

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES - SPECIAL MEETING OF THE INSTITUTIONAL EFFECTIVENESS &  
STUDENT SUCCESS COMMITTEE  
Los Angeles Harbor College  
Student Services Administration (SSA) building, Room 219  
1111 Figueroa Place  
Wilmington, CA 90744  
Thursday, November 12, 2015  
4:00 p.m. – 5:30 p.m.**

Committee: Andra Hoffman, Vice Chair (acting as Chair); and Nancy Pearlman, Member; Absent: Mike Fong, Chair

CALL TO ORDER

Trustee Hoffman called the meeting to order at 4:15 p.m.

WELCOME AND INTRODUCTION OF KEY FACULTY, STAFF AND STUDENTS

Dr. Otto W. K. Lee, President, LAHC, welcomed the Trustees and District Staff. He introduced the following LAHC staff: Dr. Bobbi Villalobos, Interim Vice President of Academic Affairs and Accreditation Liaison Officer, Mr. Jim Stanbery and Dr. Ellen Joiner, Accreditation Faculty Co-Chairs, and Ms. Danielle Jack, Executive Assistant, President LAHC Faculty, and Staff.

PURPOSE OF THE MEETING

Trustee Hoffman introduced herself and Trustee Pearlman, opening her comments by stating that the purpose of the meeting is to review and to hear the Los Angeles Harbor College's (LAHC) presentation on their self-study accreditation report.

Trustee Hoffman appreciated the large number of students present and asked them to introduce themselves. She then introduced Dr. Adriana Barrera, Deputy Chancellor, and Ms. Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness. Trustee Pearlman commented that more students came to this meeting than the other meetings. The LAHC students attending introduced themselves.

PUBLIC COMMENT

None.

REVIEW OF INSTITUTIONAL SELF EVALUATION REPORT/COLLEGE STATEMENT ON SELF-EVALUATION/QUESTIONS AND ANSWERS

Dr. Joiner began the PowerPoint presentation entitled "*Los Angeles Harbor College 2016 Self-Evaluation Report*" reporting that the focus on the college mission served as a unifying theme. The mission statement, revised in 2014, included a focus on student access and student achievement/accomplishment.

Dr. Joiner reported that an accreditation climate, which was created by incorporating standards into existing committees, resulted in more effective committee participation. Dr. Joiner also noted that data was included in planning and analysis, and played a role in unit planning and resource allocation. The data was also a key factor in communication with the campus through the LAHC Success Days (accreditation town halls), organization of the Strategic Educational Master

Plan (SEMP), strategic goals and measures, and in the LAHC Assessment-based Planning System (HAPS).

Dr. Villalobos began her presentation on Planning, describing an overview of LAHC Planning process and how results from the Outcome Assessment Process (program outcomes, data collection and analysis, use of the results) are incorporated into the Strategic Educational Master Plan (SEMP), and the Annual Functional Plans. She noted that the implementation of SharePoint at LAHC enabled the implementation of HAPS.

In response to an inquiry from Trustee Pearlman, Dr. Villalobos commented that all colleges use SharePoint and that SharePoint was used by LAHC to create forms to measure standards.

Trustee Pearlman requested that an agenda item be added to another meeting in that if all the colleges are using their own resources to develop forms for SharePoint, can this be done at a Districtwide level or does it need to be specified per college? Trustee Pearlman commented that she would like to maximize resources of the colleges and the District.

Dr. Villalobos responded that it depends on the measures that each college would like to address.

Beginning her presentation on Standard I, Dr. Villalobos explained that in order to meet the standard, LAHC integrated their planning and assessment processes by creating a pilot program 2.0 initiated in Fall 2015. Several programs from Academic Affairs and Student Services participated in this pilot program.

In regards to Standard II, Dr. Villalobos discussed Standard IIA (Instructional Programs), IIB (Library and Learning Support Services), and IIC (Student Support Services), elaborating on the *Challenging Athlete's Minds for Personal Success* (CHAMPS) program, an NCAA program designed to increase the performance in the classroom of LAHC's athletes. LAHC is one of the only community colleges to have this program as it is mostly at universities.

In response to a query by Trustee Hoffman, Dr. Villalobos explained that CHAMPS is funded through Equity funds. Dr. Villalobos also discussed LAHC Advantage program, which has a 15% higher fall to spring persistence rate among students participating in the program as opposed to students outside the program.

