Record of Meeting
November 4, 2014
12:30 pm – Lunch
1:00 pm - Winlock

Present:
1. Carmen Dones, Allied Health
2. Jack Moy, Applied Technology
3. Buck Stapleton, Behavioral & Social Sciences
4. Gerald Ludwig, Business
5. Anna Chiang, Computer Science & Applications
6. Marcela Hernandez, Counseling
7. Jane Witucki, Dance, Health, & Physical Education
8. Michael Arata, Humanities & Fine Arts
9. Fran Leonard, Language Arts
10. Ken Lin, Library
11. Matt Robertson, Math
12. Abraha Bahta, Science

Guests:
Adrienne Foster
Eric Ichon
Alice Taylor

Others: Ara Aguiar, Mary-Jo Apigo, Walter Jones, Olga Shewfelt, Bob Sprague, Rebecca Tillberg, Kathy Walton

1. Call to Order. The meeting was called to order by VP Bob Sprague.

2. Carmen Dones Chair of Allied Health, presented a PowerPoint presentation of the pilot program for the dental hygiene Bachelor of Science program that will be submitted to the state for approval. Carmen will meet with the Chancellor on Friday, November 7, 2014. Complete data was presented. There is continued success rate with double the number of students accepted into the program. This may be offered as an evening program for students who cannot attend during the day. Loma Linda, USC, UOP and West Coast University offer this program. West’s cost for students will be about $8,000 for the program. Students can earn their AA degree first, then enroll into the dental hygiene program. Students with an AA degree will have earned 61 units plus another two years to earn their bachelor’s degree. You can find this program under academic studies on the college web site.

A comparison of automotive and dental hygiene degrees awarded from 2009-2014 from Pierce, ELAC, and Trade was projected on screen. West is the only college in the District going forward with this. A review of the list of items West has completed for this program to go forward was also presented.

3. Exclusion Rosters – West is at the bottom of the list for submitting. Grade rosters are a big issue being submitted late. This is a critical issue for students not being able to transfer. VP Sprague asked chairs to work proactively with faculty in turning in these rosters. Average class size has decreased by 10 or 12. Need to get class size up into high 30’s or go into deficit. Finished quarterly meeting with Jeanette Gordon’s Office at District – coming in for a balanced budget for the end of spring.
Evaluation of Chairs – deans will start with most senior chair – collaborative, positive, proactive. Take job for chair and put on one side - then put evaluation form on following pages. VPAA will be evaluated also by chairs.

O. Shewfelt – the new AFT contract was passed out. O. Shewfelt referred the chairs to read pages 15, 16, 19 & 42 related to assignments. The contract is available at the AFT Guild web page.

Accreditation – A. Taylor reviewed dates for final draft 2015 midterm report. The Board’s IEC will be coming to West on December 9, 2014 – 2:30 p.m. to review midterm report. Board will go to Southwest in the morning & to West in afternoon.

November 10, 2014 – establish committees for each of the four committees. Matrix of committee responsibilities of what was said in past reports was distributed to the chairs.

Evaluation form – VP Sprague announced that he will distribute evaluation forms to all chairs so they can evaluate personally and look at collectively as a group.

M. Apigo passed out the most recent SLO Assessment Report by Division for Fall 2011 and Spring 2014 – courses scheduled, assessments submitted. Two SLO assessment data bases for the college are being looked at -E-lumin & TracDat. Faculty who have not been up to date with their assessments will be recommended for evaluation. Division chairs should make sure course assessments are done. Current numbers are unacceptable and need to increase as the data is going into the mid-term report. VP will meet with M. Apigo, L. Cordova and deans to come up with actions to get more work done.

Evaluation tracking for tenure track faculty – an updated spreadsheet was distributed. There are four new hires for fall 2014 – 15 faculty are going through tenure review now. First year hires should have mentors. The tenure review data gathering plan was shared with the chairs.

M. Apigo reported that the grant season is approaching in spring 2015. A Title V grant will be expiring soon so this will be replaced. She is working with Harbor College to revive the Title 5 project. Also working on another cooperative proposal with ELAC and Pierce – technology related – eligible for Title V individual grant. It is for five years and the amount is $250,000 – $350,000.

Course outline data spreadsheets were passed out by A. Aguiar. The ADT report must be completed by December 31, 2014. Music courses are behind. New courses take two months to be approved in our District. Courses have to be in full alignment and have to be a two-year track program that transfers student straight into their major.

VP Sprague stated Academic Affairs needs to work with Admissions and Records on certificates of completion. He is working with VP Phyllis Braxton’s staff with IGETC related areas and occupational areas.
BHSS submitted 35 certificates to Admissions and Records (A&R). A&R won't issue transcripts or certificates until their fees are paid by the end of the semester. Academic Affairs is working with A&R in a collaborative way so they can help coordinate the process in order to issue certificates.

Eric Ichon – Addendums – Offer classes in Etudes – he is targeting all instructors to offer abbreviated training in Etudes faculty they can do in one day. Training lasts four hours and he will offer a couple sessions next spring 2015. E. Ichon announced there will be training for instructors in the new software system to detect plagiarism. E. Ichon is encouraging faculty to raise their cap limits to increase online enrollment.

Online evaluations of online instructors – two components are involved. Division chair needs to contact faculty member to mutually agree on a time frame for their evaluations – ask them when they can have access to their course shell and for how long. The Distance Education office sets up access for online evaluations. Length of time should be at least one week.

Quality Matters Initiative – this is for two years with Pierce College and is another Title V project, May 27-29, 2015 and June 17-19, 2015. Both are available for division chairs and administrators. This covers online best practices for online teaching, etc.

R. Tillberg – Winter 2015 – passed out a report – section listing by accounting method – the reason for holding a winter session is to help students to catch up on courses – also to bump up FTES for the college.

Program Review – faculty have been doing a tremendous job in completing their program reviews.

Non-Credit Basic Skills – K. Walton will be in touch with division chairs. The library staff will go out and do presentations. New developments within the library are being established to improve services there. Some revisions will be done in the library and hopefully they will get funded.

Big Oil – M. Pracher and K. Walton are having some discussions with at kind of career paths the college can create with the oil wells in the community. They are working with an executive from Haliburton in Houston, Texas and looking at curriculum to provide career paths.

Gear Up Grant – will be coming up this summer for student success. In the process of working on SSS renewal grant – putting on a global twist to address international education,

West Works – Campus and Community Center – relationships with middle schools and high schools are being established. A career center and resource center and online services for students will be housed in the B bungalows. Trying to strengthen our relationships with middle school students and high school students. Counseling is making sure students are coming in for their SEP plans. The counselors are seeing students one on one and filling up appointments.