Record of Meeting  
Tuesday, January 8, 2013  
12:30 pm - Winlock Lounge  

Attending: Alma Narez Acosta for Sherron Rouzan, Aracely Aguiar, Abraha Bahta, Anna Chiang, Judy Chow, Carmen Dones, Lartee Harris, Fran Leonard, Buck Stapleton, Joyce Sweeney for Michael Arata, Jane Witucki  

Others: Mary-Jo Apigo, Karen Burzynski, Adrienne Foster, Judith-Ann Friedman, Tamara Jones-Jamison (Counseling), Todd Matosic, Bob Sprague, Rebecca Tillberg, Kathy Walton  

1. Roundtable  
Vice President Bob Sprague called the meeting to order at 1 pm.  
Buck Stapleton shared the success of the Police Orientation and Preparation Program for students. There could be federal funding for this program if West partners with Cal State Dominguez Hills for student internships.  

The Vice President discussed items for Office of Instruction at the bottom of the agenda.  

2. Office of Instruction  
There has been an increase in reassigned time for chairmanship which changes their assignments.  
- Load sheets – division chairs complete them and deliver to their deans when filling out galleys. Chairs should develop assignments with each instructor in your division.  
- Chair recommends to the deans and deans approve the assignments  
The VP reminded the chairs to please work with their deans on instructor's load sheets. Every faculty member should sign their load sheets as an agreement which is a contract agreement.  
- The VP would like to see a load sheet for every instructor which also includes office hours and their schedule for their students  
- Instructors are to document in the load sheet what committees they will participate in each semester.  
- If there is not enough in load sheet or too much of an assignment and the college owes you time, please annotate on load sheet to balance the load sheet.  
- Within the next few weeks the Office of Instruction will have a draft letter that will go out to all faculty for spring semester.  
- Notices to faculty regarding the collecting of syllabi cost the college about $16,000 which included the cost of paying a student.
worker to help compose letters and preparing faculty mailings to their homes and campus three times. Academic Affairs will fold the syllabi process into faculty evaluations how it connects to SLOs. There will be ongoing workshops for faculty and reports of what’s going them and how we can make improvements on them.

A document was distributed to division chairs. This is an assessment of long term space needs for classrooms. The SEIR extends to the year 2022. West needs far more computer rooms than what is showing based on what we have now and expected growth based on utilizing the standard from the Board of Governors. The Board of Governors requires the college to schedule the rooms 70 hrs./wk with 60% of seats filled during those hours. There was discussion of the over commitment of $125 million moratorium. Facilities committed itself to building the TLC which is a seven story building and is still in consideration. Computer Science and Business were planning to move into the TLC. West is way overbuilt based on the findings from the facilities space assessment report. The TLC has been approved and the dance studio and athletic facilities have been committed. The VP would like more division chairs to attend Facilities Committee meetings. There are ways to get involved through the Senate and Facilities Committee. Fran Leonard stated that divisions need to look at critical areas we might have overlooked. The PIE Committee meets tomorrow and will be looking at the principles for prioritization since 2009. The Task and Timelines generated by Academic Affairs was distributed to division chairs.

4. Rebecca Tillberg – Enrollment Management for spring 2013
A Report was distributed to chairs of summary enrollment, section and paid class count comparison. West’s enrollment is down 12% - section counts are down 7% as planned. Headcount is down 9% and the FTES target was reduced which had to be reduced in order for the 7% section cut. Academic Affairs is closing the gap by adding more sections. All colleges are getting more apportionment as the result of Prop. 30 passing which is why West is adding a summer session. Academic Affairs is looking at online / hybrid classes and on campus and tracking that factor. There are 27 additional sections for spring 2013. Chairs should have received this list from their deans to provide input. The emphasis is on program courses required for certificates and degrees and covers everybody vocational & degree bound.
Program Review Validation Status – Rebecca passed out a validation status report of fall 2012 program reviews showing what was rejected and reopened to division chairs.

Rebecca is working on a survey about program review to get whatever comments and feedback division chairs have. The VP requested the division chairs to email Rebecca if they see a problem with their program review.

The Vice President discussed the drop in enrollment. The average class size is going down. Buck Stapleton reported that the Police Orientation and Preparation Program (POPP) online retention rate has dropped sharply with a decline in Administration of Justice classes. The on campus rate remained at 55 the entire fall semester. He has decided to combine hybrid classes with evening classes to offer as a shortened program.

Adding and dropping students – dropping students who didn’t attend their first day of class and adding students who need to add was the real intention. However, some students on financial aid will drop a class first week of class to maintain their financial aid. VP Sprague will check with Michael Goltermann about the true intention of adding and dropping students first day of class. The VP will revisit the AFT contract. Fran Leonard suggested that a report could be done on how well do hybrid classes fare vs. online classes.

For future discussions at Divisional Council:

- Resource Requests from Program Review - look at how resource requests might be related to increasing student success and what constitutes a good program review.
- Continuous reporting out of program review by using IES data system.

5. Mary-Jo Apigo – SLO Assessment and Review
Mary-Jo Apigo reported that three SLO Leaders have been appointed. They are Grace Chee, Jan Vanderpool and Joy Ogami-Avila.

- 85% of courses have been completed for SLO development.
- 65 courses need to have SLOs developed.
- Faculty should ask their division chair for the electronic version of SLO Assessment Tool to complete and return to them. Faculty should ask which course SLO they are being asked to assess.
- Workshops will be held in January and throughout spring semester for those who can attend.