1. The meeting was called to order at 1 p.m. VP Bob Sprague announced that Matt Robertson, Chair of Math, served on the selection committee to select two tenure-track math instructors. Matt reported that the committee worked hard this summer and is pleased with the outcomes of the hiring committee.

2. Senate Bill 1456
Adrienne Foster reported on Senate Bill 1456. This bill will remodify the matriculation process including orientation, counseling, advisement, and student educational plans. West needs to be looking at the issue of discipline faculty advising. In order to receive priority in registration students have to have a student educational plan. West needs faculty input and Adrienne is hoping to have Student Services lead a discussion to arrive at a plan that the Senate will adopt and document. Olga Shewfelt and Adrienne Foster will be hosting a joint meeting of Senate and the AFT Guild regarding SB 1456. Phyllis Braxton reported that the college should provide input on anything they do with these activities. This is a program that orients students to the college and encourages us to be
creative and think outside of the box. There are a lot of data elements involved in tracking students.

Ways to get faculty involved:
- Olga Shewfelt and Adrienne Foster will be hosting a joint meeting of Senate and the AFT Faculty Guild regarding SB 1456.
- FLEX Day is August 22nd – Adrienne Foster announced that videos and links are being sent to faculty to review before Flex Day. There will be workshops for faculty to attend and all fulltime faculty need to attend.
- Adjunct Faculty Orientation will be held Wednesday, August 21, from 5-7 pm in GC 160.
- Fall Kick-Off, Friday, August 23 – 8:30 am-2 pm- GC courtyard
- Olga Shewfelt informed the chairs that submitting syllabi is a contractual obligation and an LACCD Board Rule. Faculty must send their syllabus the first week of the semester.
- Three staff from West will attend a conference in September re: SB 1456 for student success which involves reform for education at the community college level.
- Buck Stapleton shared an adjunct faculty checklist with the chairs he obtained from a meeting at another college. He stated this checklist is an excellent source when working with adjunct faculty and can be attached to faculty performance evaluations.
- Olga Shewfelt reminded the chairs that submitting syllabi is a contractual obligation and a Board Rule. Faculty has to send their syllabus during the first week of the semester.

3. Security on campus
- Buck Stapleton reported that security cameras have been installed at LA Trade Tech and this measure has reduced thefts on their campus. Divisional Council will recommend placing more security cameras on campus this to Facilities Committee.
- Mary-Jo Apigo reported that there are now cameras outside of the freight elevator in the HLRC. High security has been installed for rooms with high value items.
- Campus Sheriff’s Office will share safety measures at the Kick-Off on Friday, August 23, 2013, GC courtyard, from 8:30 am- 2 pm.
- Improved lighting on campus – at P.E. complex and A9.
- Lighting for new parking area near A4 bungalow near mailboxes and reprographics – get feedback from faculty.
- There was a request from faculty to open one of the back doors in Academic Affairs.
- Recommendations can go to Work Environment Committee (WEC), then to Facilities, then to College Council for recommendation. Divisional Council will ask Ken Takeda to take recommendations to WEC.
- Olga Shewfelt announced that Jack Ruebensaal is West’s new AFT grievance representative so a new person for WEC Chair will be announced shortly.
- Anna Chiang requested portable racks for servers in CE 105B.
4. Enrollment Management - Rebecca Tillberg handed out a summary of section and paid class count comparisons with a percentage change for fall 2012-2013. For spring 2014, need maybe 713 FTES. West is faced with the question of how to get a number of sections to generate FTES we need. West is doing well. Bob said we need to step up marketing, recruitment, and outreach for high school students.

- Services and orientations, field trips to West – outreach to CSU’s, Cal State Dominguez Hills, Northridge, and Cal State LA.
- Outreach to CSU as well as high schools.
- Marketing and recruitment – Michelle Long-Coffee’s plan can be vetted at Student Services Council and Divisional Council.
- West needs to grow 4% but the average class size is dropping.
- Manage growth effectively – do not add sections after fall has started
- Spring 2014 – will be adding some sections.
- Plan better for summer 2014 – slightly smaller than last summer.
- Courses for students for transfer – CTE as well.
- Buck Stapleton reported room conflicts which started this summer – he is moving BHSS out of GC building into the CE building and planning for fall 2013 – high impact hours in the morning M-Th. Evening is open.
- Mandate to grow – increasing offerings at Southwest, El Camino, SMC, Trade Tech, PCC.
- Rebecca is working on Ed Master plan and has selected a Co-Chair for the Educational Master Plan. She is looking for a consultant on the Educational Master Plan which will go through a formal RFP process. She will have three proposals tomorrow which evaluate the current educational master plan. The current educational master plan expires in 2014.
- Student Success data – displays which divisions have high successful completion rates. Successful course completion rate for every division by four ethnic groups, then within a division, then computed the gap by taking rate of most successful group and subtracting least successful group.
- Curriculum – asking for chairs’ comments. Course outlines must be updated.
- Discussion of ECD’s with chair and deans – is there a better process? Maybe by paper. Curriculum has been stuck going back and forth between chairs and deans’ electronic boxes. Hard copies could be walked over to Academic Affairs for approval. The signature approval process needs to be streamlined. Eliminate some of the signatures.

5. Update on reorganization of Library and Learning Skills – there is a state of intent to reorganize. There is no decision to reorganize and no implementation to reorganize. As of today there is one division. Judy Chow reports to Kathy Walton – one division – ongoing. Kathy Walton supports them. Nabil intends to reorganize it. Nabil will be meeting with Bob Sprague and Phyllis Braxton. There was input from both VP’s.

6. Development
Mark Pracher, Dean of Sponsored Programs and Development, passed around an updated chart of proposals which will be divided into two major parts. Mark gave a summary of his projects:

- Dept. of Labor - Computer Science
- Scholarship program for Science students (STEM)
- Alvin Ailey Dance Company – West worked with dance students’ spring 2013 and held a very successful workshop.
- West is establishing a relationship with the Getty Museum
- Mark is in the Old Science building in SC-108 office. If you have any suggestions, please drop by and visit him.

7. Mary-Jo Apigo and Todd Matosic

- SLOs - 16 courses from spring 2013 need SLOs to be developed.
- Alice Taylor is developing a hybrid professional course – it will be advertised through the Tech Fair. This course focuses on using rubrics for the fall 2013 semester.
- Shared calendar, workshops during Flex Week – two on Monday, August 19, 2013.
- Timeline of assessment
- Critical – syllabi have been put into a review process. Syllabi have been tracked coming to Academic Affairs. Faculty have reported they have sent electronic or hard copies to their chairs and to their deans in Academic Affairs. Some faculty were upset at having to send their syllabi two times.
- Streamline the collection of syllabi
- Mary-Jo Apigo will be implementing a new system of collecting syllabi for fall 2013 from instructors by creating email addresses for each division chair for their instructors to send their syllabi electronically.