Record of Meeting
February 3, 2015
12:30 pm – Lunch
1:00 pm - Winlock

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

Others: Ara Aguiar, Mary-Jo Apigo, Eric Ichon, Walter Jones, Bob Sprague, Rebecca Tillberg

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

2. Accreditation. Alice Taylor announced that the mid-term report was approved by the Board IEC on January 28, 2015 and will go to the full Board meeting on February 11, 2015. The full self-study is due next March in 2016. Committees for all the standards will be forming and Alice asked if any of the Chairs could recommend any interested faculty to one of the committees. All data needs to be collected this semester so the report can be put together and vetted for a full draft. The report needs to be approved by the Board in December 2015 and mailed next January 2016 to the Commission. The accreditation team will either visit before or after Spring Break this year. The accreditation team will visit West in Spring 2016 for a full evaluation. The entire college needs to be informed about these visits.

3. SLO Assessments. Luis Cordova presented an overview of what assessments have been received so far. There is an 84% completion rate for last spring 2014 and a 43% completion rate for Fall 2014. He will continue working with faculty to complete their assessments. An SLO progress report was passed out to the Chairs of faculty who need to submit assessments. There was conversation about Phase One and Phase two assessments. Phase One is the first assessment phase and instructors will assess one of the SLO’s for their course using an appropriate assessment method. Phase 2 is the dialogue phase and in this phase, instructors come together to discuss the data/findings from Phase 1 and if necessary, come up with ways to modify/revise course SLO’s to meet student needs for the following semester. Instructor discussions must then be documented on page 2 of the Course SLO Assessment Tool Form. Luis Cordova will conduct a hands-on workshop for faculty on how to fill out an SLO tool and how to read an SLO calendar. An SLO facilitator was recommended so a middle person can promote this complex information to
faculty and a $1,000 stipend will be offered. There will be division workshops for the Chairs to sign up for this month.

Mary-Jo Apigo, Dean of Teaching and Learning, announced that on Friday, February 5, 2015 from 8:30 am – 2:00 pm the 2nd Annual Spring Summit: Innovative Strategies to Increase Student Success will be held in the General Classroom Building. Various breakout sessions will be held.

4. President’s Report - Reorganization
The president acknowledged that there is a lot of difficult work involved in the reorganization of all divisions. A draft reorganization plan was distributed for Chairs to review and discuss. The first conversation regarding this process happened a year ago. Initial consultations were conducted. A draft reorganization plan was distributed for Chairs to review and discuss. The Chairs were asked to share their feedback with the president and to report if anything is missing.

- Dental Hygiene is missing from the draft plan
- Computer Science and Applications also offers web design
- Behavioral & Social Studies (BHSS) – the Chair recommended that child development be moved under Career Studies.
- Do we keep Business disciplines in within Career Studies?
- Aviation and Travel are stand-alone courses and both need homes
- Hospitality program may lean towards hospitality management
- Aracely Aguiar reported that marketing is listed twice under Career Studies/Career Education (Alternative B1) and under (Alternative B2) under Business
- Small Business Management was intended to be under Business
- Art history is missing – Humanities could belong under CEMA as it doesn’t fit anywhere now.

The president will make the revisions to the plan this afternoon and will send the revised draft out to VP Sprague this week. The president reminded Divisional Council that this is not a formal process yet and to start having conversations with your dean or however you feel it will work.

5. Office of Instruction
One Chair suggested a revamp of a letter from Office of Instruction that goes to the faculty along with their assignment. Include Carnegie Rules of contact hours in the classroom. One example is last 70 minutes of an evening class needs to be taught without a break. B. Sprague will put this into a list and check with Karen. Same thing for substitutes, absenteeism and finals during the semester. Will put all these items together along with essential dates that the Office of Instruction will send out. Anna Chiang, Chair of Computer Science and Applications, would like dates for exclusion rosters and dates to submit grades to be included under the Faculty page online. What are standards for hybrid classes? There are some conflicts with dates for finals for hybrid classes.
6. **Online International**

   Eric Ichon, Dean of Distance Learning and Instructional Technology, passed out handouts on the new international student portal that is online for students that cannot afford to study here. All classes are offered fully online so students can reach their academic and career goals. Allocation for these classes is through the divisions and is done the same way as regular classes.

   VP Sprague reported a year and half ago the Stakeholders group was meeting with the Resource Development Committee and then broke out and developed a budget for international education. Additional sections are charged against the international student budget.

   In 2013-14 the income generated from the international program for non-resident American students was just about $1M and this year is about $1M-$1.4M. This income goes to the college’s general fund and is part of enhanced income to the college. This creates a global experience for our students.

7. **Student Internships**

   Larry Young, ASO Chief Justice, presented his ideas on student internships at West. An instructor can shadow students who are interested in becoming an English instructor and at the same time give the students an opportunity to find out how an instructor thinks. Each department could have their own standards for appointing student interns.

   VP Sprague stated he would be interested in working with Celena Alcala on student internships and how to standardize the ways student internships can be established so that this program can be institutionalized.

8. **Announcements**

   Fran Leonard announced that on Monday, March 2, 2015 from 1-2 pm a memorial service will be held for Professor Betty Jacobs at the college for everyone to attend. The location will be announced after it is established.

   Carmen Dones, Chair of Allied Health, reported that U.S. Vice President Joseph Biden visited West on January 23, 2015 and visited the dental hygiene department. West’s dental hygiene program has received initial approval from the California Community Colleges Board of Governors to offer a bachelor’s degree in dental hygiene.

   Buck Stapleton, Chair of Behavioral and Social Sciences, reported that the Ambassador from China and 400 Chinese students visited West last weekend. They enjoyed their visit and were impressed with the campus.

   The meeting adjourned at 3:00 p.m.