

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
INSTITUTIONAL EFFECTIVENESS & STUDENT SUCCESS COMMITTEE
Minutes – Special Meeting
Los Angeles Harbor College
Student Services Administration, Room 219
1111 Figueroa Place
Wilmington, CA 90744
Thursday, December 11, 2014
3:00 p.m. – 5:00 p.m.**

Committee: Mike Eng, Chair; Mona Field, Vice Chair; and Ernest H. Moreno, Member

CALL TO ORDER (M. Eng)

Chair Eng called the meeting to order at 2:57 p.m.

WELCOME AND INTRODUCTION OF KEY FACULTY AND STAFF (O. Lee)

Dr. Otto W. K. Lee, President, Los Angeles Harbor College (LAHC), welcomed the Trustees and District Staff and introduced the following LAHC staff: Mr. Luis Rosas (Vice President of Academic Affairs), Ms. Abbie Patterson (Vice President of Student Services), Dr. Stephanie Atkinson-Alston (Dean of Academic Affairs), Susan McMurray (Academic Senate President), Dr. Bobbi Villalobos (Dean of Academic Affairs), Ms. Sandra Sanchez (Dean of Economic and Workforce Development), Ms. Danielle Jack (Executive Assistant), Mr. Brian Henderson (Administrative Secretary), and Accreditation Faculty Co-Chairs Ms. Yesenia King, Dr. Ellen Joiner, and Mr. Jim Stanbery.

PURPOSE OF THE MEETING (M. Eng, M. Field, E. Moreno)

Chair Eng requested a brief presentation so that more questions may be asked. Chair Eng also commended the ESC staff for their work on accreditation and stated that the three items the Institutional Effectiveness & Student Success Committee would like to cover during this meeting are the following:

- a. Review and ask questions
- b. Request for resources from ESC
- c. Response from College

Chair Eng concluded his opening remarks by reading Accreditation Standard 4 B. regarding the roles and responsibilities of governing boards.

Vice Chair Field opened her comments by thanking everyone for all their hard work and commented that this is an opportunity to spend more time than when you come before the board. She acknowledged that there has been lots of change in a short amount of time.

Member Moreno stated that he was impressed by the documents received from LAHC.

REVIEW OF ACCREDITATION REPORT RECOMMENDATIONS (B. Kimble)

Ms. Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness, commented about the importance of a districtwide perspective on accreditation.

PUBLIC COMMENT

None.

REPORT ON COLLEGE RESPONSES / QUESTIONS AND ANSWERS

Dr. Lee discussed and distributed the document entitled *Midterm Report 2015* and stated that LAHC's two Recommendations from the Accrediting Commission for Community and Junior Colleges (ACCJC) will be discussed and presented via PowerPoint.

A. Recommendation #1

The planning process needs to reflect an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation that use data as the central focus to inform decisions. The process needs to be made clear to the college constituencies so they understand the steps, as well as which plan informs which plan. In addition, human resource planning for classified personnel and administrators needs to be evidence based and integrated with institutional planning and program review. An evaluation of the effectiveness of the planning process as well as the effectiveness of programs and services needs to be included.

Dr. Ellen Joiner, faculty Co-Chair of the LAHC Accreditation Committee, began the PowerPoint presentation entitled *Midterm Report 2015*, discussing Recommendation #1 and providing an overview of LAHC's planning process and LAHC's response to Recommendation #1. Mr. Luis Rosas, Vice President of Academic Affairs, and Ms. Susan McMurray, Academic Senate President, provided insight on LAHC's use of data and assessment of outcomes respectively.

A question and answer session was conducted regarding LAHC's response to Recommendation #1. Responding to Chair Eng, Ms. McMurray announced that LAHC has a 100 percent completion rate regarding Student Learning Outcomes (SLOs). In response to Vice Chair Field, Dr. Joiner stated that the draft is close to completion and that Dr. Matthew Lee's (external consultant) comments need to be incorporated.

B. Recommendation #2

In order to meet the Standard, and to adequately monitor salary and benefit expenditures and ensure the institution practices effective oversight of finances, the team recommends that salary actions should first be reviewed for available and adequate funding prior to initiating the employment process.

Dr. Lee reviewed policies and procedures put into place in response to recommendation #2.

Chair Eng requested a discussion on the conditions that led to this recommendation.

Mr. Rosas and Ms. McMurray responded that deficits led to this. A discussion ensued regarding LAHC's budget concluding that the college is currently projecting a small ending balance.

Vice Chair Field inquired about the District and College timelines for approval of the *Midterm Report 2015*. In response, Ms. Kimble explained the District's timeline while Ms. McMurray commented that the *Report* has completed LAHC's participatory governance approval process.

COLLEGE STATEMENT ON SELF-ASSESSMENT/ QUESTIONS AND ANSWERS

Dr. Lee asked Ms. Abbie Patterson, Vice President of Student Services, to present a PowerPoint presentation entitled *Preparing for 2016 College Statement on Self-Assessment*

Ms. Patterson began her presentation by stating that LAHC has less than a year to prepare for a full visit but that LAHC will host a College wide retreat in February 2015 among other activities to prepare LAHC for the full visit in 2016. Ms. Patterson informed the Committee that as part of the preparation of for the full visit in 2016, LAHC has reviewed and updated its mission statement and is waiting for Board approval. She also discussed in further detail the new expectations from the ACCJC, how LAHC is following the new standards, and preparations for the 2016 visit.

Chair Eng inquired about any potential vulnerability or if the college needs more resources from the District. Ms. Patterson commented that LAHC will engage in a series of forums and workshops to educate the campus community about accreditation. Dr. Lee concluded that there are valid concerns and that the biggest challenge is that the message and training must be simple so that everyone can answer the questions.

Vice Chair Field inquired about the use of the \$100,000 given to LAHC for accreditation purposes. Mr. Rosas replied that the \$100,000 was used for release time for the faculty writers for the accreditation report.

Discussion ensued about the changing nature of accreditation away from academics to additional concerns as well as the District's preparations for the accreditation visit.

SUMMARY STATEMENT ON MEETING

Vice Chair Field thanked LAHC and the District working on accreditation and complimented them on the job they are doing. Trustee Moreno stated that he was very impressed by this exchange and he has great confidence with LAHC. Ms. Kimble and Dr. Barrera commended LAHC's teamwork in coming together to prepare and complete the mid-term report.

Chair Eng concluded by thanking Dr. Lee and LAHC for this presentation. He advised LAHC to expect the unexpected and expressed confidence that LAHC will continue to be a hotbed of creativity. He commented about possible changes regarding accreditation from the state legislature.

NEW BUSINESS

None.

ADJOURNMENT

There being no objection, Chair Eng adjourned the meeting at 4:57pm.