Divisional Council
March 3, 2015
1:00 pm – HLRC Fourth Floor

Present:
1. Aracely Aguiar, Allied Health
2. Jack Moy, Applied Technology
3. Charles Stapleton, Behavioral & Social Sciences
4. Anna Chiang, Computer Science & Applications
5. Sherron Rouzan, Counseling
6. Jane Witucki, Dance, Health, and Physical Education
7. Michael Arata, Humanities and Fine Arts
8. Fran Leonard, Language Arts
9. Ken Lin, Library
10. Matthew Robertson, Mathematics
11. Abraha Bahta, Science

Guests:
1. Luis Cordova
2. Adrienne Foster
3. Michael Goltermann
4. Armida Ornelas
5. Olga Shewfelt
6. Alice Taylor

Others: Mary-Jo Apigo, Eric Ichon, Walter Jones, Bob Sprague, Kathy Walton

1. Call to Order: VP Sprague called the meeting to order at 1:00 p.m.

2. Review of Reorganization
The draft WLAC reorganization plan was distributed and discussed. VP Sprague commented that in reviewing the reorganization plan it appeared to be eclectic and he looked at various scenarios. The President did his own scenarios last April 2014 to get the conversations going and hasn’t come to any conclusions yet. He is aiming for July 1, 2015 to have this plan in place.

3. Priority Registration
Patty Banday of Assessment and Matriculation announced that Priority Registration deadline date is March 25, 2015 and also the deadline for students to have a comprehensive educational plan in the system. Continuing students who do not hold a 2.0 GPA will lose their priority registration. Assessment is open through March on Saturdays to do Express Way – from 8:00 am to 1:00 p.m.

4. Comments on Reorganization
Language Arts – F. Leonard commented on the proposal to have Foreign Languages join Language Arts. Foreign Languages wishes to remain in Humanities and Fine Arts (HFA) since they saw teaching foreign language as cultural as the rationale that was presented. They proposed that ASL (American Sign Language) would fit well with Language Arts. Language Arts wishes to integrate foreign languages along with ASL. There is a fear from Foreign Languages that joining Language Arts would affect their allocation and that some faculty would lose their teaching assignments.
BHSS – B. Stapleton took notes at their last division meeting. Faculty were asked to provide some input. The division itself voted to stay together and not to join with other disciplines. Lively discussion followed. Administration of Justice is more of a social science and should belong with BHSS.

Applied Technology is under Alternative A, a program to stand alone. Drug and Alcohol Studies wants to move under Allied Health. Academic Senate is submitting a draft of the president’s responses at their meeting on March 24, 2015.

Humansities and Fine Arts (HFA) – Michael Arata provided feedback and reported that it makes perfect sense to turn one into visual arts and one into media arts. HFA agreed that music should go to performing arts.

Dance, Health and Physical Education – the majority of the faculty voted to stay the same; they agreed that music should be a part of performing arts and not join with their division.

Library- Ken Lin reported that the Library is a secondary part of Learning Skills that affects the Learning Center. Their division didn’t vote on anything and there was more discussion than action.

If Alcohol and Drug Studies moves over to a new division, would there be a separate seniority list for Alcohol and Drug Studies and who would be the supervisor? A. Foster asked, “With the recent resignation of the Business Chair, what are plans for Business to engage in a conversation? A. Aguiar reported that the Business division held a division meeting recently and there will be another meeting tomorrow in the form of a conference call as there are some questions in regards to travel. Hospitality is open to being integrated into Business in relation to the business management side of Hospitality.

There are two different viability studies going on for hospitality and travel. The Senate’s role in reporting out the reorganization of realignment is collecting the data and presenting it as a collective body to give to the president. Senate’s role is not making a decision as to division restructuring but accepting reports from divisions.

Mathematics – there is some talk about having an engineering department joining with mathematics division.

