1. Welcome and Introduction – Christine Tannious, PT Program Coordinator

Christine Tannious B.S., PT- Introduction
Carmen Dones, MS - Allied Health Faculty, Pharmacy Tech Grant Reporting
Ginny Williams, MA - Allied Health Department Secretary
Lisa Kamibayashi, MS - Allied Health Chair
Mort Oberlander, RPH - Pharmacy Tech Instructor
Brian Park, Pharm D. – Staff Pharmacist at Walgreen’s Pharmacy
Wasem Eshak (Isaac) RPH – Pharmacy Manager at Rite Aid Pharmacy
Ara Aguiar – Dean of Academic Affairs, Career & Tech Education
Natasha Kerlilenevich, RDH, BSDH- Dental Hygiene Instructor
Martha Freyermuth, WLAC Pharmacy Tech Graduate and Math Tutor
Prince Nnah, District Pharmacy Manager at Rite Aid Pharmacy

Ara - Background on how the Pharmacy Tech program got initiated. WLAC decided to allocate $50K to development of program researched by Todd Legassick to mimic the Santa Ana model program due to Accreditation being recently granted there. Other schools (Cerritos & Santa Ana) are not funded by grants, but by state funding. Those programs are embedded in their established curriculum funds. WLAC received a grant to subsidize part of the program. Subsequently, economy shifted downward, causing massive class cancellations. Compare to Aviation Tech Cohort, which is at a standstill due to unavailability of funding for their classes. That grant preserved the Pharmacy Tech program. Pharmacy Tech was the pilot program demonstrating co-funding by grant and student fees to keep student fees affordable. Fee-based only in effect for Spring 2011, or program will not move forward. Students are able to apply for financial aid – need to improve financial aid process and access. Trying to establish book rental program, availability of loans. Advertizing for matriculation via facebook ads, try use of MoneyPal to finance FB fees.

Try for outreach to HIS to offer availability of Allied Health Classes. Reach out to the 12,000 students at West who don’t know what Allied Heath currently encompasses.

→ Orientation to promote program.
Restructure the Pharmacy Program for Clerk/Tech, to bring in students to start, some will move forward to Tech. Clerk is more marketable and cheaper, employers will train to upgrade skills.

→ Target 50 students, hope to matriculate 40.
→ Do internal marketing – blast an email to all personnel about availability of Pharmacy Tech program.
Put Pharmacy Program on cover of magazine/course catalog

→ Walgreens hires to retail floor first, then internally transfers to Pharmacy Clerk/Techn.
→ Target the science division to inform students of program
→ Develop a Health Professions Club – offer lectures by health professionals, to promote it from a role-model perspective. Offer orientations to incorporate all of the Health Professions options, possibly a monthly lunch-and-learn.

→ Not just science students, use all basic courses to introduce the professions.
Budget prevents matriculation of new students to the campus.
30% African American
10% Asian American
38% Hispanic, 70% of these are women

2. Pharmacy Technician Program at West LA College:

Overview of the program – Lisa Kamibayashi, Chair of Allied Health
Grant/College report – Lisa Kamibayashi, Chair of Allied Health

3. Pharmacy Technician Outcomes – Christine Tannious
→ Fall 2009 – Clerk Program graduate 23 out of 26 started
→ Spring 2010 – Cohort B 52 started, 42 stayed. 14 finished (summer class precluded keeping students) – Two people were retained from Cohort B into Cohort C (lost students changed mind, moved – need to generate an Outcomes Report) The Summer class turned off students who thought their summer was “off” time. Some students owed funds from Spring so didn’t want to continue. One student was in default for their entire program until he needed his certificate and then paid his overdue fees.
→ Cohort C – 42 applied, 35 in classes now. estimate 32 will finish.
→ Spring 2011 – Accelerated program, complete all in 1 semester for $2,500 fee paid up front and apply for financial aid later, some referred by friends who previously did program, some from Craigslist, and Westside extension.

Admissions Profile
Retention and Attrition
Graduation
Graduation – Cohort A 23, Cohort B 14
Successful individuals graduated, passed, paid full tuition

Exit Survey
Cohort B – Exit Survey
4. Externships and Partnership Needs:

→ Retail Pharmacy:
  Externship: CVS (limited to Cohort A - 8)
  Walgreens (20), Target(2), Skilled Nursing Pharmacy (19)

→ Hospital Pharmacy:
  Currently working with Good Samaritan & Kaiser regarding Medical Assisting programs – once
  in at one facility, easier to get in to other departments for other student externship needs.
  Network and connect with other people within facilities.
  Isaac- Skilled Nursing Pharmacy has an I.V. department that can help our students to finish their
  hospital externship hours.

→ Initiate connection with Brotman, Centinela, Marina Hospitals

→ Most technicians that work in hospitals have previous hospital experience
  Need to document students that utilized volunteering as a path to getting hired at the same, or at
  a different facility.

→ Active programs exist between hospitals and high schools for volunteer work in all areas of
  the hospital

→ Get students to initiate connections with Hospitals to create volunteer opportunity.
  Research to find pharmacies that offer IV Pharmacy Services to create Externship opportunities.
  Need to be more individually contracted for the additional pharmacy experiences.

5. Strategies for Curriculum Improvement and Employment Rate:

→ Mort – strengthen knowledge of the field by requiring Orientation to minimize the drop rate
  of students who don’t understand what the field will entail.

→ Orientation resulted in loss of interest for 5 days/week accelerated.
  Generate a survey to determine student needs/preferences: preferred times, pace of program,
  days per week, times of day, summer classes feasibility, obstacles to committing, etc.

→ 7 Classes included in the accelerated Program: 23, 24, 29, 30, 31, 32, 34, A11 56, A11 57 –
  19.5 units required by state. After externship, application is not sent to state if tuition fees have
  not fully paid. 16 weeks total for full semester.

→ Advanced Program : Start for Fall 2011, contract with Good Samaritan Hospital, Kaiser
  wants to evaluate our Lab (Kaiser want to ensure we have space, supplies, etc.) , to include 35,
  36, 37, 38. Upon completion, students will be able to work in the hospital setting.

→ Pharmacy Technology AS Degree
  = Basic Certification + Advanced Classes + General Education
  + AS Degree Classes
→ Establish Advanced Program exclusively for established/working Techs who want to expand their skills and licensure.

