institutional leaders to work together collegially and to regularly share these policies with all constituent groups within the educational community.

Recommendation 2: College Governance

The team recommends that the areas of responsibility be defined to clarify the outcomes of any given governance process.

Recommendation 3: Evaluation and Effectiveness of Governance Committee

The team recommends that the College Council implement the regular and systematic evaluation of the effectiveness and integrity of its shared governance committees by Fall 2008.

Recommendation 4: Planning

The team recommends that the college-wide unit assessment (program review) effort should be revitalized. The college should define a clear link between budgeting, enrollment planning, staffing, instructional equipment, technology, and facility maintenance.

Recommendation 5: Student Learning Outcomes and Assessment

The college should accelerate efforts to complete the development and inclusion of Student Learning Outcomes Assessment Cycle in all courses, college programs, and services.

Recommendation 6: District-wide Decentralization

In anticipation of the full implementation of the District-wide decentralization plans, the college should strengthen and clarify the administrative systems and responsibility for enrollment management, finance, and human resources.

Trustee Field requested that LAMC use the terminology "program review" instead of "unit assessment."

Ms. Flood concurred with Trustee Field's request and indicated that she would present this request to the LAMC College Council.

Los Angeles Valley College

Copies of two documents entitled "Progress Report" and "Fact Book and Effectiveness Manual 2006-2007" were distributed.

Ms. Sandy Mayo indicated that LAVC does not have any specific recommendations that it needs to respond to at this time. She stated that a task force was created consisting of Academic Senate and Union representation. This task force has met to discuss the issue of Student Learning Outcomes and have agreed to meet again.

Chancellor Drummond expressed his appreciation to Mr. Colombo, Ms. Deborah Kaye, and Mr. David Beaulieu for their efforts with respect to accreditation.

Issues/Outlook for Future Committee Meetings

Mr. Colombo indicated that the following issues need to be discussed at future Committee meetings:

1. Sustainable Technology Curriculum Initiative
2. Financial Aid Initiative
3. Student Success and Basic Skills Initiatives
4. ARCC AB 1417 Data and LACCD Core Indicators of Institutional Effectiveness
5. Process for Reporting on District Strategic Plan Goals and Objectives
6. Dolores Huerta Labor Institute

Trustee Scott-Hayes requested that a schedule be prepared for future Planning and Student Success Committee meetings.

Trustee Field requested that the Board members be kept informed regarding the schedule of Administrative Leadership Program (ALP) meetings.

Mr. Colombo indicated that an ALP workshop is scheduled for Friday, February 29, 2008 at 8:00 a.m. at LACC. The topic for discussion will be Human Resources.

Trustee Scott-Hayes requested that reports such as the Sustainable Technology Curriculum Initiative and Financial Aid Initiative be e-mailed to the Committee members in advance of the meeting.

New Business

None.

ADJOURNMENT

Motion by Trustee Mercer, seconded by Trustee Field, to adjourn.

Without objection, so ordered.

APPROVED: 3 Ayes

The meeting adjourned at 11:28 a.m.