Divisional Council

Record of Meeting
Tuesday May 7, 2013
1 pm – Winlock

Attending: Michael Arata, Abraha Bahta, Anna Chiang, Judy Chow, Carmen Dones, Lartee Harris, Fran Leonard, Matt Robertson, Sherron Rouzan, Buck Stapleton, Jane Witucki

Also Present: Aracely Aguiar, Mary-Jo Apigo, Judith-Ann Friedman, Olga Shewfelt, Bob Sprague, Rebecca Tillburg, Kathy Walton,

Guests: Todd Matosic, Clare Norris, Jack Ruebensaal

1. President’s Report – Accreditation Visit of April 2013
   a. Nabil reported that the team was impressed with the way the college is using our technology in the new buildings and that the college’s profile has improved tremendously. West has turned a page and is in a positive place.

   b. Updates – Construction and Master Plans
      The Facilities Master Plan will continue as a sub-element of a construction master plan. The President has started talking about a construction master plan on campus and reported that he’s been invited to talk about this plan to at least three more places on campus.

Two options to look at for the TLC:
1. Construction of TLC that was approved
2. New plan that the President is proposing for the TLC

There will be a series of presentations across the campus.
A presentation will be made by the President in SSB-414 on Thursday, May 9, to the AFT faculty.

   c. FPPI
      The President reported on the recommendation from Senate to hire ten fulltime faculties from last year and this recommendation will go to the District this month. Next year in 2014 will be a big hiring year as there are sufficient funds to meet the FON number. Adrienne Foster, Academic Senate President, will meet with Senate next week and would like to place these ten positions on the Senate’s agenda.
The President announced Dr. Judith Ann Friedman’s retirement this June. The President reported that the college will create a new job description for Dean of General Education and Transfer Studies and will start conversations about filling this position.

d. Curriculum – SLO assessments

There is a considerable amount of work on curriculum and SLO assessments for some years to come. The President reported that the college needs more help in this work. The Curriculum Chair supports this area strongly and needs extra resources for curriculum and enrollment growth.

Nabil Abu-Ghazaleh announced that Graduation is Tuesday, June 4, 2013

2. Enrollment Growth

a. Bob Sprague requested that Anna Chiang and her division, Lartee Harris his division, and Michael Arata his division please take a look at the new building plan Option 2 for the TLC

b. Bob Sprague welcomed the new Vice President of Student Services, Phyllis Braxton, to Divisional Council.

c. Announcements

Globalizing Your Curriculum – Friday, May 10, 9 am-2:30 pm, GC-160
Professor Jack Ruebensaal reported that he visited Japan on his own this year. The global studies group will host a special Global Studies workshop from 9 am to 2:30 pm in GC-160 for all interested faculty. The global studies group met last fall and this spring to prepare for this workshop. Faculty who teach particular curriculum should bring a copy of their curriculum and add an international component. West will be sunshining our regional studies program at West. Four participants have been selected for new curriculum and the college is looking at many different models of curriculum.

International Student Event May 29, 2013 -2 -4 pm, 4th floor, HLRC
Judy Chow will be hosting this event to celebrate the summer. Bob Sprague announced West needs to grow and expand our international student program as this program has contributed $1 million to the college’s budget.
Hasan Foster will be working on an assignment to support and plan the presentation of online materials for global studies. An international business stipend to support and grow the international business program is being offered. This will go toward strengthening faculty opportunities as well as exposing students to opportunities they wouldn’t otherwise receive.

Clare Norris announced the Student Success Committee is planning another **Happy Hour Social** on **Thursday May 30, 2013**. Clare thanked those who participated in the Tech Fair keynote guest speaker event.

**Academy for College Excellence – Experiential Learning Institute**
This is a five-day intensive program. A brochure was passed around to chairs.

**Fall 2013 Semester Kick-Off** – **Friday, August 23, 2013**
Clare asked for suggestions and feedback for this event.
Next meeting for Student Success is Wednesday, May 29th.

3. **Accreditation Visit** - VP Sprague reported on the recent accreditation team visit which was very positive with wonderful conversations exchanged between the accreditation team members, faculty, and administrators. The team acknowledged significant process and recognized faculty work and leadership.

4. **Accreditation Updates**– Alice Taylor distributed a heads-up sheet for work the college has to work on.
Planning and Budget – update all items on list – Alice bolded items for chairs’ continued support.