→ CalStateLA will afford some unit transferability for Pharmacy Tech units- need to link Health Profession degrees to transferability to State Programs with associated Bachelor Degrees

6. Equipment Needs and other Program Needs:

Tour the lab to assess what we have / what we need:
Need supplies for IV pharmacy and more space for accommodate advanced classes
Need cassette for the hospital skills, Need a functioning hood: 2 students per hood at a time with an instructor in the room.
Attract Advanced Students.
Possibility of removing carpeting in MSB 111, moving 3 hoods to be lined up on the side of the room,
Possibly move Pharmacy Tech to former Science Class rooms and customize their functioning for Pharmacy, with separate facilities for retail, compounding, IV, etc.
If we want to plan for an Accredited Program, we need to plan a space for it.

7. Comments and Questions from Members.
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<th>Name</th>
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<tr>
<td>Issie Eshok</td>
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<td>Morton Oberlander</td>
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<td>Christine Tannious</td>
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<td>Lisa Kamibayashi</td>
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<td>Danny Williams</td>
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<td>Martha Freyermuth</td>
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<td>Carmen Jones</td>
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<td>Tina Aguaroni</td>
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<td>Prince M Nikola</td>
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West Los Angeles College
Aviation Division
Community Advisory Meeting
May 26, 2010
9:00am – 11:00am

Agenda:

I. Welcome and Introductions
II. Campus Update
III. Aviation Programs Update & Outcomes
IV. Industry Trends and Employer Training Needs
V. Equipment and Technology used/needed

Attendance:

Ara Aguiar, WLAC
Mark D. Collins, FedEx
Henry Habash, Certified Aviation Service
Mahmoud Kayhani, WLAC/Northup Grumman
Todd LeGassick, WLAC
Jerry Martensen, WLAC/FedEx
Keith Mew, CSULA
Jack Moy, WLAC/FedEx
Mark Pracher, WLAC
Rudy Truviso, WLAC - Certified Aviation Service
Judy Turner, California Space Authority

I. Welcome and Introductions. Jack Moy welcomed the members of the committee and thanked everyone for coming. During the introductions Mr. Henry Habash noted the WLAC has incredible facilities for training, but need more full-time faculty.

II. Campus Update. Dean Ara Aguiar noted that she was aware of the need for additional full time faculty in the division. Dean Aguiar commented on the great progress the faculty of made improving and organizing the condition of the facilities. WLAC was able to secure a Primary Black Institution (PBI) Grant which has enabled the addition of a new computer laboratory, additional computers in the engine room, two smart classrooms, and training aids/simulators totaling 78,000. Additional curriculum development and equipment grants are continually sought. The Aviation Division is sharing the facility with the Motion Picture and Television Production (MPTP) Division at WLAC and Dean Aguiar noted some similarity in the function of the two groups that each serve distinct industries.
III. Aviation Programs Update & Outcomes. Jack Moy presented a short powerpoint highlighting the Aviation Division. This includes some of the following facts and discussion:

a. The Aviation Division routinely has waiting lists for students to get into classes which is viewed as a good sign for enrollments.
b. Three cohorts of 25 students each start each year.
c. Approximately 80% of the student starting the program complete it and approximately 90% obtain FAA licensure.
d. WLAC has two instructors certified to issue the FAA test at WLAC (Professors Wilder and Klein).
e. The program takes about 3 years to complete without day classes.
f. The FAA is making changes to the required curriculum. The faculty have developed a plan to address it and it will require minor modification to the program.

Additional discussion included the following:

a. It was recommended that the Division explore how to more formally incorporate the Composite Fabrication and Structure curriculum into the Division. While the FAA strictly regulates the program content, all attendees acknowledged the value of the composite fabrication and structure training and growing trend for this skill set in the industry.
b. Jack Moy noted that FedEx has a need for another 20 AMTs over the next 10 years.
c. Rudy Triviso noted that Disneyland and Magic Mountain often have a need for mechanics to maintain and repair their rides. AMTs are often a good fit.
d. Judy Turner and the California Space Authority worked with Allen Hancock College on Mechatronics training. Vanderber Air Base had a need for these skills.
e. Henry Habash inquired if WLAC provided placement assistance to EMT graduates. While anecdotally the faculty believe the majority of graduates are employed, the exact quantity is unknown. It was recommended that Division reach out to the graduates to identify if they obtained employment, the level of preparation the program provided, and establish relationships with their employers for future placements.

Composite Fabrication and Structures Update. Mahmoud Kayhani provided this update which included:

a. The program was developed to address a growing need for mechanics on the assemblyline.
b. The program originally started with Cerritos, then El Camino and is now with WLAC. This program is currently funded by the Employee Training Panel Grant. Northup would very much like to see this program become part of the college course offerings.
c. This program is three courses (16 units) and focuses on critical thinking and problem solving.
d. Two cohorts of 15 students have started (30 students), with 26 students completing, with two student hired (a third is in progress). With the state of the economy retirements are slower than anticipated.
e. Northrup has a need for an additional 300 mechanics starting in 2011 to build the F-35. Production of this aircraft currently takes 30 days. At the end of the ramp up, Northrup will build one plan each day.
f. Upgrading training is often needed for mechanics to assume the role of system assemblers. Training between 2 weeks and 4 months may be required.
g. Mahmoud noted that Northrup assembles parts made by suppliers. Judy Turner echoed this as she just completed a grant to serve the smaller suppliers.
h. Mahmoud reported that he just received notices that Northrup just received notices for another 300 F-18s which are built at the El Segundo facility.

Other Discussion:

a. Mark Collins announced that FedEx will be starting a paid internship to address their aging workforce and growing retirements. This program will allow students to shadow AMTs and learn about the opportunities at FedEx. Mark Collins will work with the established WLAC contact to implement the student requirements. It was recommended that the Aviation Division pursue the FedEx paid student internship.

Judy Turner from the California Space Authority provided a brief report on the completion of a grant they just completed working with suppliers in the aerospace and other applied technology industries. Judy emphasized the need for education and workforce development, coupled with economic development.

