Record of Meeting
Tuesday, June 4, 2013
1 pm – Winlock Lounge

Attending: Michael Arata, Abraha Bahta, Marcus Butler, Judy Chow, Lartee Harris, Fran Leonard, Matt Robertson, Buck Stapleton

Also attending: Mary-Jo Apigo, Karen Burzynski, Judith-Ann Friedman, Todd Matosic, Bob Sprague, Rebecca Tillberg, Kathy Walton

1. Call to Order: The meeting was called to order at 1 pm by Bob Sprague.

2. Spring 2014 Schedule
Karen Burzynski distributed the spring 2014 schedule production timeline and shared deadlines for submitting galleys to deans. Suggestions were taken from the Chairs to put the FLEX schedule in the Timelines and Tasks weekly emails sent by Academic Affairs so faculty will know how to submit hours for FLEX activities.

3. Announcements

Bob Sprague announced that Celena Alcala, Associate Dean of Student Services, will be the Acting Dean of General Education and Transfer Studies temporarily while the college searches for a new Dean. She will start next Monday, June 10. Aracely Aguiar will be taking over the curriculum area from Dean Kathy Walton. The CTE Collaborative will be taking over by Mark Pracher, Dean of Development. Kathy Walton will work with the Library for the new Librarian position. The Deans and Chairs were reminded to look at dates of the pool searches and interview questions. The closing date to apply is six weeks from the posting date. Academic Affairs will be monitoring the posting dates.

Bob Sprague reminded the chairs to start planning on what you want to do next summer 2014. The schedule production for summer and fall 2014 will start in August 2013. First draft galleys schedule will go out mid-September 2013. Summer assignments 2013 need to be finalized. The college is increasing sections again for summer including sister colleges and Santa Monica College against charging for summer schedule and stopping the printing of the summer schedule.

4. Enrollment Management – Rebecca Tillberg
Summer 2013 - West is 93% full and 96% District-wide. We have a tiny bit of room to grow and can report some FTES in the current fiscal year and report some in the next fiscal year.
Fall 2013 – FTES – there is potential funding for 2013-14 which shows funded growth of 2%. The current funding level might shift as there is a lot of adjusting of the summer FTES figures. There is still outstanding positive attendance

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sections that have to be reported. Bob Sprague would like to see what chairs are adding to see what our income is for West for fall 2013. Road maps – work within a road map and avoid stand-alone classes that don’t contribute to a degree or certificate.

5. **Transfer Model Courses (TMC)**
   Donna Olvera would like to have a workshop in the next couple of weeks on transfer model courses as eight need to be completed. The deadline is the end of June 2013 eight courses need to be completed.

6. **SLOs – Todd Matosic reported to the chairs that Institutional Learning Outcomes (ILOs) were aligned with SLOs. This was accomplished with frequent workshops that were held with chairs as well as divisions. The workshops were twofold-one for mapping and one for calendars. Professor Joyce Sweeney of HFA put together a calendar for all the HFA division.**

   June 24, 2013 – a workshop is scheduled for assessment as well as mapping exercises to assess general education outcomes and ILOs.

   Spring 2013 – 130 courses are up for assessment and need to be assessed by June 30, 2013. A list was passed out to chairs. Deadline is July 29, 2013 for turning in assessments for fall 2012 and spring 2013. There was discussion of the handout of course SLOs that were assessed for fall 2012.
   - 218 course SLOs were assessed. 54% of courses were assessed.
   - Try to get students to know what a course SLO is so they can demonstrate knowledge of SLOs
   - Mary Jo Apigo is campaigning for student awareness in the classroom

   These questions from the chairs could be put into the syllabus template so the questions will show up in the template. It is important to come up with a way to demonstrate how students are engaging with SLOs in the classroom to help with student success.

7. **SB 1456 – this Senate bill requires all new students to have an assessment, orientation, and SEP plan for fall 2014. This is California’s idea of student success in community colleges. Discipline advisors or faculty advisors will be the new term for division chairs.**

8. **Adult Education Program - The Governor wants to move the entire adult education program from school districts to the community colleges – from LAUSD to all community colleges – all nine colleges under LACCD need to come up with a different vision. LAUSD has a huge investment in adult education programs. A huge planning effort is going through constituencies and shared governance, unions.**

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Divisional Council Meetings 2012-2013 – Winlock Lounge
First Tuesday of each month from 12:30 pm to 3 pm

Bob Sprague reported that the President will visit the Commission next Thursday, June 13 to speak to them and will have only five minutes (timed) to speak to them on how all the recommendations for West have been completed.

Everyone was reminded to attend today’s Graduation ceremony and for faculty to be involved in recognizing their students.

For next month’s agenda, July 2, 2013:
Dialogue with division chairs to discuss release time for increased workload

The meeting was adjourned at 2:40 pm.