

East Los Angeles College
Strategic Planning Committee/Accreditation Committee

Tuesday Jan. 20, 2015
11:00-1:45

- Consensus reached in blue area
- Further information needed - highlighted in Yellow

Attendees: E. Arroyo, K. Khashaya, S. Morales-Guerra, A. Romo, D. Fallert, A. Immerblum, J. Hernandez, R. Dawson, E. Escatiola, A. Toledo, S. Chi, M. Hernandez-Payon, C. Kozeracki, S. Wardinski, A. Ornelas, A. Gallegos, B. Dunsheath

SPC Minutes * no quorum was achieved

- I. Call to Order/Adoption of Agenda (Kozeracki/Gallegos)
- II. Approval of Minutes December 1, 2014 – not available at the time of the meeting.
- III. Action/Discussion Items
 - a. College Mission Statement – Proposed changes adopted by Accreditation Steering Committee. Consensus reached by SPC.
 - i. Review Sample Mission Statements including LACCD. (see attached)
 - ii. Review ACCJC Requirements of Mission Statements.
 - iii. Draft of Revised Mission Statement to align with LACCD and Accreditation Standards. (see attached)
 - iv. Review Process for Adoption of Changes. (Strategic Planning and Accreditation Steering Committee) – see below
 - b. Shared Governance Handbook – SPC changes/approval by Accred. Steering Committee
 - i. Resolution to adopt 7 year planning cycle vs. 6 year planning cycle to align with changes in accreditation standards.
 - ii. Resolution to change review of mission statement to annual review vs. 6 years.
 1. SPC will be charged with an annual review of ELAC's mission statement to be completed each fall.
 - a. Campus-wide email request for comments and/or suggestions regarding the mission statement should be sent by OIE early in the fall semester.
 - b. A review of the mission statement should be completed by SPC, forwarded to ESGC , Academic Senate, ASU.
 - c. Upon approval of ESGC, the Accreditation Liaison Officer is responsible for ensuring that all

- revisions be submitted to the BOT for final approval.
- d. OIE and Accreditation Chairs should widely publish BOT approved Mission Statement.
- c. Review of Student Achievement Data and Benchmarks. SPC in compliance with Accreditation Standards.
- Alfred provided a table of Institutional Set Standards. Several next steps were identified:
- Need for updated numbers for Sp. 2015
 - Need to understand source of data and categories
 - Need to incorporate into annual review, especially annual updates to coordinate with departments/units.
 - Need to integrate with existing plans such as Ed Plan, Equity, 3SP.
- i. Accredited Standard I.B.1 “The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness and continuous improvement of student learning and achievement.”
 - ii. Accredited Standard I.B.3 “The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information.
 - iii. Accredited Standard 1.B.4 The institution uses assessment data and organizes its institutional processes to support student learning and student achievement.
- d. SPC Membership [General agreement to include Accreditation Liaison Officer and Accreditation Faculty Chair to SPC based on close link between accreditation and strategic planning. \(see above\)](#)

[Accreditation Steering Committee Minutes](#)

Revision of SG Handbook.

Continue Revision of the ELAC Governance Policy Handbook – 3rd edition dated Spring 2013. So our agenda will be to go over the Handbook, section by section.

To access the Handbook: <http://www.elac.edu/faculty/oie/GovernanceHandbook2013Final.pdf> (Note, when accessing the link, you may need to click on “trust site”) This document is located on the ELAC website, under OIE, Planning Documents.

Please review, paying careful attention to areas where change has occurred in the past two years.

This process will be expedited if the chairs of committees bring a clean copy of their section to the meeting for the entire group to review. If possible, please send me an electronic copy by this Friday **1 16 2015** – or bring on a flash drive to the meeting.

Areas discussed 10 13 2014: ([Reviewed 1 20 2015 with minor discussion](#))

1. Mission Statement – the updated Mission statement is not currently stated. Pg 1 [See above](#)
2. How to get involved – Updated list of committees and contact information. Pg. 5 – See attached Draft Committee List
3. Organizational Structure - Are these Org Charts current? Pg 7-18
4. Planning – Currently 6 year process. Now that Accreditation is a 7 year process does ELAC wish to revise planning process or not? Pg. 20-25 [It was agreed to move to a 7 year planning process. Table needs updating.](#)
5. Planning Committees - Chairs of each of these committees, Please review – Pg 26-29
 - a. [Strategic Planning Committee – Needs to look over this section](#)
[A. Gallegos](#)
 - b. [Educational Planning Subcommittee – Wants to approve by-laws prior to looking over this section](#) [Kozeracki/Immerblum](#)
 - c. [Facilities Planning Subcommittee –Needs to look over this section](#) [A. Orneales/](#)
 - d. [Technology Planning Subcommittee – no changes](#)
6. Budget –I know the Budget committee did revise this section. Jeff please send me electronic copy for committee to review. Pg.30-34
 - a. [Faculty Hiring Prioritization - This section should also include the process for Staff hiring.](#) Pg 34
 - b. [Equipment Prioritization and Allocation](#) Pg. 35 – [much of this is now contained within the annual review process, although there is a need to look over this section.](#)
 - c. [External Grants Development](#) - Include the adopted policy

regarding this. Pg. 36 Chi

The committee agreed that all revisions for the Shared Governance Handbook 4th edition needs to have a deadline of **March 30** in order for campus-wide approval to be completed by May 30. This deadline is critical in order that information be current for the Accreditation Self Study.

1. Curriculum Development – Steve did send me edits over the summer. Pg. 37 – Curriculum edits were approved. Need to incorporate language about review process in intro.
2. Other Committees Pg 38-40
 1. Work Environment – no updates sent K. Booth
 2. Student Success and Basic Skills- no updates sent.
 3. Student Learning Outcomes – Name Change was approved. Consideration should be given to merge the two sections – currently under both “implementation” and “evaluation”. Amanda submitted changes and will re-write.
 4. Student Leadership S. Martinez
 5. Accreditation – Approved with minor edits
3. Evaluation - Large section on Program Review Pg 41-57 A. Gallegos
4. Glossary of Terms Pg 58-60 Missing the following
 - a. OIE – Office of Instructional Effectiveness
 - b. HPC – Hiring Prioritization Committee
 - c. 3SP – Student Success and Support Plan
 - d. Chair’s Council

Please Review entire document for completions/omission of MAJOR aspects of the governing process at ELAC. Opportunity for minor edits, choice of wording etc will be dealt with at a later meeting. All

Your participation in this process is greatly appreciated.