

Pulido, Andrea

From: Wanderer, Jeffrey
Sent: Tuesday, April 10, 2018 9:55 AM
To: Barragan, Sherry; Shepard, Sarah A.; Pulido, Andrea; Thames, Brenda
Subject: RE: Sub-committee Review of Manual Submissions
Attachments: WHCC Committee Template - Senate.docx; WHCC Committee Template - BASE.docx; WHCC Committee Template - Budget.docx; WHCC Committee Template - Curriculum.docx; WHCC Committee Template - Outcomes.docx; WHCC Committee Template - PD.docx; WHCC Committee Template - Program Review.docx

Thank you Sherry for your initial work on reviewing these.

I have made some edits to clean up some of the items listed below. I believe now, after a second review I would recommend the following for each template:

Senate: no further action

Curriculum: no further action

Budget: no further action

Outcomes: Specify a meeting schedule – Return to committee for amendment

Program Review: no further action

BASE: 1) Specify *how* BASE integrates into the governance structure (Governance Integration section). 2) Identify outcomes/products/deliverables of BASE (not goals) in Outcomes section – Return to committee for amendment.

Professional Development: Description section – Restate what the PDC does rather than stating what the college does. Governance Integration section – describe *how* the PDC integrates into the overall governance structure rather than list of activities. Outputs section – provide a list of reports/products/deliverables that the committee will produce that can be measured (this may be a numbered list) – Return to committee for amendment.

My suggestion is that we return these templates to the Outcomes, BASE, and PDC for their edits. I would also suggest that we include the other templates for them to see

Thoughts?

Jeff

From: Barragan, Sherry
Sent: Sunday, March 25, 2018 11:21 AM
To: Shepard, Sarah A. <SarahShepard@whccd.edu>; Pulido, Andrea <andreapulido@whccd.edu>; Wanderer, Jeffrey <JeffreyWanderer@whccd.edu>; Thames, Brenda <brendathames@whccd.edu>
Subject: Sub-committee Review of Manual Submissions

Hello all,

I have reviewed the 7 committee submissions. I have noticed several differences among the documents which will need to be modified to provide a cohesiveness. Unfortunately I do not have access to do spelling and grammar checks. I also cannot make comments on questions or ideas. I do not have the required password. I am hoping my comments make sense (not a guarantee though.)

Listed below are some common items I feel need to be addressed:

1) Description/Mission/Charge: many are one, long sentence. Maybe more defined/outlined? None really have measureable outcomes listed.

2) Governance Integration: Use of acronyms with a definition, needs to include how it supports planning, outcomes, resource management and professional development more well defined. Noticed long sentences that may need to be broken into other sentences.

3) Outputs: Should be reports, documents, not Goals. Needs to be listed out.

4) Membership: Should it actually include names? I think only the titles and numbers of each type of title, (ie, 1 Academic Senate)

5) Membership Terms: Too varied. Is it one year, two year? What is college policy?

6) Meeting Frequency: Need to be well defined, not using words such as "at least".

7) Portal Site and Relevant Links: Outcomes committee needs to add actual links

8) Reporting Relationship: Needs to just list the Committee (ie, Professional Development)

9) Month of Annuals Self-Evaluation: Needs to just list the Month (ie, Professional Development)

10) Common formatting issues: Numbering vs lettering vs bullet points, run on sentences, spelling, grammar, defining acronyms.

Sherry Barragan, RN, BSN
Assistant Director of Health Careers
West Hills College Coalinga
300 Cherry Lane
Coalinga, CA 93210
Office: 559-934-2787