Dean Mark Pracher shared that some 2.5 billion dollars in Departments of Education and Labor grants should be expected to serve this and other industries. For an effective proposal, WLAC will need to have strong partners, a pipeline of students, and employers willing to hire students completing programs.

There was additional conversation about the need for WLAC’s AMT program to be better recognized, promoted and marketed. It was recommended that some grant funds be utilized to update the current website. June 10th is career day at WLAC and the Aviation Division will have materials to distribute to students. Mark Collins recommended WLAC send an AMT team to skills competition held in March of each year. This would allow WLAC students to compete with other AMTs and would promote the Aviation Division. It was recommended that WLAC explore sending students to
this competition. Judy Turner recommended that WLAC start a Linked In group in Aviation as well.

Keith Mew from CSULA noted that many students still have a difficult time getting accepted to CSULA because the curriculum AMT needs to be articulated with CSU. It was recommended that this be pursued to support students educational and career development.

IV. Industry Trends and Employer Training Needs. Todd LeGassick inquired if there were any specific training needs the Aviation Division needed to address. This included the possible use of Employee Training Panel (ETP) funds.
West Los Angeles College
Los Angeles Southwest College
Child Development Department
Joint Advisory Committee Meeting
Friday, April 1st, 2011

AGENDA

Welcome and Introductions

Refreshments

Questions and concerns about the program:

Updates:
  Child Development Training Consortium
    o Spring Profiles/Evaluations/Stipends
    o Career Ladder Mixer Feedback
    o Spring Permit Party Meetings
    o VTEA Report
    o Report on the California Mentor Teacher Program

➤ Committee Members Feedback
➤ Advisory Committee Input 11-12
Notes from meeting, April 1, 2011

CDTC Profiles:

This has been a great semester for us in terms of participation. We have more than doubled our participants and are hopeful that we will have as many next semester. The students were excited about the program and the most common comment was that they really didn't know that the program existed or much about it. We have discussed the criteria for awarding the stipends to the students of our individual campuses and each campus has adopted a matrix for distributing the stipends that are appropriate for the students that we serve. Each campus shared their matrix plan. We worked diligently in getting the word out and being accessible to the students. West Los Angeles College funding this year was $5000.00; Los Angeles Southwest College $13750.00.

Permit Parties:

West Los Angeles College and Los Angeles Southwest College held second permit meeting for the year. Students were assisted with application and fingerprinting process so that they can submit their paper work to the Child Development Training Consortium. This entity has been a life-saver to our students in making in possible in terms of financial support to obtain their permits.

Permit Party 1 and 2 were successful. Alternating the workshop between day and evening allows for more outreach. The number of students applying for permits has increased. Collecting the transcripts prior to the workshop was a better procedure this year; as a result, the participating counselor was able to serve more students.

Factors that prove to increase the number of applications for permits:

- Permit Party (WLA and LASC)
- Teacher Training Program (LASC)
- Child Development Student Orientations: WLA (2) LASC (1)
- Career Pathway Mixer (LASC and WLA)

Factors affecting permit upgrades:

- Cutbacks in class offerings
- Cutbacks in alternative class offerings (not as many Saturday and evening classes, due to budget cuts)

Permit Party:

- Permit Party was well attended at both campuses.
- Counselor evaluated transcripts prior to meeting and signed off on documents at the meeting
- Appointments were made to see counselors if any outstanding coursework

Stipends:

- Students still have need for direct stipends
- Can use an increase in allocation for both campuses, particularly WLA College
- Stipends are based on course work completed and bonuses for GPA.
- Student must receive a “C” or higher
Career Ladder Mixer:
  - Very successful and student response was overwhelming
  - Panel presentation and question and answer segment was a good format
  - Students were excited about hearing from students who have their permits, CECMP mentor teachers who have teacher permits and CECMP director mentors who have site supervisor permits.
  - Increased interest in attending the next year’s Permit Party

VTEA: We are so appreciative for what we were able to accomplish this year with our VTEA funding. We would not be able to keep our curriculum lab open and accessible to our students without this funding. We lost several of our computers this year and the VTEA funding allowed us to replace them. The funding also supported a tutor that worked in the lab and is available to assist the students in all of their CD classes and in some circumstances works with our disabled students as well.

Additional Input:
  - Recommendation to hold joint advisory committee meetings
  - Attendees shared thoughts about their program and how the budget crisis will impact their programs
  - Increase assistance with completing the permits with students
  - Career Ladder Mixer again next year (perhaps one a semester)
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<th>Name</th>
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<td>Kathi Cliff</td>
<td>SWCC</td>
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<tr>
<td>Elizabeth Evans</td>
<td>WLAC chair</td>
<td>hearty4kids@btstream (323) 229-8683</td>
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- Panel presentation and question and answer segment was a good format
- Students were excited about hearing from students who have their permits, CECMP mentor teachers who have teacher permits and CECMP director mentors who have site supervisor permits.
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West Los Angeles College