In response to a query by Trustee Pearlman, Dr. Lee responded that LAHC student population is 11,000 and that LAHC is taking a strategic look at its enrollment goals. Trustee Pearlman discussed enrollment, class sizes and asked if LAHC was using a rescheduling computer program to order maximize use of classroom space in regards to scheduling classes.

Dr. Lee answered that LAHC was not but is very interested in such a program. In response to a query by Trustee Pearlman, Ms. Kimble commented that such a computer program was part of the Student Information System (SIS) Implementation but the room-booking portion was removed. In response to a query by Trustee Pearlman, Ms. Kimble responded that an update will be on the agenda of the next Institutional Effectiveness & Student Success (IE&SS) meeting.

Trustee Hoffman inquired about Harbor Advantage 2 for the second year students, Dr. Villalobos responded LAHC planned Harbor Success for second year students but did not receive a grant to fund it but are still working on it.

Dr. Villalobos discussed Standard III and the role of participatory governance committees within the campus governance structure. She cited the example of the classified hiring process realigned to parallel the faculty hiring process in which positions are prioritized and funding secured. In response to a query by Trustee Pearlman if LAHC is in deficit, Dr. Lee responded that LAHC is working very hard on the budget and its goal is to come in with a positive.

In response to Trustee Hoffman's inquiry about the process in which LAHC gives budget information to the District Budget Committee (DBC), Dr. Barrera responded that the budget proposals do not go directly to DBC but go to the Executive Committee of the District Budget Committee (ECDBC), which does a more in depth review of budget proposals. Budget proposals are then forwarded to the Board and the Chancellor.

Dr. Lee then presented on Standard IV. Regarding Standard IVA Decision-Making Roles and Processes, Dr. Lee observed that LAHC has a long tradition of honoring the Participatory Governance process which is very aligned with the standards. Student participation is very engaged, decisions are communicated with the campus, and committees are continuously evaluated.

In response to a query by Trustee Hoffman regarding if committees ever have trouble achieving quorum, Dr. Lee deferred to the committee chairs in attendance to answer.

Ms. Susan McMurray, Academic Senate President, responded that summer months could sometimes be an issue but that sometimes the executive board of the committee can make a decision.

In response to Trustee Pearlman's query about the existence of building user group committees, Dr. Lee responded that LAHC has those committees and cited CORE. Ms. Sasha David, Anthropology Faculty, commented that the Curriculum Committee has no problems meeting quorum due to a system of alternate attendees. In response to a query by Trustee Pearlman if committee participation is mostly full-time faculty, staff, and administrators, Ms. McMurray responded that Harbor has both adjunct and full-time faculty participation. Mr. Stanbery commented that Harbor's Distance Learning (DL) Committee Chair is an adjunct. Dr. Villalobos praised the active student participation on committees as well.

Dr. Lee then continued his presentation, discussing Standard IVB Chief Executive Officer and explaining that his focus has been on institutional effectiveness, analyzing outcomes, and how LAHC helps students achieve their goals. He also discussed maximizing intellectual capital and resources to enhance institutional capacity.

Regarding Standard IVC Governing Board, Dr. Lee commented that LAHC appreciates the establishment and evolution of the policies and procedures by the Board of Trustees to meet new situations.

In response to a query by Trustee Pearlman if the people involved in accreditation think the Los Angeles Community College District (LACCD) Board of Trustees needs a new policy or procedure, Mr. Stanbery responded that LAHC thinks the Board of Trustees is excellent. Dr. Lee elaborated that just having Board Members and this committee in particular on campus is much appreciated and has been very informative. The IE&SS Committee's feedback gives Harbor a different perspective. LAHC report shows the Board is engaged in student learning outcomes through the work of the IE&SS Committee and public discussions.

In terms of IVD Multi-College Districts or Systems, Dr. Lee commented that the LACCD has a good delineation of functions and responsibilities between the District and the colleges. He also discussed the Chancellor's Cabinet and the leadership team of the LACCD acting as a liaison and providing services to the colleges, creating a synergy that helps the District and colleges tackle challenges.

