

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
PLANNING AND STUDENT SUCCESS COMMITTEE  
Educational Services Center  
Board Room – First Floor  
770 Wilshire Boulevard  
Los Angeles, California 90017  
Wednesday, September 9, 2009  
11:00 a.m. – 12:00 p.m.**

Committee: Sylvia Scott-Hayes, Chair; Georgia L. Mercer; Nancy Pearlman, Alternate. Absent: Mona Field

Participants: David Beaulieu, DAS; Kathleen Burke-Kelly, LATTC; Ramon Castillo, LATTC; Roland Chapdelaine, LATTC; Gary Colombo, ESC; Karen Daar, ELAC; Mary Gallagher, LATTC; Deborah Harrington, ESC; Chini Johnson-Taylor, LATTC; Crystal Kiekel, Pierce; Daryl Kinney, LACC; Joy McCaslin, Pierce; Susan McMurray, LAHC; Jamillah Moore, LACC; Ernest Moreno, ELAC; Daniel Walden, LASC; Tyree Wieder, ESC

Trustee Scott-Hayes called the meeting to order at 11:04 a.m.

PUBLIC SPEAKERS

None.

REPORTS/RECOMMENDATIONS

Accreditation Updates

A document entitled “LACCD Board of Trustees Accreditation & Planning Report Schedule 2009-2010” was distributed.

Mr. Gary Colombo indicated that the document is a list of the upcoming Planning and Student Success Committee meetings, scheduled from September 9, 2009 through July 28, 2010, which may be revised in the future.

Los Angeles City College

A document entitled “2009 LACCD Cityside Accreditation Outcomes” was distributed.

Mr. Colombo indicated that the document contained for reference purposes the Accreditation Outcomes (accreditation recommendations) for the Cityside Colleges. He deferred to Dr. Jamillah Moore.

A document entitled “ACCJC Follow-Up Report Timeline” and a document entitled “Accreditation Recommendation #2 Action Plan” were distributed. Dr. Moore indicated that Los Angeles City College (LACC) has established the “A—Team” (Accreditation Committee) which is comprised of Shared Governance Council, faculty, and students. She summarized the documents with respect to the strategic plan objectives and scheduled deadlines for the activities assigned to staff for the preparation of the reports to respond to the following recommendations which are due March 15, 2010:

- Recommendation 1. Institutional Effectiveness: The Accreditation Team recommends that the College more systematically use the results of program/unit reviews to continually refine and improve program practices resulting in appropriate improvements in student achievement, learning, support services, and institutional processes.
- Recommendation 2. Professional Development: The Accreditation Team recommends that the College develop a robust and comprehensive professional development program to both

enhance institutional effectiveness practices and promote institutional engagement by all employee groups.

Recommendation 4. Research: The Accreditation Team recommends that the College strengthen the research function in order to provide continuous and meaningful analysis of data and apply the finding to program improvement.

Dr. Moore discussed the document with respect to the progress of the additional recommendations for the Midterm Report due March 15, 2012:

Recommendation 3. Succession Planning: The Accreditation Team recommends that the College engage in succession planning to increase leadership capacity, institutional consistency, and employee involvement and engagement.

Recommendation 5. Student Learning Outcomes: The Accreditation Team recommends that the College fully implement the development and assessment of student learning outcomes at the course and program level and to use the assessment results for program improvement.

Mr. Colombo indicated that staff extended the final reports to the Board from February 24, 2010 to March 10, 2010 to give the Colleges additional time to vet with the faculty and administration.

Trustee Scott-Hayes expressed her concern that the extended date for the final reports are due too close to the ACCJC deadline of March 15, 2010. She stressed the importance with respect to the accreditation reports that staff makes this an ongoing effort and priority to implement the Commission's recommendations by the deadline.

#### East Los Angeles College

A document entitled "East Los Angeles College Accreditation Response Group Progress Report to LACCD Board of Trustees" was distributed.

Mr. Ernest Moreno deferred to Ms. Karen Daar.

Ms. Daar discussed the document with respect to the progress of the following recommendations:

Recommendation 1. Mission: The Accreditation Team recommends that in order to meet standards, the College ensure that the revised mission statement receives Board approval.

Recommendation 2. Improving Institutional Effectiveness: The Accreditation Team reasserts the previous recommendation given to the College in 2003 that in order to meet standards, the College should integrate planning with decision-making and budgeting processes to ensure that the decisions to allocate staff, equipment, resources, and facilities throughout the College are based on identified strategic priorities and to ensure a continuous cycle of evaluation and improvement based upon data.

Recommendation 4. Instructional Programs: The Accreditation Team recommends the College ensure that the current program review process is transparent and clearly communicated to the College constituencies.

Recommendation 5. Student Support Services: The College should regularly evaluate and augment, if necessary, staffing, services and programs in the Student Services Division to ensure student needs are being met.

Recommendation 6. Decision-Making Roles and Processes: The Accreditation Team recommends the College fully develop a formal written policy describing its governance and decision-making structures and processes. The policy should define the roles and responsibilities of the constituent groups in governance and then develop methods for the regular assessment of governance and decision-making structures, widely distributing the results and using the results for continuous improvement.