Advisory Committee Meeting

April 2nd, 2011 in CE101

Computer Science Information Technology

Computer Application Office Technology
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<th>Committee Members Present:</th>
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<tbody>
<tr>
<td>Davis Seetao</td>
<td>Marcus Butler,</td>
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<tr>
<td>Title: SAP Administrator</td>
<td>Title: Assistant Professor, Microsoft/Cisco</td>
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<tr>
<td>Organization: LACCD</td>
<td>Organization: WLAC</td>
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<tr>
<td>Contact Number: 323-241-5421</td>
<td>Contact Number: 310-702.1576</td>
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<tr>
<td>Kabwe Chanda,</td>
<td>Anna Chiang,</td>
</tr>
<tr>
<td>Title: IT specialist</td>
<td>Title: Assistant Professor, Linux, network and security</td>
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<tr>
<td>Organization: Southwest College</td>
<td>Organization: WLAC</td>
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<tr>
<td>Contact Number: 323-241-5421</td>
<td>Contact Number: 310-287-4253</td>
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<tr>
<td>Steve Gonsoski</td>
<td>Patricia Morris</td>
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<tr>
<td>Title: Programmer Analyst</td>
<td>Title: Legal secretary</td>
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<td>Organization: LACCD</td>
<td>Danning, Gill, Diamond &amp; Kollitz, LLP</td>
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<td>Contact::<a href="mailto:Gonsossj@email.laccd.edu">Gonsossj@email.laccd.edu</a></td>
<td>Contact Number: 323-385-7165</td>
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<td>Contact Number: 213-891-2454</td>
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<tr>
<td>Diane Matsuno,</td>
<td>Sherry Monroe</td>
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<tr>
<td>Title: Technology instructor</td>
<td>Title: System Support</td>
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<td>Organization: WLAC</td>
<td>Organization: Dept. of Water &amp; Power</td>
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<tr>
<td>Contact: 310-287-4283</td>
<td>Contact Number: 310-649-4945</td>
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<tr>
<td>Mimi Wong</td>
<td>Manish Patil,</td>
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<tr>
<td>Title: Legal Secretary</td>
<td>Title: Oracle SQL database administrator</td>
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<td>Phillips Law Partners, LLP</td>
<td>Organization: City of Los Angeles</td>
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<tr>
<td>Contact: 310-287-4283</td>
<td>Contact Number: 310-645-7832</td>
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<tr>
<td>Michael Stamper,</td>
<td>Yuen Yuen,</td>
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<td>Title: IT service director</td>
<td>Title: Software engineer</td>
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<td>Contact Number: 310-568-2396</td>
<td>Contact Number: 310-540-3912</td>
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<tr>
<td>Linda Wallace,</td>
<td>Larry Wang,</td>
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<tr>
<td>Title: E-learning specialist</td>
<td>Title: Senior Linux engineer</td>
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<td>Organization: Fox (My Space)</td>
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<tr>
<td>Francine Zexter</td>
<td>Ken Taira:</td>
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<tr>
<td>Title: Attorney</td>
<td>Title: computer consultant</td>
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<td>Organization:</td>
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<td>Clyde Titus</td>
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<td>Title: Professor-computer application</td>
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<td>Organization: West LA College</td>
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11:30 am- the meeting was called to order by Anna Chiang

>Anna Chiang: Please name the industry or business area that you represent.

Topics discussed:

1) What IT trends and technology areas are emerging in your organization and industry? What are the latest trends you are observing in the above areas? What are the trends in hiring needs of the above listed areas?

>LS Wang: Aerospace IT.
- Cloud Computing is prevailing in government sectors.
- Strong useful UI portal that provide ability to self-provision Virtual Machine.
- Administrators that can help maintain clouding computing environment.
- Developers that can develop cloud-aware applications.

>Michael Stamper: Education IT.
Increased use of Social Media, document access and sharing, all services must be online, cloud-computing, mobile and tablet versions of services needed.
We continue to hire content creators and developers, however, are not expanding our technical team because the tools to create and maintain systems are more and more hosted solutions. Soon applications will be available via the cloud instead of on individual users’ machine.

>Manish Patel: Government IT.
- Applications that enable transparent government
- Shared data stores via basic http web services
- Shared Data services are prevalent in all new application development projects
- Standards based development (Model View Controller, Extensibility/Tools reuse)

>Linda Wallace: Higher Education
- Mobile computing - smart phones and tablets
- Disruptive innovation: open educational resources, social learning, peer2peer sharing, for-profit and corporate online universities, DIY-school, and globalized markets, e.g. Kahn Academy:
  http://www.khanacademy.org/

2) What skills are needed in the following tracks that we currently offer?
   a) Web design, development and web application programming:
      >LS Wang: Java, php, python, ruby

      >Michael Stamper: CSS, AJAX, PHP, and Multimedia. HTML, Dreamweaver, etc. are only basics and no longer differentiate any developer from others.

      >Linda Wallace: Mobile computing and applications development: iPhone/iPad, Android, and Blackberry
b) Database administration and programming:
>**L.S. Wang:** Mostly not directly using PL/SQL, but use languages such as Java, PHP, Python or ruby to communicate with database.

>**Manish Patel:** Understanding of Windows User Interface Elements, the database administrator should possess the following skills:
  - Organizational skills
  - Differentiate between different data types
  - Understand basic user password security

c) Network administration and information system security:
>**L.S. Wang:** Cisco certification and experience with IPSec.

>**Anna Chiang:** Information System Security skill should include the following:
  - be able to create security policy for an organization.
  - be able to create a disaster response plan with incident response, business continuity and disaster recovery.
  - be able to implement a redundant system.

c) E-commerce:
>**L.S. Wang:** Packaged turnkey systems are still in demand.

>**Manish Patel:** suggest to have a course on “direct study” to incorporate all the technical skills that students have learned in an E-commerce final project, students with strong technical background like ASP.net and enterprise database can create a professional E-commerce project, this class can be a terminal class for web support and database administration degree and certificate program.

f) Health IT/ Computer Forensics & Investigation/Multimedia:
>**Anna Chiang:** suggest to give students freedom and flexibility to combine computer technology with other discipline like health care, computer forensics or multimedia. In the required and elective course list, add course from Allied health, Administration of Justice and Multimedia.

I recently attended a Health IT Conference hosted by Health Career Connection (HCC). HCC is a non-profit organization that provides paid fellowship opportunities to individuals interested in pursuing careers in health IT. The 2011 Health Information Technology Fellowship Program is a special program designed for: 1) recent graduates (less than 3 years) a health or IT related undergraduate majors or certificate programs 2) people with 2-5 years of clinical or administrative experience working in health providers organizations (including current employees).3) people with 2-5 years of IT experience working with end users who have knowledge or interest in health organizations.

g) Legal secretary:
>**Mimi Wang:** I am a Legal Secretary/Paralegal with the law offices of Phillips Law Partners, LLP, specializing in Estate Planning, Probate and Transactional Law. IT practices and software used are established and no significant trends are evident. We continue to use WordPerfect, Word, Excel, Outlook, E-Copy, and Legal Solutions. Legal Secretaries need the following skills:
3). What skills are the most difficult to find in potential employees?

>Manish Patel: Basic programming and database knowledge is crucial, very hard to find.

>Larry Wang: Experienced with maintaining multi-platform OS/applications, networking and ability to integrate an environment.

>Michael Stamper: Project leadership/management, communication, work ethic.

>Pat Morris: For legal secretary, the personal responsibility and excellent work habits. Experience in that particular area, e.g., Estate Planning, Probate, etc. We generally require seven years' experience in our legal field.

