

**Robert Sprague**  
Vice President of  
Academic Affairs

### OFFICE OF INSTRUCTION

**Aracely Aguiar**  
Dean of Career and  
Technical Education  
**Aracely Aguiar, Acting**  
Applied Technology  
**Carmen Dones**  
Allied Health  
**Charles Stapleton**  
Behavioral & Social  
Sciences  
**Vacant**  
Business  
**Anna Chiang**  
Computer Science and  
Applications

**Kathy Walton**  
Dean of Retention, &  
Educational Services  
**Jane Witucki**  
Dance, Health, & Physical  
Education  
**Judy Chow**  
Library

**Celena Alcalá, Interim**  
Dean of General  
Education & Transfer  
Studies  
**Charles Stapleton**  
Behavioral & Social  
Sciences  
**Michael Arata**  
Humanities & Fine Arts  
**Fran Leonard**  
Language Arts  
**Matthew Robertson**  
Mathematics  
**Abraha Bahta**  
Science

**Eric Ichon**  
Dean of Distance Learning  
& Instructional  
Technology

**Rebecca Tillberg**  
Dean of Research &  
Planning

**Mark Pracher**  
Sponsored Programs &  
Development

**Mary-Jo Apigo**  
Dean of Teaching &  
Learning

**Barry Sloan**  
Associate Dean  
Westside Extension  
Contract Education

Record of Meeting  
February 4, 2014  
12:30 pm – Lunch  
1 pm – Winlock

### Present:

1. Carmen Dones, Allied Health
2. Aracely Aguiar, Applied Technology
3. Buck Stapleton, Behavioral & Social Sciences
4. Anna Chiang, Computer Science & Applications
5. Casey Hunter for Sherron Rouzan, Counseling
6. Michael Arata, Humanities & Fine Arts
7. Fran Leonard, Language Arts
8. Judy Chow, Library & Learning Resources
9. Matt Robertson, Mathematics
10. Abraha Bahta, Sciences

### Absent:

1. Jane Witucki, Dance,  
Health & P.E.

### Guests:

2. Kenyatta Bakeer
3. Luis Cordova
4. Michael Goltermann
5. Manish Patel

**Call to Order.** VP Sprague called the meeting to order at 1 pm.

### 1. *Follow-up Presentation for FELI*

Kenyatta Bakeer of Child Development and Manish Patel of Computer Science were welcomed to the meeting. A PowerPoint presentation of the FELI (Five Day Experiential Learning Institute) conference held on June 10-14, 2013 was projected on the SMART board by Kenyatta Bakeer and Manish Patel. Kenyatta announced that the next FELI conference will be held on August 18-22, 2014. There are twenty-five spaces available for this conference that is open to fulltime faculty. This conference is also open to classified staff. The benefits of attending a FELI conference were shared with the division chairs. Various forms of communicators in the classroom were identified such as interactors, synthesizers, analyzers and conclusers. This conference was not about teaching in a conventional traditional learning environment.

### 2. *Certificates for Students*

Division chairs discussed what the completions for students are. One measure for student success was defined by a certificate. Michael Goltermann of Student Services stated this is a shared responsibility with Student Services and Academic Affairs that we have to do collectively. Rebecca Tillberg presented new ARCC data that is out. This data reflects CTE students who complete a degree, certificate or transfer. Overall completion rate is #7. Mark Pracher who is over Career and Technical Education (CTE) programs at West led a discussion about how many students complete certificate programs and become employed and what constitutes a program and what constitutes a certificate. There was discussion about how to market programs to students in coordination with Admissions and Records.

**Robert Sprague**  
Vice President of  
Academic Affairs

### OFFICE OF INSTRUCTION

**Aracely Aguiar**  
Dean of Career and  
Technical Education  
**Aracely Aguiar, Acting**  
Applied Technology  
**Carmen Dones**  
Allied Health  
**Charles Stapleton**  
Behavioral & Social  
Sciences  
**Vacant**  
Business  
**Anna Chiang**  
Computer Science and  
Applications

**Kathy Walton**  
Dean of Retention, &  
Educational Services  
**Jane Witucki**  
Dance, Health, & Physical  
Education  
**Judy Chow**  
Library

**Celena Alcalá, Interim**  
Dean of General  
Education & Transfer  
Studies  
**Charles Stapleton**  
Behavioral & Social  
Sciences  
**Michael Arata**  
Humanities & Fine Arts  
**Fran Leonard**  
Language Arts  
**Matthew Robertson**  
Mathematics  
**Abraha Bahta**  
Science

**Eric Ichon**  
Dean of Distance Learning  
& Instructional  
Technology

**Rebecca Tillberg**  
Dean of Research &  
Planning

**Mark Pracher**  
Sponsored Programs &  
Development

**Mary-Jo Apigo**  
Dean of Teaching &  
Learning

**Barry Sloan**  
Associate Dean  
Westside Extension  
Contract Education

Ara Aguiar led a discussion on the ARCC data. If a student takes 8 units, approximately three courses in any discipline that has a certificate or degree and does not complete the required units, this will count as a failure. You need 24 units to get a certificate of achievement at West. Students may earn either an AA degree in Paralegal Studies or a certificate in Paralegal Studies but not both. Michael Goltermann, Dean of Student Services, discussed with Divisional Council how they felt about issuing a certificate without a petition.

