



# Los Angeles Mission College Council

## RETREAT MINUTES

February 4, 2014

The Arroyo Room 1 – 8:30 – 12:00 p.m.

### MEMBERS PRESENT:

Present: (Need 10 for Quorum)

Perez, Monte

Allen, Michael

Bortman, Walter

Climo, Michael

Master, Sarah

Mendoza, Mary Lou

Milke, Leslie

Moreno, Monica

Mundt, Dorothy

Phares, D'Art

Ramirez, Joe

Roane, William

Rodriguez-Doucette, Zoila

Sparfeld, Tobin

Tran, Hanh

Villanueva, Daniel

Yamada, Ryan N.

Vacant

President, LAMC

Educational Planning Committee Rep.

Facilities Planning Committee Co-Chair

Professional Development Co-Chair

Program Review Oversight Committee Co-Chair

Shared Governance Oversight Committee Chair

Faculty Senate President

Student Support Services Representative

AFT Staff Guild Representative

Educ. Planning Committee Co-Chair

Student Support Services Administrator

Building & Constructions Trades

Supervisory Unit Representative

Budget and Plan. Committee Co-Chair

Technology Committee Administrator

Budget & Planning Acting Co-Chair

Technology Committee Co-Chair

Operations, Local 99

### MEMBERS ABSENT:

Barbato, Louise

Lara, Carlos

Maldonado, Jose

AFT College Fac. Guild Chapter Pres.

ASO President

Facilities Planning Committee, Co-Chair

### NON-MEMBERS PRESENT:

Ayala, Oliva

Flood, Pat

Jordan, David

Montes, Darlene

Thomsen, Sandy

Villegas-Vidal, Ludi

Hernandez, Madelline

The meeting convened at 8:58 a.m. and was chaired by Tobin Sparfeld. Tobin welcomed everyone to the retreat.

**APPROVAL OF MINUTES:** The minutes from December 19, 2013 were presented for approval. Michael Allen moved and Danny Villanueva seconded; the minutes were approved with one abstention and the correction of Sarah Master's title to read Dean of Institutional Effectiveness.

**STRATEGIC PLAN REVIEW: Sarah Master, Dean of Institutional Effectiveness**

Sarah provided a draft copy of the Strategic Master Plan and brought everyone up to date on its current status. Today's objective is to refine the objectives and measures for each goal. The Strategic Plan consists of six goals and their associated objectives and measures. It will be a five year plan 2013-2018 and measures will be reviewed annually, but the entire plan will be revisited at the end of the fifth year. A column will be added to identify the responsible party for each objective and there was discussion of each party presenting a quarterly report to College Council, but no action was taken on this. The Strategic Master Plan was updated this morning and was presented with the changes for a vote. Danny Villanueva moved to approve and Joe Ramirez seconded; the motioned passed unanimously.

**EVALUATION OF MISSION STATEMENT REVIEW PROCESS AND PLANNING PROCESS: President Perez**

College Council evaluated the *Process for Review of the Mission Statement*. College Council deemed the process somewhat cumbersome, and modified it to streamline the review, approval and vetting. College Council also revised the timeline so that review of the mission statement will take place during the spring term beginning in spring 2015, to allow for any changes to be approved in time to ensure the statement continues to drive strategic planning, is included in the next year's catalog, and is disseminated campus-wide. The revised process is as follows:

1. The divisional shared-governance committees (Budget and Planning Committee, Education Planning Committee, Student Support Services Committee) and ASO review the mission statement and make suggestions for any changes.
2. The results of their reviews and suggested changes are forwarded to College Council.
3. College Council receives and considers all comments and suggestions and formulates a recommendation for any changes to the mission statement.
4. College Council forwards the recommended mission statement to the divisional shared governance committees, ASO, Academic Senate, AFT Faculty Guild and AFT Staff Guild for review and comment.
5. College Council receives and considers all comments and suggestions, formulates a final recommendation for approval of any changes to the mission statement, and forwards it to the President.
6. The President considers the College Council's recommendation and takes action to approve the recommended changes to the mission statement or to retain the existing mission statement.
7. A Town Hall is scheduled to publicize campus-wide the action on the mission statement.
8. College Council re-evaluates the process for review of the mission statement and makes any necessary changes for improvement, which will be implemented in the next annual cycle.

Sandy Thomsen suggested coming up with a set of questions each committee could have when reviewing the Mission Statement.

Leslie Milke moved to approve and D'Art Phares seconded; the motion passed unanimously with one abstention.

**ANNUAL PROGRAM REVIEW** - President Perez presented a copy of the Annual Program Review and Resource Request flowchart. The college has worked really hard on the annual Program

Review process and committees have been created such as the Learning Outcomes Assessment Committee and Program Review Oversight Committee. Program Review is a foundational activity that moves the college forward in terms of how Service Area Outcomes and Student Learning Outcomes contribute to student learning and student achievement.

**RESOURCE REQUEST RUBRIC FOR PRIORITIZATION** - Danny Villanueva provided background information on how the Resource Request Rubric for Prioritization was created. The process has already been approved. The form is being presented to *accept* the illustration of the process. Per Dr. Perez, a note will be added to read, "The division VPs will notify and share their prioritization with their respective committees." Budget & Planning has adopted six metrics as illustrated on the form. Leslie Milke suggested adding a description for sustainability and stability and all agreed. Leslie Milke moved to accept the form and Joe Ramirez seconded; the motion passed.

**ACCREDITATION STATUS REPORT:** Madelline Hernandez provided a copy and status report on accreditation. The following recommendations are in final draft and have been reviewed by Michael Allen, Dr. Matthew Lee, and ASC:

- 1 – Mission Statement
- 7 – Student Services Assessment
- 8 – Complaint Process
- 9 – Student Services, Program Review Engagement
- 10 - Collegiality
- 11 – Human Resources
- 12 – Technology
- 14 - Governance

A separate Task Force is reviewing the evidence to make sure everything is in place. The drop dead deadline is February 13, 2014. Recommendations 2, 3, 4, 5, and 6 have not gone through the complete review process. Final approval will take place at the February 20, 2014 College Council meeting.

A Town Hall meeting will take place Tuesday, March 18, 2014 to unveil the report, invite comments, and discuss where we're going as a learning institution and prepare for the ACCJC visit.

Deborah Kaye has offered her services to do a grammatical check. Dr. Perez is meeting with Board of Trustees' President Santiago on Monday, February 10, 2014 to provide status on the progress report.

**ADJOURN:** Wally Bortman motioned to adjourn and Dorothy Mundt seconded; the motion passed. Meeting adjourned at 11:47 a.m.