

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
SPECIAL MINUTES – INSTITUTIONAL EFFECTIVENESS
& STUDENT SUCCESS COMMITTEE
Los Angeles Valley College
President's Conference Room (Admin 2)
5800 Fulton Avenue
Valley Glen, CA 91401
Friday, October 30, 2015
2:00 P.M. – 3:30 P.M.**

Committee Members: Andra Hoffman, Vice Chair, Ernest H. Moreno, Member.
Absent: Mike Fong, Chair; Nancy Pearlman, Member

CALL TO ORDER

Trustee Andra Hoffman called the meeting to order at 2:00 p.m. and stated that in the absence of Trustee Fong she would chair the meeting. Trustee Ernest H. Moreno was filling in for Trustee Nancy Pearlman who was absent. She introduced Dr. Adriana D. Barrera, Deputy Chancellor, and Ms. Bobbi Kimble, Interim Vice Chancellor. She deferred to Dr. Erika A. Endrijonas who introduce everyone present.

WELCOME AND INTRODUCTION OF KEY FACULTY AND STAFF

Dr. Endrijonas distributed a copy of the revised Quality Focus Essay. She also distributed wristbands with the accreditation standards imprinted. She explained that faculty and staff are wearing them to help us understand what accreditation means and to remind everyone that accreditation is an ongoing process.

Dr. Endrijonas welcomed the Committee to Los Angeles Valley College (LAVC) and introduced the following Los Angeles Valley College staff members: Ms. Karen Daar, Vice President of Academic Affairs and Accreditation Liaison Officer; Mr. Marco De La Garza, Dean of Student Success; Dr. Elizabeth Negrete, Dean of Student Life; Ms. Cyndi Maddren, Representative, AFT Staff Guild Local 1521A; Ms. Michelle Fowles, Dean of Institutional Effectiveness; Mr. Matt Jordan, Dean of Academic Affairs; Mr. James Grande, Instructional Assistant, Music Department; Mr. Joshua Miller, President, Academic Senate; Ms. Deborah Kaye, Faculty Accreditation Chair/Professional Development; Dr. Deborah diCesare, Dean of Economic Development; Dr. William G. Wallis, Chair, English Department; Mr. Jim L. Fenwick, Director of Athletics; Mr. Israel Ortiz, Online support; Mr. Tom Lopez, Director, College Facilities; Ms. Ilene Sutter, Senior Secretary, President's Office; Ms. Magdalena Lopez, Executive Assistant, President's Office; Ms. Cyndi Maddren, AFT Staff Guild 1521A Representative.

PURPOSE OF THE MEETING

Trustee Hoffman indicated that the purpose of the special meeting is to review the LAVC Institutional Self-Evaluation Report and make a recommendation to the full Board for approval.

PUBLIC COMMENT

None.

REVIEW OF INSTITUTIONAL SELF-EVALUATION REPORT

Ms. Deborah Kaye, Faculty Accreditation Chair, gave a PowerPoint presentation and highlighted LAVC methods to address each accreditation standard. She explained how the information was organized, and discussed the process the college is taking to continue on the right path. She stated that the information was shared with the campus community, and that Survey Monkey was used to obtain feedback from the college community. The report is still ongoing and the college is ensuring that the material is included by linking all of the evidence to the report.

VI. The following standards were reviewed:

I.A Mission

The Mission Statement underwent revisions to align it with the Enrollment Management Plan and to clearly state the College's commitment to student learning and the student population.

I. B Institutional Effectiveness

The College fully integrates data into the shared governance decision making process. The College developed a plan for improvement and to help assess if the college is meeting its institution-set standards.

I.C Institutional Integrity

The College represents itself honestly to students and the public. It was discovered that some departments had not linked their data.

Dr. Endrijonas explained that the College recently migrated to a new website and this resulted in some broken links. The College has since corrected this issue.

II.A Instructional Programs

The College uses faculty-driven procedures for creating, evaluating and improving courses and programs. The college conducts Student Learning Outcomes (SLO) assessments regularly. This is an improvement over the last two years. In addition three SLO coordinators were hired (.2 FTE each) to fully integrate and update the Institutional Effectiveness assessment guidelines.

II.B Library and Learning Support Services

The College hired two librarians. Library hours were extended to include Saturday and evening hours. On-line tutoring in DE and Hybrid classes were added. The College needs to decide how to increase technical support to maintain all computers on campus.

II.C Student Support Services

The College has written two comprehensive plans: Student Success and Support Program and Equity plans are being implemented. The College needs to ensure that all educational career pathways are aligned and are consistently provided by all departments/programs and posted on the website.

III.A Human Resources

The College changed the focus of the evaluation to one of improvement. The College offers orientation for full-time and adjunct faculty. The College has created a focus inquiry group to create a plan to bring all groups together, including adjuncts, into the college life. The plan will involve all groups in committees, SLOs, etc. and offer more professional development opportunities for staff. The College will work to

incorporate all units into the committees and develop more professional development activities for staff as was requested in the surveys conducted.

