Record of Meeting
November 5, 2012
1 pm – Winlock Lounge

Attending:

<table>
<thead>
<tr>
<th>Member</th>
<th>Division</th>
<th>Attending</th>
</tr>
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<tbody>
<tr>
<td>Carmen Dones</td>
<td>Allied Health</td>
<td>Yes</td>
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<tr>
<td>Aracely Aguiar</td>
<td>Applied Technology</td>
<td>Yes</td>
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<tr>
<td>Buck Stapleton</td>
<td>Behavioral &amp; Social Sciences</td>
<td>Yes</td>
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<td>Lartee Harris</td>
<td>Business</td>
<td>Yes</td>
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<td>Anna Chiang</td>
<td>Computer Science &amp; Applications</td>
<td>Yes</td>
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<td>Sherron Rouzan</td>
<td>Counseling</td>
<td>Yes</td>
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<tr>
<td>Jane Witucki</td>
<td>Dance, Health, &amp; Physical Education</td>
<td>Yes</td>
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<tr>
<td>Michael Arata</td>
<td>Humanities &amp; Fine Arts</td>
<td>No</td>
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<tr>
<td>Fran Leonard</td>
<td>Language Arts</td>
<td>Yes</td>
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<tr>
<td>Matt Robertson</td>
<td>Mathematics</td>
<td>Yes</td>
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<tr>
<td>Abraha Bahta</td>
<td>Science</td>
<td>Yes</td>
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Others: Aracely Aguiar, Celena Alcala, Mary-Jo Apigo, Bob Sprague, Rebecca Tillberg, Kathy Walton

Guests: Nabil Abu-Ghazaleh, Adrienne Foster

1. Remarks from the President – Construction Master Plan Update
President Abu-Ghazaleh reported on the presentation to the Board of Trustees on October 23, 2013 with Peter Mitsakos and Steve Sharr. There will be another Board meeting on Wednesday, November 20, at the District Office.

Fran Leonard announced to the Chairs the upcoming Leadership Retreat of Friday, November 15, 2013 which will be held in the GC building. A guest speaker will share findings from research that was conducted on what helped students be successful. A student panel will also make their presentation.

Student Outcomes – the President reminded the Chairs about the progress on SLOs and that the future responses from the Accrediting Commission are important. It is a continuous process of what the college does with SLOs after assessments have been completed. The President stated that conversations should be started now of how we are developing and growing as a community of educators. Discussions can revolve around
Face relations, shared experiences, and how we can get to know ourselves better.

2. **Office Hours** - Olga Shewfelt reported that the new probationary faculty hired for fall came to her with questions about office hours. New probationary faculty cannot do other work during their posted office hours. The contract states that fulltime faculty (on page 25 of AFT Agreement) shall maintain a posted schedule of office hours per week. Fulltime faculty are assigned five additional hours per week to participate in college activities.

3. **Course Outline Updates** – Jane Witucki reported on the status of course outlines of record. Jane instructed the Chairs to please discard the COR updates or edits that were started more than a year ago but still have not been completed. The COR updates use the signature approval path that is in place at the time they are started. Updates that were begun more than a year ago will still go to Todd Matosic, Kristina Thomas, Area Dean and Department Chairs that are no longer here for approval. That’s how some updates wind up sitting in an ECD inbox for long periods of time. Manual or paper course outlines are **no longer accepted**- only electronic submission.

4. **Safety Issues on Campus** – the following security and safety issues were noted by the Chairs:
   - How to dismiss a class
   - Adequacy of lighting
   - How do you lock the door from a potential threat when you want to barricade it – diffuse in a synthesized way
   - Techniques about diffusing classroom communications
   - Digital ways of communicating
   - Moving chemicals safely from the fourth floor to the third floor
   - More lighting in dark areas on campus
   - What is reasonable time for a faculty member to remain on campus
   - How long to keep the lights on
   - How do you get to your car safely

5. **SLO update** – Mary‐Jo distributed packets with the new assessment cycle for each Chair. The assessment cycle is now electronic and is posted on the website – opens up in Adobe. There are four phases of the assessment calendar. Mary‐Jo reminded the Chairs to make sure that all courses you offer are on the calendar. All sections of a course should be assessed. There was discussion of the SLO assessment cycle.

