Record of Meeting
September 3, 2013
12:30 pm – Lunch
1 pm – Meeting
Winlock Lounge

<table>
<thead>
<tr>
<th>Member</th>
<th>Division</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Arata</td>
<td>Humanities/Fine Arts</td>
<td>x</td>
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<tr>
<td>Abbrah Bahta</td>
<td>Science</td>
<td>x</td>
</tr>
<tr>
<td>Anna Chiang</td>
<td>Computer Science &amp; Applications</td>
<td>x</td>
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<tr>
<td>Judy Chow</td>
<td>Library</td>
<td>x</td>
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<tr>
<td>Carmen Dones</td>
<td>Allied Health</td>
<td>x</td>
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<tr>
<td>Lartee Harris</td>
<td>Business</td>
<td>x</td>
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<tr>
<td>Fran Leonard</td>
<td>Language Arts</td>
<td>x</td>
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<tr>
<td>Matt Robertson</td>
<td>Mathematics</td>
<td>x</td>
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<tr>
<td>Sherron Rouzan</td>
<td>Counseling &amp; Personal Development</td>
<td>x</td>
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<tr>
<td>Buck Stapleton</td>
<td>Behavioral Sciences</td>
<td>x</td>
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<tr>
<td>Jane Witucki</td>
<td>Dance, Health, &amp; Physical Education</td>
<td>x</td>
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Others: Aracely Aguiar, Celena Alcala, Mary-Jo Apigo, Todd Matosic, Bob Sprague, Rebecca Tillberg, Kathy Walton

Guests: Nabil Abu-Ghazaleh, Patty Banday, Shalamon Duke, Adrienne Foster, Olga Shewfelt

1. The meeting was called to order at 1 pm.

   VP Bob Sprague welcomed back President Nabil Abu-Ghazaleh to Divisional Council. The President attended a District-wide Foundation meeting last week. This meeting’s purpose is to reach out to the community and enhance what our Foundation does. The college will work with the new Foundation President Jason Coleman. They will be pushing some major initiatives and working with former alumni to create development activities.

   VP Sprague reported that Flex Day last Thursday, August 22, 2013, went well and congratulated everyone on a successful day. The new faculty were introduced and welcomed by both VP Sprague and VP Phyllis Braxton that day.

   VP Sprague stated there was considerable positive influence from the chairs’ in the quality of candidates that were selected. There was a close connection, mentoring and sponsorship of faculty and congratulations was given to everyone who had a part in this.

2. Items from the Floor

   1. Pre-requisites – Anna Chiang, Chair of Computer Science & Applications, reported that enforcing pre-requisites worked well the past two semesters.
2. ECD system – Anna Chiang is continuing to update courses.
3. New parking lot next to Reprographics – VP Sprague encouraged all the chairs to use this parking lot.
4. Raymond McDaniel, the new ASO President, was welcomed to Divisional Council.

3. Enrollment Management - Rebecca Tillberg reported that enrollment is up 6% and paid classes are up 12%. West is up more than the District average. Headcount comparison - average student load is increasing and is a good thing for West.

Winter 2014 – a table of FTES projections was distributed to chairs. Total all credit FTES is 6,823 -went over FTES counts for summer 1 and summer 2. Summer 1 was 546 FTES for credit for 2012-13. West may get State funded growth and District funded growth. Winter session will be only five weeks.

Student completion – essential courses in winter – CTE – designed for students to complete – for transfer and degrees. There was discussion of courses important to hold in winter. Sherron Rouzan of Counseling developed a list of classes for students which includes Political Science, Health, History, and Business. Sherron will forward the list to Academic Affairs. VP Sprague suggested to look at courses where the demand has been the greatest in the past.

4. Michelle Long-Coffee of Public Relations Specialist, shared her plans for marketing and recruiting for the winter session:

- Inviting community here – improved relations with Culver City
- Reaching out – shared - Star Education – Star Eco Station
- Lots of outreach throughout LAUSD – West is bringing several thousand middle school students to campus on October 19th
- Culver City Board of Education forum to West
- Earth Fest – Saturday, September 28th
- Press releases – go out -paid advertising
- Three large billboards are up now at La Cienega and Rodeo – pointing to West and Crenshaw and Rodeo – also Centinela and Venice.
- Cable, MTV, don’t do print anymore
- Will do direct mailing to build awareness
- West Express is reaching out to students – Upward Bound is on at least three campuses
- Olga Shewfelt suggested radio and billboard ads
- Sherron will arrange for Casey from Counseling to send the list of classes she developed. VP will send to all chairs in next few weeks.

