West Los Angeles College  
Business Division Meeting Minutes 10/20/14

The next Division meeting will be held at 5:30 PM on Thursday, November 20th in CE 206.

Meeting began at 1:00 pm and the Sign-in Sheet was distributed.

1. Organizational Items: Welcome – Jerry Ludwig, Chair  
   -Welcome and update on HUB completion in 106B  
   -Introductions of faculty present at meeting

2. Committee (Senate) Reports – Nikki Jacobson  
   -New college website is launched; individual faculty pages are coming.  
   -Training is filling up quickly and will be held 10/28, 11/10, 11/25, 12/4; request info from Jacobson@wlac.edu  
   -Student equity plan is to assist under-represented students  
   -Payment of Academic Senate dues can now be made through paycheck deductions  
   -Update given on CA state initiatives: Online Education, Student Equity and SSS (Support Student Success).  
   -West was selected to develop “Student Readiness” initiative in the District  
   -E-tudes conference and training requests go to Eric Ichon (ichone@wlac.edu)

3. Paralegal Program Update - Pat Morris, Director  
   -Creation of course in entertainment was moved back  
   -Students have recently requested a course with focus on animal rights  
   -Exit interviews are being held for 98 December grads, included 26 certificates and 23 degrees  
   -New student orientation had 50 attendees

4. Adjunct Rep Report (evening meeting) – Lorenzo Ybarra  
   -Business Division Advisory Board, interest building with business and government workers  
   -Attempt to hold a Division and faculty meeting in the evening to allow more participation from Part-Time faculty  
   -Suggested more interdisciplinary teaching in business courses  
   -Questions have come regarding the faculty evaluation process. Jerry discussed process.

5. Certificate Programs (CTE Pathways) – Arnita Porter  
   -Real estate courses required for CA Salespersons & Broker’s License discussed (some offered at West)  
   -Increase reading and writing preparedness in classes by using student services (Puente, LEARN, Learning Center)  
   -Dean Aguiar suggested adding minimum advisory courses in certificates (English, Math, etc.)  
   -Jerry provided a list of suggested certificates

6. Program Review – Jerry & Pat  
   -Input is needed for Program Review. Contact Jerry for more information.

7. SLOs/2013-2014 Discussion & Follow Up – Jerry Ludwig
-SLOs are published on website (and were distributed) and must be included in syllabi

8. Faculty Evaluations – Jerry Ludwig
   -Evaluations are in-process and more will be completed this semester

   -HUB (CE 106B) is 90% complete for resources, add slips, etc. and will be open 11:00 – 7:00 pm
   -Scantron scoring machine can be moved to office as well, for increased access

10. Classroom Disturbances (interpretation) – Discussion led by Jerry Ludwig
    -Process will be established to address student complaints
    -Discussion was invited and points were raised on potential process and if/when to contact Sheriff
    -Student refused to class, Sheriff contacted. Discussion held on response to student disturbances and the control of teacher in the classroom

11. Business Division Advisory
    -Currently 4 organizations interested
    -Initial meeting may happen before the end of 2014

*Notes from Dean Aguiar
    -If course is not required in Certificate of Achievement or Associates degree, Financial Aid cannot be used. Future/updated Certificates and Degrees should include outlier classes.
    -Let Business Chair know of all absences, so sub can be assigned. Issues can arise with more than one missed class.