

## **Career Studies Division Meeting Minutes (9/16/2015)**

### **1pm Meeting Start**

Last meeting minutes were reviewed with no changes.

Buck Stapleton spoke about this involvement with ACT and his reassignment on campus. He will be actively working on pathway programs for West students and the CSUs like Dominguez Hills. He is visiting all Disciplines in hope that he can coordinate curriculum maps that are in line with the AST/ADT degrees and are agreeable with division chairs. Jerry mentioned that we have created maps already and that the new business division faculty members should set a meeting to complete any additional work needed to comply. The overall goal of Buck's efforts will be to empower faculty members to be able to act as CSU counselors to our students.

Nikki Jacobsen spoke about a new pathway for West students to attend law school. She mentioned that she had heard that our chancellor (LACCD) recently spoke about the importance of pathways and that another round of Bachelor degree considerations would be available for colleges to apply for. She suggested that we should position ourselves for an opportunity to petition for one of these Bachelor's degree programs. The submission to the state bar association for this is tentatively October 15<sup>th</sup>. She also mentioned a new LLLT license > legal assistant's tech...more to come in the next meeting.

Buck Stapleton mentioned that he is a member of the academic rank committee and that he will be sending an email that details a newly "re-listed" position and timeline for the Paralegal Director position to be filled.

Debbie Zexter spoke about the Academic Senate meeting...here as a few bullets:

- Leadership Retreat for all faculty is coming up on November 2<sup>nd</sup>.
- Carmen Dones will be submitting a Bachelor Degree Report for Dental Hygiene.
- The academic rank committee will be streamlining their processes.
- Faculty should be aware that there are new professional development opportunities for faculty > Culturally Responsive Teaching.

Gustavo Demonar mentioned that he will be attending the first VTEA meeting and will have a report for our next Career Studies Division meeting.

Jerry Ludwig mentioned that there will be a Global Studies Conference at West on October 9<sup>th</sup>. At this conference there should information on opportunities for West faculty to possibly teach overseas.

Charles Daniel spoke about the Budget Committee, which he is now a formal member of. He spoke about "Westlaw", which is a legal database that has been paid for in the past through Perkins. This database of law cases will continue to be

utilized by WLAC faculty. There was a question of this continuing due to lack of funding but it appears that the payments will be shifted to Program 100. This was done in part due to Perkins funding and because the database is crucial to the paralegal program requirements.

Todd Matosic spoke about the CSAC (Career Studies Advisory Committee) that he is now a member of. He created a handbook/charter for the committee members and has asked all full time faculty members and those adjuncts present to add comments for inclusion in the handbook. He mentioned the importance of this input as the advisory board members will need to be contacted soon for the first meeting. Pat Morris mentioned that it might be wise to add a student representative to serve on the committee as well. Nikki Jacobsen mentioned that she has by-laws for another advisory committee that we could review/revise and possibly include. She said that by-laws would be needed to receive VTEA funding for any expenses we might incur.

Jason Coleman spoke about the Curriculum Committee on behalf of Lorenzo Ybarra.

Here's the bullets:

- The business division is up to date on course updates
- Bus 005 was rejected in CID
- Upcoming meetings for Tech Review > Oct 19<sup>th</sup> and Nov 16<sup>th</sup>
- Upcoming meetings for Curriculum Committee > Oct 20<sup>th</sup> and Nov 17<sup>th</sup>

Jerry Ludwig spoke about the importance of including the student code of conduct in all syllabi. He asked faculty who've not yet submitted their syllabi to Academic Affairs yet to please do so and to make an effort to use the WLAC approved template if possible.

2:35 Meeting Adjourned