III.B Physical Resources

The College is going through a transformation thanks to the Bond Program. The College established the Facilities Planning Committee (FPC). It created a five-year emergency preparedness plan to strengthen its facilities. The College will develop a long range plan to upgrade and replace "big ticket items" such as old equipment acquired with bond money about seven years ago (i.e. equipment in the new Allied Health Science Building). Since equipment is starting to fail it needs to be replaced.

Mr. Tom Lopez, Facilities Director stated that some of the long range money will be put toward scheduled maintenance.

The FPC will participate in prioritizing maintenance needs.

III.C Technology Resources

The College is doing more with fewer staff. The 2012 Tech Plan was completed; upgrades were completed in computer labs and smart classrooms; the number of Wi-Fi locations was increased; upgrades were made to the Data Center. The College, however, will need to increase its information technology support.

III.D Financial Resources

A new Budget Committee was established. The enrollment management process was strengthened. The College addressed its budget deficit and other issues, resulting in the removal of the College's accreditation warning. The College will ensure continuation on this path.

Trustee Moreno inquired if the College explained that the BOT/District assisted with the budget deficit and the enrollment management fees in terms of growth.

Dr. Endrijonas stated that the College did a good job explaining this because the College is part of a district rather than a single college, and it relies upon a specific allocation formula.

Trustee Moreno inquired how the removal of the deficit was explained, asking whether the College addressed the fact that the District waived something in terms of fees.

Dr. Endrijonas responded that the College has to take responsibility to decide how much it will grow and LAVC did a good job explaining this.

IV.A Decision-Making Roles and Processes

The College improved its structures. The Shared Governance Handbook was revised. A new senior secretary position was established in the President's Office to take minutes and post the agendas and minutes of all shared governance committees (10 committees).

Dr. Endrijonas indicated that as president of the Los Angeles Valley College, it is her responsibility to have access to all accreditation information. She instituted a uniform format for all committee minutes in order to increase communication.

IV.B Chief Executive Offices

The College hired a new college president in 2014 who has provided leadership. Therefore, the College is operating under new and effective leadership.

Quality Focus Essay

Dr. Endrijonas distributed an updated copy of the Quality Focus Essay. She explained that this requirement replaces the previously used planning agendas. The Quality Focus Essay is a self-evaluation of where the College is meeting the standards. In order to be as effective as possible the College needs to engage in continued improvement and develop a culture of innovation.

Highlights of the Quality Focus Essay

Action Project #1: Expand the capacity of the use of data in all levels of decision making to develop a culture of innovation.

Ms. Michelle Fowles stated that with some gap intervention the college has good data usage. The College plans to expand across the campus and adopt best practices. By having eLumen the data will be more accessible.

Action Project #2: Focus the College's use and maintenance of space/facilities to ensure an environment conducive to learning and fostering student success.

Dr. Endrijonas stated that Action Projects #2 about trying to create an environment where students wish to stay on campus. The new Student Union will foster that environment, promoting student success.

In terms of cleanliness, with 24 custodians, the College does not have enough staff to keep the campus clean. A dialog about possibly revisiting custodial shifts and having strong supervision ensued.

In terms of IT support, the college needs sufficient IT Support. Currently, the campus does not have an effective method of communicating as to how our facilities are being used throughout the entire campus.

Action Project #3: Fully integrate professional development efforts across the campus.

Mr. Miller stated that the College has a number of professional development programs. With a \$1 million Title V grant and a \$2 million request from the District Academic Senate to the Board, the goal is to integrate professional development Districtwide. Rather than each having a proposal, there should be conversations Districtwide how to make the best use of the funds.

Ms. Karen Daar stated that the College needs to increase participation more involvement in professional development.

Dr. Endrijonas indicated that she has stated that she wants supervisors to let their classified staff participate in professional development activities.

COLLEGE STATEMENT ON INSTITUTIONAL SELF-EVALUATION

None.

SUMMARY STATEMENT ON MEETING

None.

Trustee Hoffman thanked the College staff for the presentation and praised the staff for their great effort in preparing the LAVC Self-Evaluation Report.

Dr. Adrian D. Barrera commented that she is pleased to see the difference over the past two years and stated that she has vivid recollection of the concerns then and that the conversation was very different. She praised the college staff for the thmajor strides in a cooperative manner. She acknowledged Trustee Moreno for his participation in today's meeting.

Trustee Hoffman inquired if the cost of education is a requirement on the Financial Aid website.

Ms. Fowles responded that the College has a disclosure page on the website of gainful employment programs in an effort to provide the student more information. However, she clarified that this is not a requirement of the Accrediting Commission for Community and Junior Colleges (ACCJC) nor the Education Code.

Trustee Hoffman thanked everyone for the presentation. She recognized the enormous amount of effort to prepare the LAVC Self-Evaluation Report and applauded the college staff for the great work.

Motion by Trustee Moreno, seconded by Trustee Hoffman, to approve the Los Angeles Valley College *Self-Evaluation Report of Educational Quality and Institutional Effectiveness* and make a recommendation to the full Board.

Approved: 2 Ayes (Hoffman and Moreno)

Dr. Endrijonas thanked the Committee for their thoughtful comments and engagement in the process.

NEW BUSINESS

None.

ADJOURNMENT

There being no objection, the meeting was adjourned at 3:11 p.m.