4). How to help students successfully complete the courses and training toward the certificate and degree programs? How to help our graduates become industry certified and will be employable?

>Francine Zexter: Provide internship opportunities along with the certificate and degree programs. Industry certification is available through Legal Secretaries Incorporated and it's local chapters.

>Michael Stamper: Tutors would be an excellent addition with specific lab hours. Several students request this. Provide practice exams and credit towards working towards a certification. Change textbooks to use those that work towards certification.

>Larry Wang: We should arm our graduates with strong theoretical knowledge and hands-on experience.

>Linda Wallace: Partner with local tech companies and/or businesses to offer student internships: http://www.manta.com/mb_53_G4_1UH/information_technology/los_angeles_ca
- Attract IT professionals for retraining - advertise in publications (Certification Magazine, Google Adwords, etc.): http://www.certmag.com/
- Offer workshop/course - Professional Skills for the 21st Century Workplace

  o Develop a portfolio and resume
  o Manage online image for potential employers
  o Develop personal marketing strategy: LinkedIn, etc
  o Using social media to find a job and in the workplace
Career versus job - strategies for success, lifelong learning

5). Is our division going in the right directions in the areas of curriculum development and course offerings? (www.wlac.edu/csit). Curriculum currently under development:

- CISCO CCNP
- Apple application development and system support technician
- SAP university alliance
- Virtual and Cloud Computing

Michael Stamper: Web development area is dated. Dreamweaver / HTML are only beginning. Need classes in PHP, CSS, Social Media, advanced Flash, HTML 5, Mobile apps, and Multimedia for the web. More advanced classes to differentiate. The key need to add is CSS. A positive step is the addition of the likely addition of CSS and HTML5 to the CS957 course we discussed before. This seems like a natural fit. After CS957, some of the topics introduced like JavaScript, DOM, and XML will be covered by other classes we offer, so, replacing those topics with CSS makes natural sense until we are able to offer a CSS course on its own.

After HTML5/CSS, I recommend we consider using CS930 for PHP, Social Media, Mobile Apps, Advanced Flash, or Multimedia. I did a quick survey of what SMC and USC offer that stand out as different and attached a list of courses that we can compare against our offerings. Both schools have a course in Project Management which as mentioned by a few at the last advisor's meeting, so, it is also something to consider.

My initial recommendation for order of preference is as follows, but I definitely would encourage feedback from other instructors.

1. CSS / HTML5
2. PHP
3. Project Management
4. Social Media
5. Mobile Apps
6. Advanced Web Animation and Interactivity (aka Flash II)

Changing the title to CS930 seems like a good idea. The recommendation of "Business and Web Application software" is generic enough it could apply for just about anything. If the department agrees on a specific class (such as those listed above) then I recommend assigning the specific title such as "Web Development with PHP", but if it takes to long to agree on a course/title then going with the generic version makes sense because of the slow process to change a course title.

Marcus Butler

The new CCNP program will help us retain our existing Cisco students and attract hundreds more. The attraction will come from West being one of the few low-cost options for this in-demand, high-tech training.

The CCNP curriculum will consist of four new courses being currently developed. The curriculum is intended for those interested in continuing their post-CCNA preparation to become network administrators, Level 2
support engineers, Level 2 systems engineers, network technicians, or deployment engineers. The CCNP career path opens up truly high paying jobs starting at $45K or higher.

David Seetao LACCD/West Los Angeles College Department of Computer Science & Information Technology and Business Administration faculty are preparing a strategic plan to guide the school during the next decade. In the last decade, there have been significant technological advances in the computer and business profession with ERP systems. An important strategic initiative is to add “ERP competence” to the student learning outcomes. The district looked at the major ERP vendors and has concluded that SAP offers the best experience for the students. The district/college will incorporate SAP into the curriculum in the upper division courses. The students will learn the core accounting transactions processes and systems, and the integration and use of budgeting, management and business intelligence tools. For Computer Science & Information Technology students, the school will learn how to monitor, install, configure, and support ERP systems.

CSIT 915: Introduction to Enterprise Resource Planning System

The learning outcome for CSIT 915 introduces students to Enterprise Planning Resource fundamentals with heavy emphasis on business processes integration and configuration. With this course, students will be grouped into small project teams working with the industry premier SAP software by setting up a hypothetical company from the ground up. Students will design the organizational structure, set up rules to support the core business processes from end-to-end. Critical decision points will be made by students that are necessary for industry application. In today's competitive marketplace it is essential to have a solid understanding of the whole picture of information systems. At the end of the course, students will have learned problem solving skills, gained knowledge into ERP principles, concepts, and procedures.

The meeting was adjourned at 2:00 pm
Dental Hygiene Advisory Board Meeting  
Wednesday, October 6, 2010 From 6:30 p.m. to 8:15 p.m.  
HLRC Winlock Lounge

**Advisory Board Members Attended:** Dr. Paulo Camargo, Ms. Alison Corwin, Dr. Gary Green, Ms. Erica Johnson, Ms. Frances Leonard, Ms. Phyllis Martina, Dr. Ron Mito, Mr. Christopher Nucho, Dr. Steve Okamoto, Dr. Sandro Tomita

**Faculty Members Attended:** Lisa Kamibayshi, Seta Kabaklian, Idalia Velasco, Joy Ogami, Ara Aguiar, Carlos Sermeno, Donna Lawrence, Carmen Dones

**Guest Attended:** Ina Zive, Dr. Pat Stewart

The meeting began with introductions of participants.

Ara Aguiar addressed the cost of the new MSA building and budget cuts affecting the college and financial strains of the new buildings currently being built.

Outcome Assessments 2010 presented by Lisa Kamibayashi.: There has been a decrease in the number of applications to the dental hygiene program; one hundred and twenty-nine. The numbers are down from last year. It is assumed due to the economy and market being down. Also, the program is no longer allowing 2 or more pre-req courses to be in progress, and new programs have opened up; West Coast University, Anaheim, Concord College in Garden Grove and a new West Coast College is opening in North Hollywood. The cost of West Coast College ranges from $120,000-150,000.

