Minutes
Winlock Lounge
May 9, 2013

Present: Michael Goltermann (for Phyllis Braxton), Angel Viramontes, Casey Hunter, Sholeh Khorooshi, Celena Alcala, Judith-Ann Friedman, Barry Sloan, Steve Aggers, Marcela Hernandez, Glenn Schenk, Michelle Long-coffee, Mary-Jo Apigo, Clare Norris and Agyeman Boateng

Minutes approved

1. **Summer Class Enrollment Update** – West summer class offerings are the highest in the district. Michelle is running an advertisement in Westside Extension which reaches over 150,000 homes and Michael has done an email blast to all currently enrolled students. Dr. Friedman stated that the lower enrolled classes are being converted to online. Counselors must make note that academic affairs is cancelling classes and then converting to online and the registered students have been informed. The summer classes are focused on completion, general education and transfer with a goal to have a campus full of students in the day time and no evening classes. There are several computer science classes with low enrollment; however, they are available based on summer completion for students on the H1B Grant and vocational education classes that are cohorts as well. Summer registration began on May 8, 2013 and Dr. Friedman stated that Academic Affairs will most likely add another English 101, together with Economics and Anthropology in order to be sensitive to the instructors need. Dr. Friedman will give Michelle Long-Coffee a list of the new classes to update the website. Casey brought up the point that some students may not wish to take an online class when we convert a class from ground to online. It was noted that some of the converted classes will be hybrids. It was confirmed that the searchable schedule was in line with what Ashanti distributes via email to the campus at large.

2. **Summer Hours of operation** – the VP’s and the President have agreed to a 4/10 work schedule during the summer, starting Monday after graduation June 10, 2013 through August 10, 2013. Mary Jo noted that she has a series of workshops from June 10th thru 14th which requires the use of an open building either MSA or CE during the summer.

Vision      West – A gateway to success for every student.
Mission    West Los Angeles College provides a transformative educational experience.
3. **Westway Express Update** – SB1456  Student Success & Support Program requires full implementation by Fall 2014. The Pilot program revealed a need to scale back the Westway Express workshops to new students. There was a meeting this week between the Westway express committee and counselors to review the services and only offer the services to new students. There was a hand out with the process and how funding is allocated. Sheila will scan and forward to all members. Michelle Long-Coffee will switch expressway to a freshman program and send a message to the continuing students to be grandfathered in based on unit count and GPA for them to get early registration dates. There is a video that Banday developed that will be available for freshman only.

4. **Kickoff Event** – Claire Norris – Happy Hour May 30 (4pm – 7pm) at the Culver Hotel. Fall 2013 Semester Kickoff on August 23, 2013 with faculty information sheet and the offering of campus tours, games, mini club rush, prizes, academic division stations, student services station, library tour, and workshops (financial aid). Campus orientation and then students are walked over to computer lab. Claire handed out a blue flyer advertising the kickoff. Based on the comments from the students last year, instructor present was an important component at the event. Faculty may or may not have their syllabi, Dr. Friedman will check with reprographics on printing the syllabi. Casey and Marcela stated that it will be difficult to turn an 8 hours orientation session into 3 hours for the kickoff event. It is feasible for small group orientation purposes and set up another day for those who attended the kickoff event. An invitation was extended to another interested to attend the May 29th special meeting to plan the kickoff event in GC210K at 2:30pm.

5. **Jumpstart Classes** – Question arose when to begin planning? Discussion planned for next meeting.

6. **Learning Communities Involving PD Classes** – Phyllis will talk about PD classes at the next meeting.

7. **Co-chair for Enrollment Management Committee** – all committees will have co-chairs. It is unclear on the selection process, matter waiting on College Council.
8. **Proposed meeting times:** Friday meeting time for fall semester? Polled the committee for Friday meeting: 5 yes, 3 no. It was noted that Instructors are not on campus on Fridays. It was suggested that Monday through Thursday after 2:30pm is good time for faculty to attend. Recommendation that we look at the campus calendar to pick a date and time for the meetings.

9. **Other items:** Globalizing curriculum seminar 5/10 and STEM is another great program. Summer unit limit at West is set at 6 units; however, the district office allows the summer limit not to exceed 7 units. Academic Affairs has argued that raising the limit to 8 units would help the students. Dr. Friedman stated that she designed the summer classes for 7 units. If a student took a Math (5 unit and 1 unit lab) the 6 unit limit is adequate. The sciences come with a lab which is 6 units.

District-wide the Summer unit limit is set per campus, but West has set 6 as a limit.

Michelle Long-Coffee shared that we are advertising on BET, Sci-Fi, VH1, Comedy and TBS. Westside extension hits about 155,000 homes which is circulated in Culver City and West Los Angeles which contained ads featuring our new campus and student transfers to UCLA. Admission will have a dedicated phone line to handle the calls starting May 15th. The ads were run in the Culver City Argonaut and UCLA. There are banners on the monument signs with a topper advertising the summer session. Not sure about the Shuttle running in the summer.

Michael Goltermann can turn on the pre-requisite switch wants the chair have given the okay. Dr. Friedman suggested that the division chairs be made aware of the implications for enforcement or non-enforcement of the pre-requisites. The pre-requisites for curriculum families are being enforced now and other will be enforced through technology so we need to clean it up now. Currently ESL, Math, Computer Science have been enforced, but every department must be done.

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**Meeting dates:** (Second Thursday, 10:00 AM, Winlock)

**May 9 | Jun 13**