1. Syllabi Update and SLO:
   a. ECD and addendums:
      • Send your syllabi to Carmen ASAP so that they can be uploaded onto the ADX system.
         o Be sure that your syllabi include the SLO Assessment criterion as stated in the SLO Addendums
      • Please complete your End of Course Assessment Tools ASAP and email them to Joy Ogami and Carmen Dones. Course instructors will be receiving an email with a partially populated form that should be completed with attached samples of the different levels of student work.

2. State of the college/budget – Ara Aguiar
   a. Implementation of 100 courses college wide
      • 160 new classes will be added college wide with hope that this will bring back some of the summer courses.
      • Enrollment limits are:
         o 49 for classroom courses
         o 40 for online courses
      • There has been some talk about assessments being based on completion rates rather than student enrollment.
         o This is good for allied health because we have very high retention rates. The only other division with similar rates is the aviation department with a 98% retention rate. Average courses retain approximately 70%, with math only retaining about 30%.
      • If any students are running the risk of failing any courses, the course instructors need to notify Carmen.
         o Students, who have failed a prerequisite course, cannot be allowed to enroll in subsequent courses.
         o Any potential grievances related to this matter are the responsibility of the instructor of record and not the division chair or dean.

3. Program review/CE courses/ Student Success:
   • The program review has been completed and commendations were made requesting improved survey methodology for employment data in the nursing department.
   • A request for 3 full-time instructors has been made. 2 in dental hygiene and 1 in allied health.
   a. CNA/Acute Care Nurse:
      • 128 applicants for the CNA program. Approximately 60 have completed all of their requirements. There are only 3 faculty teaching the clinic portion for a total of 45 students, so there is competition to get into the clinical portion of the program.
      • Congratulations to Juan Carlos Castillo in becoming one of our new adjunct faculty.
      • Acute Care Nurse program is still on hold.
• 27 applicants for the IHSS program

b. Pharm Tech/ Adv. Tech:
• Still part of Westside Extension.

c. Dental Hygiene/Dental Assisting/CE Courses
• Congratulations to Janine Dunn for completing her Masters Degree in Education and passing her RDHAP licensing Examination.
• The Radiology CE course is almost complete and Carmen hopes to get many other CE courses up and running so that we can offer them year round.
• Lisa was able to get video cameras that have the ability to project the video onto any wall and can be a valuable teaching resource. 3 cameras were purchased for instructional use.

d. RDHAP:
• The symposium last Saturday was a successful one.

e. Medical Assisting:
• 29 students enrolled. 35 students expected. The students can now sit for the NCCT certification examination.
• There is opportunity for EKG and phlebotomy certification as a part of the program.
• The job outlook is good for graduating medical assisting students.
• Classes are no longer all day Saturday and Sunday, but Tuesday, Thursday and Saturdays to accommodate past complaints.
• The medical terminology course is being offered as open enrollment

4. Faculty development/
 a. Discussion on meetings attended:
 b. Pedagogy:
• Etudes training – Eric Ichon is offering a 3-week hybrid course on Etudes Training for anyone interested. The training is free and he is willing to accommodate your schedule.
• Lisa, with the help of film editing from Mizuho Sato, have been working on developing clinical instruction videos. The videos are nicely done and very informative. Students are currently utilizing the videos in anesthesiology.

c. Tuition Reimbursement:
• For anyone taking classes, the college offers tuition reimbursement.

d. Conference Request Forms:
• If you would like to attend any work-related meetings or seminars, each instructor is allocated $150 for these types of activities. You must complete a conference request forms as soon as you are planning on attending the event, and then submit paperwork once you attend the event. Forms are available online on the WLAC website.
• CDHEA: For anyone attending the CDHEA this weekend, conference request forms are due now.

5. New Business
• Kid’s Community Dental Center – Burbank was featured on the news
• The MEND dental clinic is offering to hold screenings for our seniors, but they are requesting faculty volunteers. Carlos has a schedule of the screening dates.
• Eleanor would like to offer a study methods CE course
  o The tentative date for this event is Monday March 4, 2013 at 6:00pm

Meeting adjourned at 8:00pm

Next meeting: March 4th, 2013 6:00 – 8:00pm (changed from the afternoon 12:00 – 1:00pm)