

College Council Chair
Fran Leonard (11)

Academic Senate
Adrienne Foster, PhD
Judy Chow
Helen Young

Administration
John R. Oester
Betsy Regalado
Bob Sprague

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Joann Haywood (11)
Sheila Jeter-Williams (11)

AFT Faculty
Bruce Anders
Richard Olivas
Olga Shewfelt (11)
Bonnie Blustein
(alternate)

ASO
Ahmed Mohsin (11)

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Abel Rodriguez

Teamsters
Rebecca Tillberg

President, Ex-Officio
Rose Marie Joyce

Standing Committee Chairs

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Fran Leonard

Budget

John Oester

Building Program Management

John Oester &

Jane Witucki

Enrollment Management

Betsy Regalado & Ken Lin

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College Council **Approved** Minutes

Thursday, June 2, 2011

1 pm – Winlock Lounge

Attending: Judy Chow, Adrienne Foster, Fran Leonard, Sheila Jeter-Williams, John Oester, Richard Olivas, Betsy Regalado, Olga Shewfelt, Bob Sprague, Helen Young
Guests: Judith Ann Friedman, Todd Matosic

Confirmation of the agenda

Fran called the meeting order at 1:00 pm.

- I. Meeting minutes of May 5, 2011 - There were two minor corrections to the minutes of May 5, 2011: Page 3, B. Budget – add the word “**Joint**” to Council and add the words, “**course reductions**” to sentence below. A packet of information regarding the process for **course reductions** was distributed to College Council by Bob Sprague.
- II. Chair’s Report
 1. Accreditation update – Fran distributed and shared the timeline of events for accreditation to members.
 2. Timeline - May-July 2011 – a note was made to extend months of May-June to May-July 2011 on the timeline.
August 25th- Flex Day – there will be a full unveiling of self-study draft on Flex Day.
September 14th – West will submit the self-study draft to the Board.
Winlock Lounge will be Accreditation Team Room.
June 23rd -John Oester’s team will be sequestered to get their report done for Service Area Outcomes (SAOs) that day.
 3. Committee Self-Evaluations – several of these were distributed and shared with College Council members. A few more are expected. College Council Executive Committee will review committee self-evaluations this summer to determine what is committee effectiveness, what exactly is done, the process of practice of college governance, what all committees are doing , and how they all work together. Rebecca suggested adding the Student Success and Distance Ed Committees to this group.
What challenges are committees facing? What are documents that are being brought to the divisions that relate to the divisions?

A motion was made to create a website that reflects each division’s meeting dates and times, meeting notes, agendas, and action items. Motion was seconded and passed: **RECOMMENDATION: Create website for each division to promote greater transparency.**

*Charge was shared by Fran for the Accreditation Steering Committee – to be posted on webpage for Accreditation Steering committee.

RECOMMENDATION: College Council approved this charge – to be posted.

College Council Mtgs. 2011 – Winlock Lounge
1st Thursday of each month from 1-3 pm
Jan. 20 (3-5pm) Feb 3 (3-5pm) March 3, April 7, May 5, June 2



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4. Review of SLOs by Todd Matosic – Todd distributed the spreadsheet of SLOs and Course Assessment Analysis – comprehensive list of certificates, degrees, and disciplines.

Example – Sociology & physics – still need to develop SLOs – Todd has prepared some SLOs and is trying to finalize these. Question of syllabi with SLOs – may be assigned to student workers to locate SLOs included in syllabi - record keeping – notate all syllabi that include SLOs. Todd will produce a timeline that captures phases of establishing an SLO, using it, assessing, and then making changes based on assessment.

Assessment of 100% of courses by fall of 2012. A report will go out to the Board regarding this in the form of a report by the end of this month – Rebecca stated.

III. Standing Committee Reports

- A. Planning - The committee met May 23, 2011, mostly an information sharing meeting. The committee reviewed the Principles for Prioritizing Programs & Services. There was a brief update on the campus climate survey with a pretty good response rate from most of the college except for adjunct faculty with less than 10% response rate. Analysis to follow soon.
Shared Governance Process – in process
Program Review – there are only a couple of areas that haven't done their program review for spring. Rebecca will create a report of planning actions and resource requests that will go to the three vice presidents. The online program review being developed by district-wide task force and is a complex project to build an SLO assessment piece. Rebecca went to Mission College to look at the SLO software they have. The software is much more complicated for all colleges than for one college.

LACCD's strategic plan self-inventory is an assessment of how we're doing as a district.

Touched on ARCC data – Is there a problem with the data?

Student Success Committee, Academic Senate, Divisional Council – these groups need to respond to the data – why it looks like that – why are we not moving that number – bring up this as an issue of discussion in other committees. Dr. Joyce asked Rebecca to share the components of the ARCC data.

At the presentation to the Board on June 29, three colleges present their annual plan updates. West reports at the same time that Southwest and Harbor do, to include district strategic plan goals and how the college's educational master plan aligns with these.

Helen Young mentioned that West has cut 50 classes that were Cal State-UC transferrable, 36 of those 50 fall under Cal State-UC IGETC requirement classes, some of which are duplicates and stand-alones. Counseling had a real concern about these classes, which impacts students. Students increasingly have to attend other colleges within the District or go outside of

district to get courses. Many of these cut classes were multiple sections of the same course.

Part of the process of deciding which classes to cut includes consideration of program maps. These include IGETC courses for transfer. Academic Affairs also looked at courses favored by students with Baccalaureate degrees first as well as course repeatability. Real Estate has been dramatically reduced – Aviation is 50% less. 1,000-1500 students will not be served this fall. West is serving several hundred students for which we are not getting reimbursed. There will be no more Counseling meetings for summer. Only two D-basis Counselors are here for the summer.

Olga Shewfelt suggested a report of how cuts were made and the impact on students not being served at West so that the college has a picture of what has happened to West as a whole in the past three years. Olga made a motion requesting an analysis reporting the cuts that were made at West in May to be presented to College Council in fall of 2011. Motion was seconded and passed. **RECOMMENDATION: Report to college in Fall 2011 on class cuts over a three year period to include an impact analysis.**

- B. Budget – John Oester reported that West still has a deficit projected for next year at 5% and 10% **allocation reduction levels.**
 - 1. BPMC – Vicky generated a document of everything that happened in these meeting during this semester.
 - 2. Resource Development Committee – Vice President Robert Sprague shared the packet that was distributed at the last meeting of Resource Development Committee on May 26th. This information packet included a diagram illustrating revenue from grants and how it contributes to the college’s operating budget and other divisions of the college and how they benefit from the grants. Olga Shewfelt stated that the reports should reflect the author and date it was generated on the document. Mary Jo Apigo is the author of this diagram that reflects how much is contributed to non-Program 100 funds.
 - 3. Technology Committee – IT is doing a regular report of responses to the list of issues that College Council and Senate had created and want to make the faculty aware of the new proposed placement of ADX online. Each division could set up its own division page for posting of course syllabi.

As is customary, the College Council Exec will meet as needed during the summer to

consider issues and act on behalf of the College Council. The first College Council meeting for fall will be Thursday, September 8, 2011.

The meeting was adjourned at 3:05 p.m.

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