

West Los Angeles College
Business Division Meeting Minutes

Attendance: Lartee Harris, Nikki Jacobson, Todd Matosic, Ara Aguiar

Meeting started at 12:45pm and adjourned at 2:00pm

Discussed the need to have a full time report.

Committee Reports:

Academic Senate Report – Lartee Harris reported on the Business Division report at the March 12th Academic Senate Meeting.

*Curriculum Committee Report – Todd Matosic reported on course addendums, slo assessments, all business course addendums are completed. TMC's is the next order of business for all divisions. Plan A and Plan B problems in the catalog were discussed. Lartee suggested that we identify potential courses that could be part of Plan A and B for our next meeting.

*SLOAC Committee Meeting – Todd Matosic, discussed proficiency report submitted to ACCJC. Of the 7 areas of proficiency, West reported 4 areas as proficient and the other 3 as “on the way to proficiency.”

*Academic Rank Committee– Nikki Jacobson reported that the committee is evaluating applications for spring.

*District Project Match Committee- Nikki Jacobson two days reviewing application, interviews are looking for people to interview. Committee is looking for mentors.

TMC Update: Todd has reported two meetings with Donna Olvera and with her assistance, is in the process of completing the TMC for Business.

Other curriculum matters: Paralegal Program needs to address all of the recommendations, update all of the course outlines on ECD. In addition, students are being informed to contact Lartee Harris; we are not in compliance because we are not able to place students in jobs. ABA recommended a Legal Computer Class with legal software, new substantive class, intellectual property, employment law, other areas of law that are big right now. Discussed the addition of selection criteria into the paralegal program. El Camino, Pasadena, Cerritos, look for director description. Must be a full time faculty and supervised paralegals or law office experience. Lartee will create description. Initiate hiring process for a Paralegal director.

*SLO assessments: 37 courses from Fall 2012 must be assessed to complete our current SLO cycle. A meeting will need to be called to invite faculty to attend with detailed instructions of materials needed.

*Summer Schedule: The division would benefit from evening classes two nights per week to allow working students to continue with educational plans. Present schedule is discriminatory towards working students and evening programs. Also two nights minimizes the energy expenses.

*Advisory Board meeting for Paralegal is scheduled for March 21, 2013. Lartee will respond.