West Los Angeles College  
Division Meeting  
September 9, 2013 5:30 – 7:00pm  
Meeting Minutes


1. Syllabi Update and SLO: Progress
   a. Syllabus for Fall needs to be submitted ASAP to allied health (AlliedHealthChair@wlac.edu).
   b. ECD update: ECD’s need to be updated to reflect the most current course information. DH 212, 215 AH 57 and Hlth Oce 61 and Bio 208 have gone through tech review and are in the process of getting signatures for update.
   c. Assessments: Allied health is still missing some of their SLO assessments. A list was distributed to faculty. Student work should reflect one assessment tool that addresses a particular SLO. The next SLO assessment period, a different SLO should be assessed and so on until all SLO’s have been evaluated. Instructors with large projects being assessed can submit just the graded rubrics for their student samples or meet with Mary-Jo or Todd to discuss how they would like the project submitted.

2. State of the college budget: TLC building (Technology Learning Center) is being built near the B buildings. The hole next to the MSA buildings is going to be an outdoor theater/stage area. The 1st floor of MSA is planned to be labs and classrooms for Allied Health and offices.
   a. Schedule changes (FT Faculty): Full-time faculty will be teaching most, if not all, of the didactic courses, and schedules for lab and clinic will be assigned according to the seniority lists.
   b. Adding classes (late start and winter): Medical assisting has some late start classes. Let Carmen know if you would like to request any winter session courses.
      i. Winter session is from Jan 6th – Feb 9th.
   c. Staff – Replacement: Replacement for Ginny Williams has finally been approved and the hiring process will be started. Candidates will be selected from a priority list through a designated committee. The candidates are chosen from a list from the district.
   d. Equipment: Repair and replacement equipment has been approved for radiology through program review funding. Carmen is working on accessing vendor numbers to complete the ordering process. Radiology is having technical trouble with computers and sensors so this needs to be considered when requesting equipment through next year’s program review.
e. Faculty advisor: The college is looking for faculty who are interested in being advisors to potential students for their areas of teaching. They would help students understand the field and what they need to do to complete prerequisite courses or fulfill program requirements.
   i. Claudia, Carlos and Joy are interested in becoming advisors and Carmen will forward this interest to the college.

f. College Constitution: It is currently being updated. You can access the College Constitution on the West website and forward any suggested changes to Adrienne Foster.

3. Program review/CE Courses:
   a. Program Review demo/discussion/Team members: Program review is a way to document what is happening with the program and a way to identify need for equipment and supplies. Team members will be working to put together the information and data required by the report, but input and feedback is welcome from all faculty.
      i. You can access the program review through the faculty website https://myportal.laccd.edu. There is a link available if you need to reset your password.
      ii. Program review ends October 25. We will discuss resource requests and FPIP at next meeting.
   b. Dental Hygiene/Dental Assisting/CE Courses:
      i. Carmen is going to request a full-time position for dental hygiene through the next program review.
      ii. A request to bring back the pharmacy tech, and to begin the dental assisting program will be submitted with this upcoming program review.
      iii. Radiation Safety courses will be offered, one in winter session and one in summer session. The course will be 4 days total.
      iv. Janine and Cynthia have made contacts with dental clinics that are looking for dental hygiene volunteers on some Saturdays.
      v. Lisa is requesting for the dental hygiene orientations to be offered as a class and hopes to implement more YouTube videos as a part of the course to adapt to the most current learning styles.
   c. RDHAP:
      i. RDHAP symposium is schedule for October 5th. Carmen provided applications. All faculty are welcome to attend the program.
   d. Medical Assisting:
      i. About 40 students are currently enrolled.
      ii. Claudia is requesting more access to computer labs or computer equipment.
      iii. Medical Assisting advisory board needs to be created.
   e. EMT/Paramedic: No report

4. Proposals for projects/ CE course development
   a. Please complete the “Proposals for Projects” forms if you are working on any projects. VTEA might be able to pay development.

5. Faculty Development:
a. Any faculty with an adult education degree can teach teaching methodology CE courses.

b. Dr. Eleanor Padnick will be presenting a workshop on anesthesia techniques on October 7, 2013 at 5:30pm. She will also be giving a study skills workshop to the students and faculty at noon on Oct 7th. All faculty are welcome to attend and receive CE units.

6. **New business:**
   
i. Exclusion rosters need to be submitted by September 17\textsuperscript{th}.
   
ii. Census rosters need to be printed completed and signed and will be kept in the binder with the course syllabi. They do not need to send to academic affairs.

iii. Dorin spoke on behalf of LADHS and offered to come and speak to the students regarding transitioning their student memberships to active members. She will also like to talk to the students regarding the importance of being a part of the components.

Next Meeting: October 14th, 2013 at 5:30pm.