Meeting began at 13:00
Sign-in Sheet was distributed

1. Welcome to Gustavo Demoner, new Full-Time Faculty in Business – Jerry Ludwig, Chair

2. Review & approval of Minutes from 11/20 meeting

3. Senate Committee Reports (Nikki Jacobson)
   -Elections were held, Same President
   -Senate Constitution was approved
   -SLOs will continue...

4. Paralegal Update (Pat Morris)
   -Orientation held tomorrow night in ATA 128 @ 6pm, with 25-35 RSVPs
   -National University will present, as usual
   -All December applications for Certificates are complete
   -Survey to Paralegal students had 140 respondents with over 80 stating interest in a Legal Studies Bachelor’s degree. Discussions will continue with Brandman University to finalize Pathway for on-ground classes at West.
   -Though Paralegal Program has had some decline in enrollment, Degree Pathways can assist with marketing. More than 10 hours of assistance is needed in the office.
   -In next round of applications to the State, West may include request to offer Bachelors in Paralegal
   -East LA has showed interest in also offering Paralegal

5. Adjunct Rep Report (Lorenzo Ybarra)
   -Workshops are being held for SLO assistance
   -Discussion on syllabus submission to Jerry and CC Ara for quick processing
   -Exclusion rosters are due this Friday to avoid student ‘W’. If roster is done after Friday, and ‘W’ is issued, affects class success rate (W is seen as F).
   -Starting Fall 2015, if transcripts show 50% Ws, student will lose financial aid (Ara)

6. Report on Realignment
   -Review of President’s Draft of Divisional Reorganization Plan (2/3/2015)
   -Ara discussed Alternative Plans A & B as detailed on handout
   -Division is at the point of discussion to voice opinions
   -Suggestion was made to follow Alternative A with a division name change
   -Suggestion was made to follow Alternative B with shift of courses
   -Changes need to occur with discipline listing of courses to align with minimum quals, which will affect the reorganization plan (i.e. Entrepreneurship course changed to Business)
   -West has been in non-compliance with District Academic Senate and Title V with Law 1/Business 5 cross-section that has different minimum qualifications. This issue at the campuses cost the District $2mil.
   -MOTION (Jacobson) for Division to meet first week of March (3/4 @ 6pm), before the President decides on reorg plan, to decide Divisional Recommendation. SECOND (Porter). PASSES unanimously.

7. SLOs
   -Noted above, SLO training is available and update in Academic Senate Report
   -SLO Committee has reached out to individuals that still need to turn in SLOs
8. Classroom disturbances (push to future meeting).

9. Business Division Advisory (Rick Boone)
- Contact has been made to interested participants, but response has been low and a date has not been selected

10. Admissions Policies
- Concern was raised that Admissions is closed on the first Saturday of the semester, when approximately 16 classes are meeting for the first time
- “Instructor” button in Admissions office has been ignored in some circumstances

11. Other New Business
- Canvas was selected at the District level as a pilot launch, West will continue with Etudes for now
- 3 Full-Time positions will be posted soon (Accounting, Business, Paralegal)
- NISOD conference held 5/23 in Texas, with costs covered (inquire with Jerry)
- LACCD emails are excluded from WLAC list serve emails. Ara will talk to IT.

12. Absenteeism-Substitute guidelines (Ara Aguiar)
- 3 hours of sick time is allowed, if more than this, West is required to place a substitute in the class.
  Class time must be held to match schedule; no early finals, no assignments to replace classroom time.

Meeting adjourn: 14:30