

Robert Sprague
Vice President of
Academic Affairs

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Anna Chiang
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Applications

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Michael Arata
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Fran Leonard
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Matthew Robertson
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Abraha Bahta
Science

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Rebecca Tillberg
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Mark Pracher
Sponsored Programs &
Development

Mary-Jo Apigo
Dean of Teaching &
Learning

Barry Sloan
Associate Dean
Westside Extension
Contract Education

Record of Meeting
October 7, 2014
12:30 pm – Lunch
1:00 pm - Winlock

Present:

1. Carmen Dones, Allied Health
2. Aracely Aguiar, Applied Technology
3. Buck Stapleton, Behavioral & Social Sciences
4. Gerald Ludwig, Business
5. Anna Chiang, Computer Science & Applications
6. Casey Hunter for Sherron Rouzan, Counseling
7. Jane Witucki, Dance, Health, & Physical Education
8. Michael Arata, Humanities & Fine Arts
9. Fran Leonard, Language Arts
10. Celena Alcala, Learning Skills
11. Ken Lin, Library
12. Matt Robertson, Math
13. Abraha Bahta, Science

Guests:

Adrienne Foster
Eric Ichon
Kimberly Davillier

Others: Mary-Jo Apigo, Walter Jones, Olga Shewfelt, Kathy Walton

The meeting was called to order at 1:04 pm by Ara Aguiar, who was filling in for Bob Sprague.

Accreditation – Alice Taylor (handout)

Alice is not able to attend due to DPAC District Meeting. Midterm report feedback is overdue, It's "now or never". Final report will be due in November will move forward to Board Committee of Institutional Effectiveness. Please review and make suggestions/recommendations.

SSSP – Patty Bandy (handouts)

Handed out information page and form to capture faculty advising at department orientations and or individualized sessions. Patty's first opportunity to address Divisional Council. Appreciates due diligence on catalog in actually revamping catalog. Has dropped off SSSP Plan to District today. It's done. Opens forum for questions. SSP is coming out of SB1456, assessment, orientation, follow-up, student educational planning, etc. For new and continuing students. SSP is dealing with probationary students as well as continuing students to follow up with innovative and creative ways to interact and follow up with students specific to disciplines. Also reaching out to target students who are undeclared. In this effort faculty is being included in incorporating all pieces of the puzzle. A bridge with faculty to enhance student success. Faculty advisement and interaction with students to incorporate in SSP. Orientation form to collect information for tracking via website link to document advisement to students. Advisement means to apprise students about professional

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development, program, and expertise in respective field. Data will be shared with faculty.

Buck admonishes forms use of student identification numbers due to privacy. Suggests to attach roster to sign in sheet.

Carmen attaches a google doc from her area and matches at later date.

Patty requests faculty invite students to workshops and presentations. Will be available online and to meet with CGCA in virtual workshops, etc.

Every student needs an educational plan. Student educational plan influences priority enrollment for new students. Continuing students are grandfathered in under previous priority enrollment rules. In the future students w/greater than 15 units will need to maintain 2.0 and have comprehensive ed plan on file for priority enrollment.

Document early alert as well as other contact information.

WLAC is participating in steering committee for common assessment initiative.

Developing one instrument for all 112 California colleges. Looking at folding multiple measures in assessment tool. Funding is contingent on using the assessment fund.

Online education initiative for alignment. Various workgroups are involved. Information is forthcoming. Eric asks How is online orientation authenticated? A data file report is reported to SSSP. A receipt is sent by email to student.

Majors cannot be changed online.

GREIVENCE RE: SUPERVISION PAY- Olga Shewfelt and VP Sprague (handouts)

Application of Article initially had problems. Persons doing evaluations contacted Olga re: non-receipt of supervision pay. Olga filed grievance. Per Olga, it is necessary in terms of accreditation that evaluations be completed. Olga states that the contract was incorrectly applied as it related to supervision pay. Application was incorrect.

Ara states that Academic Affairs is working toward complying with grievance finding beginning with Spring 2014. Payouts are projected by month's end. Buck asks how far back would it be reasonable to look back. Ara recollects no more than two years based on her memory. Abraha Bahta supports saying Spring 13 or so.

Olga adds that the standard procedure and statute of limitations is four years based on contract. Four years is max, legally. Michael asks what prompted the change? Ara responds that completions of the evaluation process was the driving force behind the supervision pay process change in Spring 13 or so.

TENURE REVIEW- Mary-Jo Apigo (handouts)

Tenure track faculty, and committee, timeline from Article 42

Usually mentor is not part of the Tenure Review after the first year of the tenure process. Mentor is optional but highly encouraged. Mentor is outside of the division as a best practice, but not mandatory. A mentor within division may be on the tenure review committee so having a person from the outside may be helpful. Per Olga, not contractual per page 166.

Passed out West Connect info. Leadership Retreat in November. Adrienne Foster and Academic Senate has *concerns related* to Faculty involvement in committees. Is encouraging committee participation. Issue is how to encourage every full time faculty to participate. Faculty who do not do SLO assessments. How do we as peers encourage these efforts? Per Olga, in contractual voice, a responsibility of

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administration to enforce these concerns, not peer responsibility. "We need to change our culture." Committee participants are doing the work of running the campus.

SLO team is coming to division meetings to inform SLO has a workgroup looking at adopting a new system. Report of what has been submitted based on assessment calendar was passed out. SLO Committee meets 4th Monday of the month, October 27.

Enrollment Report by Rebecca Tillberg (handouts)

Enrollment is down 4% college wide, enrollment decline may be a result of forced pre-requisites, unemployment is down. On page 2, number of students enrolled in fewer than 6 units is up 2%. Number of FT students is down 4%. Does not help to meet FTES requirement. On page 3 of 6, a substantial reduction in online sections. Class size average continues to drop per Eric. Olga requests analysis of report for interpretation. Requests institutional analysis to be qualitative and meaningful. On page 5, report is broken down by division. ACT change? Dr. Jones states there is improvement in number. Olga wants to know if chairs are being consulted for ACT, if not, Olga is concerned.

Program Review – Rebecca Tillberg and Carmen Dones

Carmen says there is training on academic reviews. Rebecca offers to come to meetings to discuss reports. Program Review workshops are being held. Carmen announced upcoming program review meeting on Friday of this week, October 10.

Catalog Production Report – Ara Aguiar and Kimberly Davillier

Catalog suggestion: identify catalog effective date and align to Student Ed Plans with Counseling. Casey suggested a start date of Winter 2015. Kimberly Davillier gave a report of each catalog section and progress being made.

Curriculum Report – Jane Witucki and Ara Aguiar

Very succinctly thanks everyone for their support with curriculum tasks. Jane has been meeting with faculty and chairs on a regular basis and updating courses and archiving courses not offered. Each chair was given a handout with courses offered without CORs in ECD.

Non-Credit FTES

Kathy reports non-credit: 83 FTES is required for Fall 2014, since Agyeman is not present she will send information at a later date. The total non-credit FTES needed for this academic year is 229.

Around the table:

Next meeting requests:

1. Invite Michael Goltermann to discuss pre-requisite process.
2. Need awareness on how to manage student problems in the classroom. Requested Shalomon Duke and sheriff representative to discuss guidelines with Chairs and faculty.
3. Olga wants a meeting related to sheriff response to student removal.

Meeting adjourned at 3:05 pm.

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