

**MINUTES  
May 13, 2015  
GC 210K  
3:00-4:30 PM**

**Chair**  
Holly Bailey-Hofmann

**Members**  
Jason Coleman  
Luis Cordova  
Adrienne Foster  
Bob Sprague

**Joining Us for the  
H/T Program  
Viability Study  
Workgroup:**

Jane Witucki,  
Curriculum Chair  
Jamie Jenson, Faculty  
Susan Trujillo, Senate  
Alice Taylor, AFT  
Kay Boles, Community  
Member, T/H div rep  
Jason Coleman, T/H div  
rep

**Meeting Dates | Times**  
~2<sup>nd</sup> Wednesdays~  
3:00PM in GC 210K

**Spring 2015:** Feb. 11, Feb.  
25, Mar. 11, Mar. 25, Apr. 22,  
May 13, May 27

**Members Present:** Alice Taylor, Jason Coleman, Kay Boles, Luis Cordova, Holly Bailey-Hofmann, Jamie Jenson, Susan Trujillo, Jane Witucki

1. The group reviewed the April 29, 2015 minutes and noticed that Jamie Jenson’s name was missing from those minutes. HBH added Jamie’s name and the minutes were approved as amended.
2. The group finalized the writing of the following resolutions:

**RECOMMENDATIONS  
of the Program Viability Workgroup  
FOR TRAVEL  
which met Spring 2015.**

After convening a workgroup, which, per Senate policy, is representative of concerned constituent groups (see left margins), and after considering various data (provided in advance of meetings) in robust discussions at a total of 5 meetings (Feb. 25, Mar. 25, Apr. 22, Apr. 29 and May 13) our group makes the following recommendations to the Academic Senate and the college president concerning the viability of the Travel Discipline and the Hospitality Discipline.

Whereas the program review, and FPIP reports, and alumni survey data revealed that the Tourism [Travel] curriculum is in need of revision, updating, and that the scheduling is not allowing students to complete degrees and certificates,

- Listen to new ideas
- Start and end on time.
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the “parking lot” for a future meeting agenda.



and whereas accreditation standards require that students be able to complete degrees and certificates in a reasonable amount of time:

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1. We recommend that the Travel discipline be renamed Tourism effective immediately. "Tourism" is a broader term, suggesting the related aspects of the travel/tourism industry as addressed in West's program, such as (but not limited to) Attractions, Gaming, Parks, Recreation and Ecotourism. West's Travel program began when simply booking travel arrangements required special training; this new name would more accurately reflect the nature of the program, still under the California Community Colleges TOP code, Travel Services and Tourism (3009.00).

2. We recommend that, per Accreditation standards, in the Tourism [Travel] program classes be offered such that students can:

- complete the courses required for the current 36-unit Travel AA degree in five or fewer semesters.
- complete the courses required for the current Travel Basic skills certificate within two semesters
- complete the current Advanced Travel Certificate of Achievement within four semesters.

3. We recommend for the Tourism (Travel) program:

- Travel 100 be offered at least every fall semester.
- Travel curriculum as appropriate (degree and certificate requirements, course offerings, and CORs) be updated based on industry recommendations and aligned to 4-year transfer programs.
- Articulation agreements with transfer institutions (CSULB and CSUN) for the AA degree-oriented students be pursued.
- The establishment of workforce certificates comprised of non-credit courses be considered.

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**Our Mission:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

**EDUCATIONAL POLICIES AND STANDARDS COMMITTEE**

A Committee of the Academic Senate  
4. We recommend hiring a full-time faculty member to initiate and shepherd the development and improvement of the Tourism [now Travel]

program and the Hospitality program, their transfer paths, course development, articulation, and marketing. The full-timer would teach Tourism courses and/or Hospitality courses and oversee both programs. At this point commitments to current students require the college to continue programs in both disciplines, but should the college at any point decide to move away from the Tourism program in the future, the full-timer would be kept sufficiently busy teaching Hospitality courses, even up to 1.0 FTES.

3. The committee adjourned.

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