Record of Meeting
July 2, 2013
12:30 pm Lunch
1:00 pm – Meeting
Winlock Lounge

Attending: Michael Arata, Carmen Dones, Lartee Harris, Fran Leonard, Matt Robertson, Jane Witucki

Others: Celena Alcala, Ara Aguiar, Mary-Jo Apigo, Bob Sprague, Rebecca Tillberg

Guest: Marcella Hernandez (Counseling)

VP Bob Sprague welcomed all the division chairs and called the meeting to order at 1 pm.

1. Items from the Floor – The VP asked if there were any items from the floor from the Chairs they would like to discuss.

   Matt Robertson, Chair of Math, stated that some of his faculty have volunteered to serve on the hiring committees this summer but will not be able to attend the preliminary preparatory meetings. It was confirmed that faculty have to attend preliminary meetings in order to serve on the interview panels. The preliminary meeting will consist of Evidence of Effort (EEO) training with the District and Hansel Tsai. They will also review criteria for minimum qualifications and desirable qualifications. Academic Affairs will obtain confirmation of who will serve as Academic Senate reps. Michael Arata, Chair of Humanities & Fine Arts, voiced his concern about his budget for the department and the fact that he is not getting enough funding for things that need to be done. His request for new computers that was recorded in his comprehensive program review was not in the prioritized list that the President reviews. There will be a meeting next Monday, July 8 from 1-3 pm where the President will review the list of prioritized needs from all departments.

2. Enrollment Management and Program Review
Rebecca Tillberg handed out an FTES worksheet for 2012-13–budget prep for year-end. West doesn’t have enough fulltime students. Prerequisites for math and English were swept the second week. Students were dropped the start of the second week of summer session.
Michael Goltermann of Admissions and Records will be contacted for Academic Affairs to obtain a list of students who were swept. This list will be distributed to all chairs.

22 + 10 to close the gap- add classes – looking for 32 FTES to close the gap. Aracely Aguiar will try to add more classes to convert to state fund generated classes. There is a state mandated restriction on the number of hours the college can claim for P.E. classes. The trend in fall is lower where the college can generate more FTES which means we can add more sections to generate FTES. The college can add about 58 more sections for fall 2013. Criteria needs to be developed on what classes students actually need.

Discussion followed of what classes students want.

- Online classes – open Etudes shell a week or more in advance
- Financial Aid changes – lot of changes this year that are impacting students – articulation agreements – sending to El Camino College - not articulated into Cal States or UC’s.
- Statistics and some general math classes and speech classes at West are not articulated.
- Academic Affairs will ask Counseling to share as many specific course numbers that don’t articulate with universities with Donna Olvera so these can be fixed. This should be announced at Academic Senate meetings.
- 50-60 courses to add for fall 2013- high demand and part of curriculum maps – step up marketing, recruitment and outreach as soon as possible.
- Encourage faculty to look at some good sample model syllabi at Flex Week.
- Attaching curriculum maps to syllabi template for students

3. SLO assessments
Mary-Jo Apigo reported that 227 were turned in out of 404 course assessments which mean that 56% are complete. 178 courses still need to be assessed for fall 2012.

- Spring 2013 – eight were turned in – about 105 courses still due.
- Due date for SLO assessments – July 29, 2013
- June 24, 2013 - was deadline to turn in calendars & mapping
- Still some divisions outstanding – mapping of program SLO to GE outcomes & institutional SLOs.
• Maps were shared. Another workshop may be held with chairs. Todd and Mary-Jo are wrapping up assessments due by July 29, 2013.
• Fall 2012 – list of 178 courses needed
• Spring 2013 – 2 pages of 105 courses that are needed.
• 17 courses that need SLO development.
• Mary-Jo and Todd Matosic will email weekly reports to faculty on status of SLO assessments.
• Need a small hands-on lab computer where faculty will be able to do their assessments at the same time they are attending the workshops.
• Hire some additional staff to provide support to Todd.
• Conduct a Webinar – CCC confer was suggested.

The meeting adjourned at 3 pm.