Record of Meeting
Tuesday, May 6, 2014
12:30 pm – Lunch
1 pm – Winlock

Present:
1. Carmen Dones, Allied Health
2. Aracely Aguiar, Applied Technology
3. Buck Stapleton, Behavioral & Social Sciences
4. Gerald Ludwig, Business
5. Anna Chiang, Computer Science & Applications
6. Casey Hunter for Sherron Rouzan, Counseling
7. Michael Arata, Humanities & Fine Arts
8. Fran Leonard, Language Arts
9. Tim Russell, Learning Skills
10. Judy Chow, Library & Learning Resources

Absent:
1. Matt Robertson, Math
2. Jane Witucki, Dance, Health & Physical

Guests:
3. Karen Burzynski
4. Luis Cordova
5. Sarah Doerrer
6. Eric Ichon
7. Kimberly Manner
8. Manish Patel

Others: Aracely Aguiar, Mary-Jo Apigo, Adrienne Foster, Walter Jones, Olga Shewfelt, Bob Sprague, Rebecca Tillberg, Kathy Walton

1. Call to Order. VP Sprague called the meeting to order at 1 pm.

2. Announcements. Adrienne Foster announced an ongoing Senate election this month. Rebecca Tillberg introduced and welcomed Sarah Doerrer, the new assistant research analyst in Academic Affairs. Sarah is located across from Aygeman Boateng’s workstation in Academic Affairs and is completing her doctorate at Loyola Marymount.

3. Training on Load Sheets and Other Chair Responsibilities
Karen Burzynski reported on the galleys for winter 2015 and spring 2015. Please redline your galleys and bring them to your meetings with your deans along with your priority and seniority lists. Please bring your work blocks and FTEF blocks if you are a new chair. A future Divisional Council meeting could be devoted to training on work blocks.

Timelines and Tasks. Karen releases this schedule every Monday to all chairs and Academic Affairs staff. This provides a timeline of when evaluations are due, schedule prep deadlines, galley prep deadlines, etc. Supervision pay is coming up.

VP Sprague reminded chairs to identify people who will be conducting evaluations and how you assigned evaluations before the fall starts so Academic Affairs will know who is doing evaluations for supervision.

Alice Taylor gave an update on the upcoming accreditation report that is coming up and passed out the timeline. Mid-term report – spring 2015 visit. Full self-study evaluation is due spring 2016. The final draft will be available for faculty to read on Flex Day. Encourage your faculty to read the reports so they have a voice and assign.
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Mission  West Los Angeles College provides a transformative educational experience.

Educational Master Plan Update
R. Tillberg shared draft documents regarding the Educational Master Plan (EMP). Master plan has strategic directions - goals & objectives – still evaluating them. R. Tillberg will be sending out a survey monkey about the EMP. The workgroup is planning on having a one page description of every program. Target date is September or October for completion of the EMP.

Program Review and FPIP - Policy Process
Prioritized List of Resource Requests – for fiscal year 2014-2015. The VP’s have already started on this list and have already made two cuts. Program Review process for next year - considering folding FPIP into program review software – policy allows for multiple people to submit FPIP requests. Another approach to accommodate others is having the FPIP application form itself in the IES software.

VP Sprague requested the chairs to have conversations with their divisions to address how we get applications into the college. Publicize validation process and timeline so a person has another place to appeal to get into program review so faculty will have a voice in this submission. Division members should be aware of what’s being submitted as a program review. Each individual faculty member has the right to see this process.

SLO Update
Mary-Jo Apigo and Luis Cordova reported heavy faculty participation activity on SLOs. An SLO symposium event will be held at West next Friday, May 16, 2014. The ELAC team is coming to West. This will be the first annual symposium to get district perspective and state perspective.

SLO Assessments – fall 2012-2013
West is at 85% completion now and anticipates closer to 95% by the end of the semester. Mary-Jo and Luis will be working with Gerry Ludwig and his faculty next week. Alice has completed phase 2 for foreign languages.

Assessment Calendar for 2014 - close to completing most of calendars
Mary-Jo and Luis have met with 90% of the chairs. About 7 or 8 disciplines have completed their calendars. The calendar is the source and goal is to finalize calendars and generate a new assessment list. Each division has their own calendar – go to calendar (source) to determine what needs to be assessed. Work with faculty to start preparing them to prepare assessments – online.

Program Learning Outcomes (PLO’s) – the goal is to incorporate all program learning outcomes in the college catalog.

Timeline – Ara Aguiar needs revisions by early June – yes, no, changes, or revisions. Send to Mary-Jo so she can work with Ara to ensure they are posted in the college catalog.

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Divisional Council Committee

May 15, 2014 and will be a day and a half. The final judging of posters will be held in the Fine Arts Theater.

FELI will be held in August 2014 and an informational session for faculty will be held next Tuesday, May 13, 2014, in Winlock at 3:30 pm.

Catalog and Curriculum – Aracely Aguiar distributed an ADT report – Transfer Model Curriculum (TMC) – all of the ADT's have been approved through Curriculum Committee and Senate – associate degrees for transfer – transfer model curriculum. West is in compliance of getting them approved thru Senate.

Need course updates. Some courses are approved locally and some need to be updated. Reconciling courses in ECD system on what is currently being offered and being assessed, and what needs to be updated. 626 courses offered at West – 609 have course outlines of record. About 70 – 100 courses have been going through the system every month. Some courses that are offered are missing course outlines altogether. Of 626 courses, 98 need to be updated or missing Course Outline of Record (COR).

Pre-requisites – Academic Affairs took on the task of entering pre-requisites into the system and Ashanti Lyles is assisting in this process. Student Services has hired someone to help in this process.

Certificates and Degrees – PeopleSoft is in the process of entering all certificates and degrees into system by July 2014 – every course description for Math 123 taught on all LACCD campuses has to be identical and up on PeopleSoft.

7. Global Conference Report and New Developments - Mark Pracher reported on the All Things Global conference held last Friday, May 2, 2014. The major theme of this conference centered on globalizing the curriculum at West. Morning and afternoon workshops were conducted on issues and ideas from around the world.

The meeting was adjourned at 2:56 p.m.