Progress with WLAC:  
National Board Examination scores: National Average was 82 WLAC students were in the 89 percentile.  
Graduation rate: 31 applicants were accepted to the class of 2010. 28 students graduated. Class of 2011 accepted 30 students and 29 remain. Acceptance rate dropped for the Class of 2012; only 24 students were accepted and one student from the class of 2011 was retained with class of 2012 for a total of 25 students in the class. We have the capacity to accept more students but not the faculty at this time.  
State Board Exam: 28 students took the exam, 1 withdrew from the exam and 1 failed. Both students are preparing to retake the exam in Oct. 2010.
Dr. Ron Mito mentioned the a Pass/No Pass national board exam for Dental National Board Exam in 2012.

Exit surveys were sent out to the graduates and they appear to be doing well overall.  
**Accreditation:** Thursday, Oct 2nd 8-5 and Friday Oct 3rd 8-3.  
Accreditation team will meet advisory boards only on Thursday, Dec 2nd at 8:30am in the President’s Conference Room (PCR). Lisa is taking request for breakfast.

**Dental Hygiene Program Goals:** Need review of and approval from advisory board.  
Goal #1, #2, #5 and #6 were modified.
Goal #1: WLAC’s DH program and faculty will provide an educational program to prepare students to provide quality patient care and service in the field of dental hygiene.

New Goal #2 WLAC’s DH program and faculty will provide a quality educational program to prepare students to evaluate and analyze scientific oral health research.

Phyllis Martina moved to amend, Dr. Mito second the motion, majority rule.

Goal #3: (voted to keep the same)
Goal #5: All students will successfully pass a dental hygiene licensure examination.
Goal #6: All students will secure employment as a dental hygienist in clinical practice, education, healthcare administration and/or research.

Carmen Dones moved to amend Chris Nucho second the motion, majority rule.

(See Attached for the complete updated program goals)

Clinic needs: Equipment and supplies
Sterilizer (1 holds 4 cassettes), the other has a broken sensor. The old units need to be repaired. Phyllis suggested calling the company (Bryan from Adec) as they might be able to sell us a used or slightly dented one.
Supplies: need donated supplies; no alcohol based wipes. Kits purchased by students was discussed and the use of VTEA funds to help purchase some supplies.

No patient care is being performed in clinic yet. We need supplies and legal documents; a consult with a legal department to discuss liability, exposure plan, consent forms...
Students can run sterilization per accreditation. Therefore, we must hire someone. Phyllis Martina offered to run a CE course.
The sponsoring of an operatory was addressed; donations of $15,000. per operatory were donated to UCLA clinic.
Contract with dentists to treat patients at WLAC as a non profit org; money generated can be used to purchase supplies. Using dental student is not recommended as they still have time management issues. Offer more CE’s Laser, periscope, dental assisting-10 hr. of infection control and CA law.

Accreditation Consultants Ina Zive and Pat Stewart; former faculty members form Cerritos Community College attended the advisory board meeting to meet the advisory board members.
They explained the process of accreditation: A report will be generated by the team and a report will be submitted to us by within a day and a half with recommendations and suggestions. Recommendations must be address, suggestions are not necessarily. If minor recommendations are made, a report from us will be due in 6mo-1yr.
They recommended using terminology consistent with the college SLO’s vs. competencies. Faculty calibration workshops, change 1 unit courses to 2-3 units for University transferability by combining courses.
Accreditation: Recommendation for clinic
Red bags, no bloody gloves, side shields, proper clinic attire, no mask on chin, remind students often about accreditation- make sure all students know where the crash cart and oxygen are kept.

15min max will be reserved for each course. Be prepared with syllabus and course outline. Have content and copies of major exams.

Bring up calibration need for faculty
Suggested to invite Donna Smith from USC, Heather Davis from UCLA for a faculty workshop
Discuss weaknesses and strengths and then end on a positive note- if suggestions/recommendations are made, we can get them prepared overnight.

Target to open new clinic: February 2011

The new MSA Building tour was conducted for the advisory board members.

Next meeting: May 2011

Minutes recorded by Carmen Dones and verified by Lisa Kamibayashi
WLAC Dental Hygiene Program Goals

1. WLAC’s DH Program and faculty will provide an educational program to prepare students to provide quality patient care and service in the field of dental hygiene.
2. WLAC’s DH program and faculty will provide a quality educational program to prepare students to evaluate and analyze scientific oral health research.
3. WLAC’s DH Program and faculty will maintain a curriculum that is relevant, current and compliant with all state laws and accreditation standards.
4. All students will successfully complete all courses within the program and graduate.
5. All students will successfully pass the national board dental hygiene examination.
6. All students will successfully pass a dental hygiene licensure examination.
7. All students will secure employment as a dental hygienist in clinical practice, education, health care administration and/or research.
8. WLAC’s DH Program, faculty and students will uphold the ethics of the dental hygiene profession.
9. Faculty and students will pursue lifelong professional growth and development through participation in professional organizations and continuing education.

Updated and Approved by the Advisory Board Members and the Dental Hygiene Faculty, October 2010


Industry Attendees

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<thead>
<tr>
<th>Company / Organization</th>
<th>Name / Position</th>
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<tbody>
<tr>
<td>Away to Travel</td>
<td>Barbara Lamel, Owner (Southern California ASTA Board member &amp; WLAC Foundation member)</td>
</tr>
<tr>
<td>Ayres Hotels</td>
<td>Dave Lagarde, Manager, LAX</td>
</tr>
<tr>
<td>Bon Travel / Jason Coleman, Inc</td>
<td>Jason Coleman, President (President, Southern California ASTA &amp; WLAC Foundation member)</td>
</tr>
<tr>
<td>Montrose Travel</td>
<td>Kate Brenier, Manager, Agent Sales</td>
</tr>
<tr>
<td>Montrose Travel</td>
<td>Cindy Fey, Manager, Human Resources</td>
</tr>
<tr>
<td>Santa Monica Convention &amp; Visitors Bureau</td>
<td>Kim Baker, Director of Marketing</td>
</tr>
</tbody>
</table>

WLAC Staff Attendees

<table>
<thead>
<tr>
<th>Company / Organization</th>
<th>Name / Position</th>
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<tr>
<td>WLAC</td>
<td>Ara Aguire, Dean, Academic Affairs</td>
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<tr>
<td>Government of Israel Ministry of Tourism</td>
<td>S. “Scott” Feinerman, Director, Travel Industry Relations; moderated advisory committee meeting</td>
</tr>
</tbody>
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Agenda

- Welcome & introductions

The Committee represents various segments of the Hospitality/tourism/travel industry with differing business markets and cultural interests and concerns.