5. **Student Adds** – M. Goltermann reported that enrollment has been restricted this year. Fall 2012 the average class size was 40.2 and average class size is now at 35 as of February 23, 2015. Admissions is leaving open the enrollment option to allow students to self-enroll up to the Sunday evening before their first Monday class. Proposed plan is to go back to having students enroll through the first week of class through that Friday, ending at 9:00 p.m. Faculty can always exclude the student. Issues with classes starting second weekend on Saturday during the spring semester. Issues with pre-requisites and co-requisites in Child Development
and Biology 3A. Check course outline of record and correct anything that’s corrected. Biology 3A is a major problem.

West is 5% down in enrollment. O. Shewfelt needs to see some data that supports the changes and suggested this data be available to instructors so they can add students confidently. Eric Ichon supports this new proposal for online students.

6. **Separate Job Codes for Dept. Chair Components**

A. Ornelas of ELAC, AFT Chapter Chair, spoke to the Chairs about the new change in pay for department chairs, deans, and vice presidents workshops. The District has collapsed the total amount of C and D basis assignments and divided them into 12 payments. There have been some errors on how the annual STRS is being calculated. A. Ornelas urged all Chairs to go and look at their pay. District has separated chair, dean, and vp assignments. D basis part continues to be paid over 12 months. However, the teaching portion will start when you start teaching. C and D basis will no longer be collapsed. Those chairs that have minimum release time at .2, .3, and .4 will be most affected. Faculty won’t receive pay in the summer months and this won’t take effect until July 1, 2015. D basis assignments will not change, only C basis. C basis is 0711 and D basis is 0798.

7. **Professional Development**

W. Jones, Dean of Academic Affairs, addressed members on a recent conference he attended. The A2MEND conference provided an opportunity to interact in a group or one-on-one sessions. The theme revolved around equity and creating more equity for African-American males at the community college level. African-American males make up about 5% of the population. This conference is designed for people who work with African-American students in general. Effective networking is gained from attending these conferences and creates a leadership role. This is a strong mentoring program and W. Jones urged faculty to take on leadership roles.

VP Sprague stated he would like to support those who want to participate in some type of leadership role and to find ways to fund these leadership opportunities. A. Foster is looking at different ways to fund professional development activities in an entirely different way and is looking at fulltime faculty in becoming mentors. Allocation will be divided differently.

8. **Accreditation**

A. Taylor reported that the Commission has scheduled two visits—one for the Mid-term this month and one for the self-evaluation next year in 2016. VP Sprague reported that the mid-term report looks very good. A. Taylor urged faculty to be on campus on March 24 and March 25, 2015. West has to write its own evaluation of how are we doing. A. Taylor is starting the accreditation self-evaluation work group meetings and the first workshop is scheduled for Monday, March 9 in GC 110. She is hoping to recruit newer faculty.
8. **SLOs** – L. Cordova shared a brief report on the status of SLO submissions. He reported that there is a 10% increase from 48% to 57%. Still have 43% of SLO's that are pending and hopes to be at 90% at the end. Each course has its own different set of discrepancies. He hopes to be at 90% at the end of the spring semester.

L. Cordova is holding an SLO assessment summit March 20 from 11 am– 2:30 pm. Faculty should submit their SLO's to the following link: slo@wlac.edu. L. Cordova plans to meet with the deans this month in regards to the memos that went to faculty last month. Luis reported that they need a math, science learning skills SLO facilitator. Luis will be getting one new facilitator this week.

J. Witucki, M. Apigo and A. Aguiar will be meeting March 17, 2015 to align efforts between SLOs and curriculum.

9. **Enrollment Management**

Enrollment is low this spring semester. West is going to have to add about 20% more into the summer. Winter 2016 – could we push all of winter into summer? West will offer a winter session next year.

10. **Work Environment Committee** – M. Robertson reported that M. Long-Coffee has suggested that the Chairs put together a phone tree for emergencies and forward to Michelle or Matt Robertson.

The meeting adjourned at 3:20 p.m.