5. **SLOs: Mary-Jo Apigo**
Mary-Jo Apigo reported that the college has assessed 40% of fall 2012 SLOs and reminded all chairs to encourage their faculty to submit SLO assessment sheets as soon as possible.

Adrienne Foster thanked the faculty for all the hard work with accreditation. Based on the report from the accreditation team, there is still work to be done on SLOs. The team complimented the college on transparency regarding college governance.

**Aug. 22 – FLEX Day – mandatory FLEX day**
**Aug. 23 – Fall Kick-Off Day**
6. TMCs and Deadlines
Transfer Model Curriculum Chair (TMC) – this is a 0.4 release assignment and the college is looking for someone to take over this position.

There is a vertical FPIP list – need faculty to serve on selection committees

7. Summer Priority – See Article 15 in faculty contract
Will summer priority be used in the winter 2014?
Priority Lists – each chair must keep three lists per discipline under their division.
1. Fulltime faculty including prob. faculty and tenure faculty for summer
2. Another list for winter
3. Another list that consolidates adjunct faculty & seniority list
4. Anybody who was on seniority list fall 2011 – lift everyone who was on list –
5. Move to another which is called a priority list
6. Start giving them assignments.

This only affects fulltime faculty for summer.
Create another one for winter and go back to last time we offered winter.
Whoever was offered that class – start from there.
Full assignment for summer is 5-6 hours – usually 2 classes
1. go to first person who hasn’t taught – person will choose assignment
2. have to offer full assignment – if they don’t want to teach, then you move to next person.
3. This creates entitlement for whoever is entitled to that full assignment
4. Faculty get to choose whatever class is available

Page 49 of faculty contract – top of page – all details about assignments of chairs
Page 44 – intersession office hours – have to offer office hours to students
For a full assignment it would be 3 hours and 20 minutes per week.

1. Fulltime faculty in summer get paid 80% of their salary – they are not paid office hours in summer. Fulltime faculty are not obligated to hold office hours
2. Adjuncts have to hold office hours
Olga Shewfelt will send all chairs an email re: summer priority lists

8. Student Success Scorecard and Improvement Measures
Rebecca Tillberg distributed a document that reflected ARCC 2.0 data.
A new version is out – West is not doing as well compared to other colleges.
Rebecca reviewed five Student Services measures with the chairs. 
Underprepared vs. Prepared students
Scorecard Committee will connect to the PIE Committee. 
This item will go to College Council Executive Committee for their next 
meeting. This committee needs a home so work of this group will be 
institutionalized and carried forward

West is unlikely to have a winter session in 2014 and likely to have 
summer session for 2014. The college will start planning for summer 2014. 
VP Sprague will have some numbers for summer at start of fall 2013.

9. **High School Recruitment for summer** - VP Phyllis Braxton of Student 
Services and Angel Viramontes are conducting rigorous high school 
recruitment. Michael Goltemann sent an email blast to high school 
students and the faculty will share classes about summer session. They will 
be sending a text blast to students within the next day or so.

10. **Mary-Jo Apigo - SLO follow-up visit** – assessment for fall 2012 and spring 
2013 – Todd Matosic announced the cycle for SLO assessment and 
calendaring out. They will offer assessment for all courses we offer.
   - Every four years - starting a new cycle in fall 2014 - would like done 
     before summer.
   - Some of courses West offers – some only have one outcome – schedule 
     out all outcomes for the next four years
   - creating new SLOs where there is only one
   - compressed cycle this year
   - Have 113 courses offered in spring not offered in fall
   - Spring 2013 courses need to be assessed.

11. **Kathy Walton – Office of Articulation**
   - Have to complete 11 TMCs – for next couple of weeks for deadline 
     Academic Affairs established.
   - Chairs will work with deans with Office of Articulation and Office of 
     Instruction.

12. **Evaluation of Chairs** - VP Sprague announced he is doing targeted 
evaluations of chairs and will be using program review to see how they are 
meeting their division’s goals. 
Olga reminded chairs to please read page 71 of faculty contract about chair 
evaluations which are specialized evaluations.

VISION – West: A gateway to success for every student.
MISSION – West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.
Items for next Divisional Council:

1. SEP’s – student educational plans – Allied Health – medical assisting
2. Prerequisites