- Purpose of the Advisory Committee

To validate the WLAC educational programs and give direction for improvements as well as to determine how best to partner with WLAC for the purpose of student recruitment, internships and hiring.

History of the WLAC Hospitality & Travel Programs

Briefly traced the history from LATTC to the Airport College Center to WLAC.
• **Enrollments Status**

Explanation was given about the current status two year rotation of classes, with no duplication of sections in any semester. Enrollments are now some 200 students, in seven sections, five of which are online, delivered via a distance learning format. Most students have opted not to attend in-class sessions. The two in-class sessions have experienced weak enrollments. The Hospitality courses are, for the most part, attended by those interested in the travel business and not necessarily by students focused on hospitality careers.

At present, there is no intention to reduce this number of authorized sections but state budget cuts may require this. If class cuts reduce the sections offered, the integrity of the certificate and degree programs will be affected; students will no longer be able to complete programs in the intended time periods.

There is no advertising of the program in any general circulation or industry specific media.

A primary focus of the Committee was the enhancement of the program and the need to attract more individuals wishing to work in the travel business. It was noted that there are jobs at established agencies for which hiring is currently taking place. This in conflict with state employment data and predictions; there are more people entering travel sales than in the past, though they are not listing "travel" as their primary employment.

The Committee noted that WLAC is not addressing the continuing education needs of current travel professionals and that the time needed to take introductory level courses, enabling a novice to the industry to be successful, is too lengthy.

Based on the above information, the Committee recommended:

A. Promotional displays at travel industry trade and public travel shows  
B. Email blast advertising using media having active travel sellers  
C. Advertising to the travel trade and public via email, social and print media, including Facebook and YouTube  
D. Implementation of short-term, Extension-based destination and travel industry niche market specialization courses for unit credit  
E. Installing recognized programs offered by the Travel Institute and Cruise Lines International Association (CLIA)  
F. Install the ASTA educational program  
G. Offer destination specific courses in addition to or in place of general travel geography courses offering many destinations
Motivating student initiated internships as part of current class activities

H. Undertake a study of the travel industry to determine employment and educational/training needs to be used to direct current and future program needs

Additionally, it was suggested that a review be made of the web sites/travel courses listed for Los Medanos and Orange Coast Colleges.

Respectfully submitted,

S. "Scott" Feinerman
Professor of Tourism & Travel
Program Director
Hospitality/Travel
T 310 287-4362
E feiners@wlac.edu
CALL TO ORDER

The regular meeting of the Advisory Board of the ABA Approved Paralegal Studies Program ("Program") of West Los Angeles College was called to order at 7:11 p.m. by Paralegal Board Chairperson, Robert Klepa on the evening of March 22, 2011, in Winlock Lounge, HLRC, 2nd Fl., 9000 Overland Boulevard, Culver City.

WELCOME

Robert Klepa, Board Chair, welcomed all in attendance.

SELF-INTRODUCTIONS
Members present introduced themselves. Attendees present were:

☐ Ara Aguiar  ☐ Nikhil Mehrpoo Jacobson
☑ Marsha Berkowitz  ☐ Tamara Jones Jamison
☐ Beverly Biggs  ☐ Robert Klepa
☐ Maria Bravo  ☐ Ken Lee
☐ Lois Broussard  ☑ Charmaine McDowell
☑ Sharon Brown  ☐ Patti Jo McKay
☑ Kathy Chew  ☑ Pat Morris
☑ Mary Cowen  ☐ Vanita Nicholas
☑ Michael Fate  ☐ Bob Pulone
☑ Brandi Fogle  ☐ Bobby Rimas
☐ Susan Friedman  ☐ Sherron Rouzan
☑ Michael Goltermann  ☑ Guest
☑ Larree Harris  ☑ Karlene Shelton

MINUTES OF PREVIOUS MEETING

Minutes prepared by Pat Morris were read and approved with 1 change.

- The word counselor should be added to the following sentence: Sherron Rouzan introduced "counselor" Tamara Jones Jamison.

ADMINISTRATIVE COMMENTS OR GREETINGS

Dean of Student Services, Michael Goltermann spoke in great detail about the expected budget cuts to the community colleges and its impact on WLAC. He indicated that there was a great deal of pressure due to the budget cuts and talked about scenarios ranging from 5%, 10% and 15% cuts. Also discussed was the desperation of the student population and their need to secure grants for tuition. He mentioned that about 80% of students get Board of Governor's Grants ("BOGG"), and in the future stronger qualification criteria would need to be met in order to obtain a BOGG grant. At this point, a student is only required to fill out a form to obtain the grant. Administration is expecting an administrative burden when this happens.

Michael said that the college is looking at possible solutions, and ideas such as deans, vice
presidents and presidents working only three weeks with furloughs, sharing presidents among campuses, and possibly only one executive vice president, along with reductions to some of the WLAC programs, e.g., athletics and library services, etc. Additionally, revenue enhancement programs are also being considered:

- grants (WLAC just acquired funding for a grant writer);
- contract education (5% of operating budget from charging full price for instruction);
- international students (pay 10 times the rate of tuition. Expecting 15%-20% increase).

The Board expressed their concern and asked what it could do to be supportive—whether or not the Board should be active or passive.

- It was unanimously decided that the Board would write a letter to the Administration in support of the Paralegal Program. (R. Klepa and V. Nicholas)

PARALEGAL PROGRAM DIRECTOR’S REPORT

Dr. Nicholas reported that 10% of the classes have already been cut in the Program. She told the Board that in the past where multiple sections of a class might be offered, that same class is now scheduled only once in the morning and once in the evening. In order to ensure program sequencing, certain classes are now being offered every other semester.

The Board expressed alarming concern about the Program’s ability to maintain the ABA’s standard for classes and discussed the possibility of losing accreditation. In greater detail, we discussed writing a letter to WLAC Administration and who should write it. (V. Nicholas, R. Klepa) to be disseminated to:

- Ara Aguiar (Title??)
- Judith Ann (Last name & title??)
- Bob (last name & title??)
- Michael (is this Goltermann??)

