

East Los Angeles College
Strategic Planning Committee/Accreditation Committee

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

SPC AGENDA

- I. Call to Order/Adoption of Agenda
- II. Approval of Minutes December 1, 2014
- III. Action/Discussion Items
 - a. College Mission Statement
 - 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.
 - i. Accred 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. Accred. 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. Accred. Standard 1.B.4 The institution uses assessment data and organizes its institutional processes to support student learning and student achievement.
- d. SPC Membership

Accreditation Steering Committee Agenda:

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: (**Review, no need to discuss**)

1. Mission Statement – the updated Mission statement is not currently stated. Pg 1
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
5. Planning Committees - Chairs of each of these committees, Please review – Pg 26-29
 - a. Strategic Planning Committee
 - b. Educational Planning Subcommittee
 - c. Facilities Planning Subcommittee
 - d. Technology Planning Subcommittee
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
 - c. External Grants Development - Include the adopted policy regarding this. Pg. 36

Areas to address 11 10 2014: [Tabled 11 10 2014 to 1 20 2015](#)

1. Curriculum Development – Steve did send me edits over the summer. Pg. 37
2. Other Committees Pg 38-40
 1. Work Environment
 2. Student Success and Basic Skills
 3. Student Learning Outcomes – Should this change to Learning Assessment
 4. Student Leadership
 5. Accreditation
3. Evaluation - Large section on Program Review Pg 41-57
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.

Your participation in this process is greatly appreciated.