Record of Meeting
August 5, 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. Marcus Butler for Anna Chiang, Computer Science & Applications
6. Nancy Brambila for Sherron Rouzan, Counseling
7. Michael Arata, Humanities & Fine Arts
8. Fran Leonard, Language Arts
9. Tim Russell, Learning Skills

Absent:
1. Ken Lin, Library & Learning Resources
2. Jane Witucki, Dance, Health, & P.E.

Guests:
4. Adrienne Foster
5. Eric Ichon
6. Alice Taylor

Others: Mary-Jo Apigo, Adrienne Foster, Walter Jones, Bob Sprague, Kathy Walton

1. Call to Order
The meeting was called to order at 1:00 pm by VP of Academic Affairs, Bob Sprague.

2. Program Review – A. Taylor announced that the mid-term report will be distributed to faculty at Flex Day on August 28, 2014. The mid-term report is due next Spring 2015. The full self-evaluation is due in 2016. A. Taylor will be setting up committees for four standards and would welcome any chairs who could assist her in identifying faculty who could participate in the mid-term report looking at the college from a broader perspective. Links will be created to go to Ed Master Plan Program Review in September 2014. C. Dones projected the online program review link at: https://myportal.laccd.edu and navigated inside various divisions to give examples of copying and pasting division purposes into a new program review. Program review workshops will be offered on Tuesdays and Fridays and will be put into the Tech Fair for fall.

3. Professional Development – Fall 2014 – a five-page letter and agendas for Professional Development for Flex Week was distributed by A. Foster. The theme is social justice. WLAC Foundation will be hosting a wine and beer reception on Professional Development Day, Thursday, August 28, 2014, at 3 pm on the fourth floor, HLRC.

M. Apigo, Dean of Teaching and Learning, announced that a tenure track faculty workshop on faculty mentoring will be offered on Monday, August 25, 2014 from 10:00 am – 11:30 am in Winlock Lounge. K. Manner was introduced as the new Faculty Professional Development Coordinator. K. Manner asked the chairs to email her with any faculty who might serve as good mentors. A “Meet Your Mentor” session will be held on Wednesday, August 27, 2014, from 1:00 - 2:30 pm in Winlock Lounge. Division chairs of newly-hired faculty are encouraged to attend.

Vision  West – A gateway to success for every student.

Mission West Los Angeles College provides a transformative educational experience.
K. Manner led a discussion on conference requests and tuition reimbursement requests for faculty and reported that some of the faculty are not following guidelines. Faculty must submit their conference requests no fewer than 21 days before the conference. A flyer description of the conference needs to be attached to each conference request. Faculty have 10 days to submit expense claim forms after they return from their conference. Kimberly is working with classified staff and will present a video on empathy at 3 pm in SSB 414 followed by a discussion. Kimberly will expand teaching and learning and has a .2 FTE reassignment as Faculty Professional Development Coordinator.

4. **Kentico** – pages are being migrated now to Kentico and will go live in September. Faculty training will start in October through the Tech Fair.

5. **President’s Report** – N. Abu-Ghazaleh addressed Divisional Council members on the dynamics of enrollment. We need to watch our budget as enrollment numbers are changing. There has been a decline in enrollment since people are getting jobs. Student Success Initiatives – the president stated the college needs to find more ways to engage students in such a way that we get to know them more closely. We need to create an environment for the student to transform themselves. Focus groups can be formed. It takes collective and individual work.

6. **Issues reported by Deans**

W. Jones reported that there has been double booking, triple booking, and conflicts on Saturdays. There are some unstaffed classes and Saturday conflicts. There will be no room changes until at least two weeks after the semester has started. This will allow Academic Affairs staff time to search for suitable rooms and adjust to changes. A. Foster suggested to take a look at minimum qualifications; some faculty are not qualified to teach subjects. West was penalized a few years ago. It is the dean’s and VP’s responsibility; no assignments will be made for adjunct faculty unless submissions of transcripts have been submitted to the District. Chairs have to present their cv’s and transcripts to their dean.

Spring 2015 Offer Letters Process – W. Jones shared with Divisional Council members the process for processing Spring 2015 offer letters:

- Generate Spring 2015 letters in September 2014
- Set up meetings with chairs to confirm and identify those faculty who are email incapable.
- Send letters out by email the 10th week of the semester holding faculty to respond within 10 days.
- Place offer letters in campus mailboxes with cover letter attached listing dates for exclusion rosters, syllabus deadline.
- Send list of people to O. Shewfelt of the AFT who have not responded after 10 day deadline.
Syllabus issue – M. Apigo reported this is a compliance issue and a pay issue. Have all fulltime faculty bring workload blocks to their chairs on Professional Development Day and their syllabi.

SLOs – M. Apigo distributed SLO calendars to all division chairs and requested them to please share with their faculty. An SLO workshop will be held during Flex Week on Tuesday, August 26, 2014, from 11:00 am-12:00 in Winlock Lounge. The college has been looking at assessment database systems and has narrowed it down to two systems. There will be two more demos; one for back-end users and another for faculty for assessment. There will be one repository to store all assessments.

7. Distance Learning – E. Ichon of Distance Learning distributed addendums and approval forms for online or hybrid courses to division chairs. Please send any questions to him as he is trying to close on this before Fall 2014 starts.

8. Enrollment Reports – VP Sprague pointed out that West is at 31.8 average class size this semester. This is a downward direction for average class size. We need to look at what’s happening on campus and look at average class size with renewed energy. If this declines downward into the 20's, the college will have a shrinking budget and will have to resort to cutting adjunct budgets, turn away hundreds of people and limit our options and supports for students.

9. Allied Health -C. Dones of Allied Health announced there is a new proposal for a Bachelor’s degree program for dental hygiene.

The meeting adjourned at 3:15 pm.