5. Karen Burzynski – Academic Scheduling Specialist – timing of winter 2014 session. Offer letters should go out first week of October 2013. Priority enrollment starts third week of October. Grid for winter 2014 is 5 weeks – dates are listed at top – January 6- February 9 with a four-day week schedule and five day/week schedule. Start times were discussed using three standard hours and a four day schedule with no evenings.
TBA – online classes
- Majority of classes should start at 8 am, 10:45 am, 1 pm, or 6:45 pm.
- There is a gap for 6:45 pm class – class before that ends at 4:05 pm - 5:35 pm would probably work.
- Mon-Fri you have more passing time between start times.
- Will offer math classes in the five week Winter session.

Priority Lists - Article 15 of Contract– there are 3 lists
1. One list - to consolidate for adjunct faculty
2. Two lists – one for winter & one for summer

Olga Shewfelt asked what is the process to arrive at for online and on campus classes? A policy needs to be established for determining if a class will be online or on ground. How does the winter session contribute to student success?
Fran Leonard asked how are hybrid classes funded? Do they get funded the same rate as on campus classes?

6. Program Review – Rebecca Tillberg announced a new program that’s coming up. The new Program Review website is up – go to faculty & staff – click on 2013-14 – same layout as before. Carmen Dones, Jane Witucki, Holly Bailey-Hoffman, and Rebecca spoke about program review together. There was discussion of the validation process. There is a computation of the gap. Program review will focus on goal data and curriculum. The chairs looked at reports for each division – course outline of records are being reviewed and are not being audited this year but will be reviewed next year. A list of courses was shared with no course outline on file being offered next spring. Jane Witucki informed the chairs that all courses need to be updated or archived. This report is based on department codes in the ECD and DEC systems. Carmen Dones shared a form which is a list of managers who are able to go into the IES Program Review to update the data. Chairs will be the Program Review manager unless otherwise noted. Only the manager can submit the report after everyone has entered their typing.

Mary-Jo Apigo asked if people will be able to see their responses from the last time. Yes, they will be able to see their responses from last time.
- Rebecca will conduct training from 10 am- 12 noon Friday mornings in HLRC-218 She will start this Friday, September 6 and has reserved HLRC-218 for every Friday thru October. Friday dates are advertised in the Tech Fair schedule.
- Topics will be new reports, how to look at reports, goal setting and curriculum
- Some of program review data will go into the Educational Master Plan
- Upgraded District Portal – (that has all your personal data) go to My Portal – log-in- user name is email user name & special password for Portal. Call IT and ask them to reset your password and try and get in before this Friday.

7. Shalamon Duke – SB 1456 website
Shalamon Duke presented SB 1456 website that is a mandate that every college in the state has to follow regarding Student Services and Support Program.
How we get students in the most efficient manner – matriculation. This effort started in January 2013. There are new mandates and the advisory committee is being expanded to include all Student Service departments. Matriculation hosted student workshops in January 2013 and SARS calls went out to students. Students on probation were targeted. Letters to students were sent via email informing them of a workshop schedule. Bulletins were sent to faculty apprising them of what was taking place in Student Services. A pilot program was begun in April 2013 to give students an orientation and an SEP completed.

8. Update on SLOs – Todd Matosic and Mary-Jo Apigo

Packets were distributed to each chair and were reviewed. On left-hand column of the SLO Bulletin there are questions re: syllabi. Faculty need to have course SLOs listed in their syllabus. SLOs should be on all division meeting agendas for discussion and division chairs should bring their documents to share. Dance, Health and P.E. and Language Arts have completed their course assessments. Mary-Jo reported that 52% have been assessed from spring 2013 and fall 2012.

There are still 16 courses from spring 2013 that do not have course SLOs developed. VP Sprague asked Todd to schedule meetings with chairs in September with those who need to finish last year’s work and to identify who is going to work with the faculty.

The meeting adjourned at 3 pm.