6. **Syllabi** - VP Sprague asked the Chairs to have their faculty turn in their syllabi if they haven’t already. Sherron Rouzan of Counseling reported that
all of her staff has turned in their syllabi. Instructors should send their syllabi to the Chairs’ email address from fall 2013 that Mary-Jo created for each Chair.

7. **Program Review Validation Process** - Rebecca Tillberg presented an update on the program review validation process. Validators need to get out as soon as possible before December 1.

*Educational Master Plan Update* – Rebecca reported that the workgroup has been working with a very aggressive timeframe. The goal is to finish the new educational master plan by mid-May of 2014. The group has been doing their homework every two weeks looking at major college plans and processes and looking at data that is broken up into parts. Subgroups report back to the work group with highlights of what we need to include in our educational master plan. VP Sprague would like to invite the Chairs to these workgroup meetings. This can be an agenda item for division meetings. Early February – looking at strategic directions and late February strategic goals. March – look at objectives.

*Fall 2013 enrollment* – official headcount is 10,284 FTES, 3.3% headcount higher than last fall 2012. Percentage of sections increased – number of sections needed to grow is greater than what we would open for in an average class size. For year 2014-15, projection is that we could get some funded growth money. West’s average class size for winter 2014 is the lowest in District. The cap for English classes is 40. Census day is Monday of the third week for the 16-week regular semesters. The college will use this year’s money to fund the summer for next year (2014). FTES we garner will be next year’s FTES.

*Monthly Division meetings* – VP reported that Judith Fierro will be posting minutes and agendas on website – monthly basis. For exclusion rosters that are missing, VP will send to that person who has not submitted and copy dean and chair.

8. **Accreditation Update** - Alice Taylor reported on the self-study for spring 2015. The Commission will want the entire district to do a self-evaluation in spring of 2016. The Self-Study is due spring of 2015. Self-evaluation is due spring of 2016. West managed to meet the ACCJC recommendation of assessing all our courses. Ideally every section should be assessed. The goal is to end up doing slo assessment on an ongoing basis in every course and assess every semester. Mary-Jo Apigo reminded the Chairs that slo are connected to course outlines of records and that faculty that do their assessments later in the semester are problematic.
9. *Summer 2014* – Karen Burzynski reported that Academic Affairs hasn’t decided on dates for the summer session. Handouts of summer 2014 time block grids were distributed.
   - July 1 is a Tuesday – have to decide if start on July 1 or June.
   - Four and five day week – slightly smaller summer – day & evening, online and on campus classes.
   - Majority of classes are after July 1st so we can count it next year as planned- some 8 week and 6 week – 15% less than last year – one block of time only.
   - One six week and one eight week starting right after finals in spring 2014.
   - Priority for enrollment for summer 2014 – early April.

10. *Faculty Evaluations* – Dean Aracely Aguiar announced that if you identify a needs for improvement, please attach a memo stating what your ideas are identified for action plans. Note what syllabi have been missing and dates when you have visited the instructor’s classroom. Please document on your evaluation and personal calendar the dates of your evaluations.

11. *Announcements*
   Mary-Jo Apigo reminded the Chairs to please encourage their faculty to attend West Academy sessions. There is one more event in November. Olga Shewfelt announced the AFT is organizing a district wide event for adjunct faculty on how to get a fulltime job in our District on Saturday, November 16 from 10 am – 12 noon at West. Aracely Aguiar, Carlos Covarrubias from District Human Resources, and Jack Ruebensaal will present.

The meeting was adjourned at 3 pm.