Dr. Lee then discussed Action Projects 2016-2019, addressing LAHC's response to the Quality Focus Essay (QFE) in terms of three projects the first is to infuse "Systems" (i.e. HAPS, SEMP) principals into the assessment and planning process, understanding the interconnectedness of different parts of the process. The second project is to strengthen collaboration between Academic Affairs and Student Services which is critical for the success of the new student success initiatives. The third project is to formalize college wide communications, exploring new mechanisms to reach LAHC constituencies.

In response to a query by Trustee Pearlman, Dr. Lee confirmed that LAHC does not have a Public Information Officer. Dr. Lee also elaborated that LAHC does a good job informing the campus and the surrounding community through informal communications. In response to a query by Trustee Pearlman, Mr. Stanbery responded that LAHC has information on which geographic areas the LAHC students come from in the *2014 Factbook & Planning Resource Guide*. In response to a query by Trustee Pearlman, Mr. Stanbery responded that the largest number of students come from Carson and Dr. Villalobos responded that a large number of students come from Wilmington as well. In response to Trustee Pearlman, Ms. Sandra Sanchez, Dean of Economic and Workforce Development, responded that LAHC has seven feeder high schools. When Trustee Pearlman asked if that was all, Ms. Sanchez explained that Harbor is landlocked and the ocean is on one side.

Trustee Hoffman thanked everyone and complemented LAHC on the turnout for this meeting. She also expressed her appreciation and the interactive format of this meeting as opposed to the structure of the presentation first and the questions and answers afterwards. Trustee Pearlman agreed with those comments. Trustee Hoffman also complemented LAHC for the hard work put into writing this Self-Study and the amount of students that showed up for this meeting. Trustee Pearlman also thanked everyone for their hard work and expressed her admiration of the accreditation climate at all nine campuses.

In response to an inquiry by Trustee Pearlman about students' awareness of the accreditation process, Mr. Gabriel V. Cabrera, ASO President, responded that the Associated Students Organization (ASO) lets students know about accreditation forums and other event/information associated with accreditation.

Trustee Pearlman asked two questions: one, what past warnings at LAHC and other district/non-district colleges did LAHC use as an example of what to avoid doing and what good practices did LAHC choose to emulate? Two, what was the easiest accreditation issue that LAHC dealt with and the most challenging?

Dr. Villalobos responded that having two experienced faculty accreditation chairs dedicated to the process was very helpful. In response to a query by Trustee Pearlman if LAHC had a full time person working on accreditation, Dr. Villalobos replied that it does not and that one of the challenges of being a smaller college is that it has less people. Trustee Pearlman inquired about difficulties and good practices of other colleges that LAHC would avoid/emulate, Mr. Stanbery replied that Harbor examined its own difficulties and areas to be strengthened.

In response to Trustee Pearlman's query if bond building planning was incorporated into any area of accreditation, Mr. Stanbery replied yes. In response to Trustee Pearlman's query on if LAHC has worked on faculty and staff evaluations, Mr.

Stanbery replied that Harbor has never had that problem. Dr. Barrera added that all evaluations have been done at all the colleges. Ms. Carmen Carrillo, Division Chair of Communications, elaborated on the probationary faculty process.

In response to Trustee Pearlman's query if there is anything the District can do for LAHC as well as if there is anything the college would like to comment on, Mr. Stanbery complemented the Board Members for visiting the campus. Trustee Hoffman responded that Board members felt strongly about conducting this committee on the campuses.

Ms. Susan McMurray, Academic Senate President, discussed the District Academic Senate's work on building a continuing education program for District faculty on what goes on in the classroom as well as concerns regarding the faculty hiring process Districtwide.

Vice Chair Hoffman expressed that she shared Ms. McMurray's concerns. In response to a query by Trustee Hoffman, Ms. McMurray responded that this program is part of the same presentation that Trustee Hoffman attended. Trustee Hoffman commented that this item would be a great presentation to the full Board. In response to a query by Trustee Pearlman, Dr. Lee responded that Reggie the Alligator is still the mascot of LAHC.

Motion by Trustee Pearlman, seconded by Trustee Hoffman, to approve the Los Angeles Harbor College's *Self Evaluation Report of Educational Quality and Institutional Effectiveness*.

*APPROVED: 2 Ayes (Pearlman and Hoffman)*

#### SUMMARY STATEMENT ON MEETING

Trustees Hoffman and Pearlman complemented LAHC on its presentation.

#### NEW BUSINESS

None.

#### ADJOURNMENT

The meeting was adjourned at 5:35pm.