Record of Divisional Council
December 3, 2013
1 pm - Winlock

Attending:

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
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<tbody>
<tr>
<td>Allied Health</td>
<td>Carmen Dones</td>
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<tr>
<td>Applied Technology</td>
<td>Aracely Aguiar</td>
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<tr>
<td>Behavioral &amp; Social Sciences</td>
<td>Buck Stapleton</td>
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<tr>
<td>Business</td>
<td>Lartee Harris</td>
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<tr>
<td>Computer Science &amp; Applications</td>
<td>Anna Chiang</td>
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<td>Counseling</td>
<td>Casey Hunter for Sherron Rouzan</td>
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<td>Dance, Health and Physical Education</td>
<td>Jane Witucki</td>
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<tr>
<td>Humanities &amp; Fine Arts</td>
<td>Joyce Sweeney for Michael Arata</td>
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<td>Language Arts</td>
<td>Fran Leonard</td>
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<td>Library and Learning Resources</td>
<td>Judy Chow</td>
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<tr>
<td>Mathematics</td>
<td>Matt Robertson</td>
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<td>Science</td>
<td>Abraha Bahta</td>
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Others: Aracely Aguiar, Celena Alcala, Mary-Jo Apigo, Karen Burzynski, Adrienne Foster, Helen Lin, Olga Shewfelt, Bob Sprague, Alice Taylor, Kathy Walton

1. Remarks from the President

Construction Master Plan

The President gave an update on the construction master plan. He will be in consultation with neighboring home owners’ associations and this item will be held over to the following Board meeting in January 15, 2014 so that the college can respond fully to their remarks and inquiries. The 10100 Jefferson Blvd property will be pulled from the construction master plan.

FPIP Committee – Academic Senate will be meeting with the President to work out the fine tuning of what prioritization will be going forward. They will be accepting the report at the December 10, 2013 meeting. The college will do the selection process in early spring 2014 and should aim to have at least five instructors hired in the spring and not in the summer..

Adrienne Foster reminded the chairs to please have your rep attend the Academic Senate meeting next Tuesday, December 10, 2013.
2. **PIE Committee** – Carmen Dones gave an update on program review validation which was due yesterday, December 2, and has been extended until Monday, December 16, 2013.

VP Sprague stated that during the months of December and January the chairs are invited to make improvements to the agenda for the monthly Divisional Council meetings. It’s very imperative that every chair attend and reminded that chairs that division meetings need to happen every month.

3. **Funding requests for 2013-14** – Helen Lin shared a list of approved funding requests for 2013-14 that have been approved by the President. Please submit your request to Helen if you have a request. VP Sprague stated that Divisional Council should provide some recommendation to the PIE Committee. Divisional Council could have discussions of one time vs. long term costs as an agenda item for the January meeting next year. Helen reviewed a four page document for a one-time block grant of $1,214,478 instructional support for 2013-2014. West received an $84,522 grant for instructional materials including modern technological equipment for instruction. Ara Aguiar asked if the Fund 620200 buildings improvements expense could be used toward renovations for larger classrooms for the CE building. –All of the CE classrooms upstairs do not have equipment and something that would benefit the group as a whole. The Technology Committee will make a recommendation to College Council to use some of this money. Humanities and Fine Arts and the PEC building need major improvements.

4. **Summer 2014** – Karen Burzynski passed out time block grids for the summer 2014 intersession. VP Sprague asked Divisional Council their preference for offering a six week session versus an eight week session for educational reasons, having two sessions or one, back-to-back five week session.
   - Counseling, Math, and Science suggested eight weeks.
   - Behavioral and Social Sciences – for student success – 8 weeks would be better – concurrent classes.
   - Humanities and Fine Arts– performing arts and foreign languages – 8 weeks is best.
   - Language Arts – online, hybrid, or online – Fran Leonard asked which mode is most successful for students – more research needs to be done on this.

It was decided that there will be an eight week summer session.
Adrienne Foster voiced a concern about scheduling summer with regard to Academic Senate – who makes this recommendation? Is this an academic and professional matter? Eric Ichon will be asked to provide this data on completion rates and three ways of delivering courses. Karen Burzynski reminded the chairs there are a few non-instructional days the week before school starts.

**SLO Updates** – Mary-Jo Apigo provided a report by division of syllabi received. 70% of syllabi have been received which is 588 out of 837 courses taught this fall. A list of outstanding syllabi was passed out to division chairs. Faculty are to submit their syllabi to their department chair via email or submit their hard copy to Academic Affairs directly.

*Course SLO assessment and progress for fall 2012 and spring 2013*

63% of course SLO assessments have been completed from last year and 190 courses need to be assessed. Mary-Jo will work out a system to help the chairs reach out to faculty to get their assessments turned in.

- Humanities and Fine Arts will make a date with Mary-Jo before the winter session start to go through the assessments.
- Computer Science and Applications needs to talk about the consequences of instructors who have not turned in their assessments.
- Sciences will meet next week with Mary-Jo.
- Behavioral and Social Sciences reported that most assessments are missing student work and this needs to be recaptured.

**Evaluations** – VP Sprague stated in the evaluations that have been conducted there is a “needs to improve” area and is not sure what happens to them after the evaluation has been completed. He asked for the chairs to come up with
some ideas to identify areas for improvement. What are we doing in the three years to mentor and support the instructor?

*Spring Faculty Professional Development Academy* – Mary-Jo Apigo reported she will have some workshops in spring 2014 - third Friday of each month starting in February 2014.

*Accreditation* – Alice Taylor shared an accreditation timeline with the chairs that was shared at the Academic Senate meeting of November 26, 2013.

Adrienne Foster announced that Eloise Crippens is looking for discipline reps from each division and to send your names to Eloise as soon as possible. Conversations need to be started about pre-requisites and co-requisites.

The meeting adjourned at 3 pm.