Ms. Daar discussed the document with respect to the progress of the additional recommendation for the Midterm Report due March 15, 2012:

Recommendation 3. Instructional Programs (Student Learning Outcomes): The Accreditation Team recommends the College accelerate its completion of Student Learning Outcomes for courses and programs and complete the assessment cycle by using assessment results to improve instruction and student services.

### Los Angeles Trade-Technical College

A document entitled "LATTC Accreditation – Frequently Asked Questions" was distributed.

Dr. Roland Chapdelaine indicated that this document was provided by hard copy and posted in the LATTC website in anticipation of students' questions and concerns with respect to ACCJC placing LATTC on probation status.

A document entitled "Los Angeles Trade-Technical College Accreditation Briefing to Board of Trustees - Planning and Student Success Committee September 9, 2009" was distributed.

Dr. Chapdelaine summarized the document with respect to the progress of the following recommendations:

Recommendation 1. Institutional Integrity: The Accreditation Team recommends that the campus leadership (cross-constituent) create venues, forums, and a sense of permission to the practice of dialogue to strengthen and sustain the high quality programs, relationships and sense of pride that LATTC's students and community deserve.

Recommendation 2. Evaluation, Planning & Improvement: The Accreditation Team recommends that in order to meet the standards, the College develop and fully implement an integrated planning process that clearly links program review, all aspects of human, physical, technological, and fiscal planning, resource allocation in a cohesive and inclusive manner. Development of the model should be based on prevailing best practices that include a clearly established and calendared cycle, use of current and relevant internal and external environmental data, analysis of data to inform planning, a committee review process, linkage to resource allocation, and evaluation of the implemented plan.

Recommendation 6. Participatory Governance: The Accreditation Team recommends the College evaluate its participatory governance process(es) to ensure that all constituent groups actively participate in the College's planning and decision-making.

Dr. Chapdelaine discussed the document with respect to the progress of the additional recommendations for the Midterm Report due March 15, 2012:

Recommendation 3. Student Learning Outcomes: The Accreditation Team recommends that the College establish a formal review and evaluation process at the department level that will allow faculty and/or staff to dialogue about SLOs and continuous improvement. The process should be documented for tracking and program improvement purposes. Student learning outcomes must be clearly, accurately, and consistently stated in print and electronic documents. The training of faculty and staff for a clearer understanding and relationship between program review and student learning outcomes is essential.

Recommendation 4. Leadership Stability: The Accreditation Team recommends that the College, working collaboratively with the District Office, take steps to stem the turnover of senior management. The College requires a stable, experienced administrative team to meet many of its recommendations. Administrative turnover, especially within the ranks of senior management, is concerning.

Recommendation 5. Communication: The Accreditation Team recommends that the College work to improve communication between the District and the College's constituent groups. District committees which have a direct relationship with campus committees, such as Student Success, should develop a seamless process of communication and reporting.

Trustee Scott-Hayes expressed her frustration that the accreditation recommendations are the same year-after-year.

Dr. Chapdelaine agreed that LATTC has issues. He indicated that currently there exists a comfort zone which allows LATTC to discuss and engage with people that have never been involved in accreditation before, and who are just now stepping to up to the plate.

#### Report on Student Success/Basic Skills Initiatives

A document entitled “2009 ESL/Basic Skills Professional Development Grant Midterm Progress Report Los Angeles Community College District” and a document entitled “Los Angeles Regional Network Logic Model/Theory of Change” were distributed.

Ms. Deborah Harrington gave a PowerPoint presentation regarding the following recent activities of the statewide Basic Skill Initiative: Coordination with core organizations; creation of statewide infrastructure; creation of regional level infrastructure (networks); and develop a cadre of campus leaders and promote models of effective practices.

The following individuals discussed the 2009 ESL/Basic Skills Professional Development Midterm Progress Report with respect to the 123 Grant sessions/activities that took place from March 1 – August 10, 2009.

Susan McMurray, LAHC; Daryl Kinney, LACC; Daniel Walden, LASC; Crystal Kiekel, Pierce

#### Committee Outlook

Mr. David Beaulieu announced that the annual Senate/District Summit will be held at Los Angeles Valley College (LAVC) on October 2, 2009. He indicated the following three areas would be addressed: “Student Success in Budget Hard Times; Governance (an accreditation recommendation), and the Bond Program.”

Mr. Colombo discussed the progress/preparation of the reports to respond to the following “District-Related Recommendations” for the Midterm Report due March 15, 2010.

- District Recommendation 1. . . .
- District Recommendation 2. Board and Administrative Organization: In order to improve, both the District and the college need to evaluate the consistent adherence in practice to the recently developed delineation of operational responsibilities and functions.
- District Recommendation 3. Board and Administrative Organization: To meet standards, develop and implement methods for the evaluation of role delineation and governance and decision-making structures and processes for the College and the District. Widely communicate the results of the evaluation and use those results as the basis for improvement.

#### New Business

None.

#### ADJOURNMENT

Motion by Trustee Mercer, seconded by Trustee Field, to adjourn.  
Without objection, so ordered.

The meeting adjourned at 12:15 p.m.