The Board then discussed who should sign the letter. It was decided that the letter would be signed by Robert on behalf of the Board. Robert is only authorized to sign this letter.

BUSINESS DIVISION REPORT

Lartee Harris, Chair, Business Division was present and offered his support to the Program. He also indicated that he will ensure that the Board receives certificates recognizing each member’s contribution. He will work with P. Morris on this.

REPORTS

Robert read the report provided by Ken Lee, Library Services, of books available to our students. Robert re-emphasized the need to donate books.

He also read his ten-point directive which was received well by the Board. They read as follows:

(pwm get to include)
ISSUES RAISED AND DISCUSSED FOWLLS

- The Board can give funds to the Foundation. The Board can designate how the funds are to be used. If the funds are segregated, they can go to tuition or books. This item has been deferred to the subcommittee.

- It was discussed that Board members should contribute $11.00 each meeting. It was motioned and approved that Board members may donate dues (any amount) each Board meeting. (13=Yes; 1=Oppose; 0=Abstention)

- It was motioned and approved that students should not have to pay Board dues. (13=Yes; 1=Oppose; 0=Abstention)

- All subcommittees will be reactivated by e-mail blast. However, the e-mail list should not be shared beyond the Board.

- Board members contributed $130.00, P. Morris will provide receipts.

- L. Harris mentioned that he donates subscriptions to the WLAC library and asked if any others would like to partner with him for future subscriptions. The subscription is determined by what the library needs.

- R. Pulone indicated that books may be available from the City. The contact is Debra Farkas and if Ken Lee of library services were to contact her, he may be able to secure books for our Program, which has its own section. M. Berkowitz will follow-up with the contact information.

- We need better contact with Program graduates for our survey. We need better tracking and an Alumni Association.

- What can the Board do to help with the expense of books for students, i.e., scholarship for books. M. Goltermann said that the inclusion in this year's graduation program has already been completed, but will find out the information for the Board so we may be in time for next year's graduation. (M. Goltermann will follow-up by the next meeting)

- Bobby Rimas is the co-advisor of the Paralegal Club. Karlene Shelton, Club president, was present and reported on the activities of the club. She provided handouts and gave a detailed report of the current and future activities.

- Discussion followed as to an Alumni section to the Paralegal Club. P. Morris volunteered to assist. And, to assist with website needs.

- V. Nicholas does not plan to retire.

Next meeting will be held June 16, 2011. (S. Rouzan will let us know if this date is not available since school will be over by this date.)

ADJOURN

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

03/22/11 Date /s/ Patricia Morris

Patricia Morris
WEST LOS ANGELES COLLEGE
REAL ESTATE ADVISORY BOARD MEETING
June 24, 2010

Networking begin at 11:00 a.m. meeting called to order at 11:30 a.m.

I. Self Introductions

1. Florence Alexander (Operations Manager Los Angeles Urban League)
2. Antonette Anderson (Director Los Angeles Urban League)
3. Jill Carter, Esq. (Broker/ J. Carter Realty Group)
4. Victoria Chen (Realtor/ Masters Realty)
5. Crystal Da Costa (Broker/Realtor/ Da Costa Livin’ Enterprises Inc.)
6. Faz Elhai (Cities Consultants Real Estate)
7. Brandi Fogle (Office Assistant/ WLAC)
8. Gijenii Girhan (GEG Enterprise- Nkkai Properties Broker)
9. Jan Howell (Real Estate Broker/ Investor)
10. Cortez Johnson (Mortgage Consultant/ NACA)
11. Tomas Johnson (C.E.O. Paradise Investment Group)
12. Bill Parish (Benefits Coordinator/ Parish Stage Right Co.)
13. Dean Piller (Broker/President/ Community National Mortgage)
14. Odess Riley (Baby Boomer Consulting)
15. Charmaine Mc Dowell (Legal Secretary/ Office Assistant)
16. Joanna Ratkovich (Real Estate Appraiser)
17. Kevin Smith (Real Estate Broker/ KANMCO)
18. Charles Stapleton (Broker/Author American Pacific International Realty, Inc.)
19. Frances Young (Broker/Real Estate Concierge)

II. College Representatives Report- Dean Aguilar, Academic Affairs
Ara Aguilar reported on campus construction. She mentioned the new road off Jefferson, and the Math and Science Building that will open this summer. Two general classroom buildings open in Spring 2011. She also stayed to answer questions about budget and projections for more sections. She discussed contract education and new ways to get revenue for classes.

III. Overview of our Real Estate Program

(A.) Dr. Nicholas reported that we have had no classes for the last 2 summers 2009 and 2010, but we are still # 2 in the State with enrollment behind Saddleback community college.

(B.) Fall 2010 college courses sections are reduced, but 4 Real Estate classes have been added in the Accelerated College Transfer (ACT) program. ACT offers 8 week hybrid courses and we expect that our classes will be full.

(C.) Discussion followed about marketing, television ads and website enrollment.
IV. New Business

(A.) Internship opportunities are still being pursued but most Real Estate offices need a licensed person to assist them.

(B.) Appraisal Trainee Certification. Joanna Ratkovich described the new requirements for an appraisal license. Dr. Nicholas has submitted all required paperwork to the college for (2) new appraisal certification courses. Real Estate Appraisal Trainee certificate includes basic report writing utilizing case studies.

(C.) Financial Literacy - Gjennaii Enciso-Givhan is designing a course on Financial Literacy
Chrysalis Da Costa teaches 6 to 8 week courses for residents about credit scores and credit counseling to shelter families in shelters. The course helps families get back into society, set goals, learn budgeting, and understand landlord & tenant issues.

V. New Business Westside Extension Courses
Dr. Nicholas is working with Westside Extension to develop an extension Real Estate program. The classes my cost $500 each but in six weeks a student is ready to take Real Estate sales exam.

Other Business
Buck Stapleton asked if we could bring back our Real Estate Speaker Series. Dr. Nicholas said that we can start again in September or mid October 2010. She asked for volunteers to assist and to recommend speakers.

The meeting Adjourned at 1:34 p.m.