VP Sprague requested division chairs to explore a way with Michael Goltermann where a petition can be filled out in the classroom with a rep from Admissions and Records so that Academic Affairs can jointly monitor that these certificates be issued in a timely way. The deadline is August 15, 2014 for certificates to be issued in the system.

VP Sprague spoke about courses that exist but aren't registered by the State Chancellors' Office. These courses have been approved at the college level and lead to a job but are not being recognized by state. Academic Affairs is working on these courses each month until this is resolved.

Ara Aguiar passed out the current West Los Angeles College Catalog for 2012-2014 and announced the Kick-Off for the catalog for 2014-2016 has begun.

3. **Plans for Summer 2014** – Rebecca Tillberg passed out the enrollment report and reported that West needs to generate 400 FTES. We need about 83 additional sections from among the academic units. The average class size is dropping so please encourage adding students to sections that would be acceptable.

The winter intersession is founded on the objective of student completion for degrees, certificates, and transfer. Celena Alcalá, Kathy Walton, and Ara Aguiar asked division chairs how effective they are as it relates to class size. Academic Affairs is scheduling winters and summers to manage the college's overall income. Academic Affairs is working on the summer schedule this month to get moving on an allocation. Karen Burzynski will not roll over summer and there won't be galleys to update from last summer. Division chairs will choose what courses and what delivery method they will offer. Priority lists will get done as soon as possible for summer. Ara Aguiar encouraged chairs to schedule appointments as soon as possible with your deans.

4. **Course Outlines and Catalogue** – Ara Aguiar reported that the college is offering approximately 600 classes per semester and that 400 courses need to be updated. She reminded division chairs to please look at your ECD system and work with your faculty to get this done. A report was passed out in November or December 2013 that identified classes that needed to be updated for each discipline.

Mary-Jo Apigo, Dean of Teaching and Learning, introduced Luis Cordova as the new SLO Coordinator. Luis will be working with the SLO Committee on updating SLOs.

**Robert Sprague**  
Vice President of  
Academic Affairs

### OFFICE OF INSTRUCTION

**Aracely Aguiar**  
Dean of Career and  
Technical Education  
**Aracely Aguiar, Acting**  
Applied Technology  
**Carmen Dones**  
Allied Health  
**Charles Stapleton**  
Behavioral & Social  
Sciences  
**Vacant**  
Business  
**Anna Chiang**  
Computer Science and  
Applications

**Kathy Walton**  
Dean of Retention, &  
Educational Services  
**Jane Witucki**  
Dance, Health, & Physical  
Education  
**Judy Chow**  
Library

**Celena Alcalá, Interim**  
Dean of General  
Education & Transfer  
Studies  
**Charles Stapleton**  
Behavioral & Social  
Sciences  
**Michael Arata**  
Humanities & Fine Arts  
**Fran Leonard**  
Language Arts  
**Matthew Robertson**  
Mathematics  
**Abraha Bahta**  
Science

**Eric Ichon**  
Dean of Distance Learning  
& Instructional  
Technology

**Rebecca Tillberg**  
Dean of Research &  
Planning

**Mark Pracher**  
Sponsored Programs &  
Development

**Mary-Jo Apigo**  
Dean of Teaching &  
Learning

**Barry Sloan**  
Associate Dean  
Westside Extension  
Contract Education

5. **Load Sheets** - Karen Burzynski passed out the load sheet forms and reviewed with division chairs how to calculate FTEF. Limits are different for spring, fall, summer and winter. She discussed reassigned time and gave examples on calculating reassigned time. Written instructions on how to do work blocks were passed out. Karen reminded all division chairs that fulltime faculty should fill out and complete their load sheets now. Load banking plans need to be discussed with your dean before being approved. For a load of 15 you have to bank 18 hours and this should be reflected with the line on the load sheet that indicates your load bank plan. Karen announced she will be conducting a load sheet workshop at the Tech Fair this semester. VP Sprague reminded all division chairs need to work together on collecting all load sheets from their fulltime faculty.
6. **Announcements** - VP Sprague announced that Celena Alcalá is returning to Student Services tomorrow, February 7, and thanked her for her extraordinary good work as the Interim Dean of Academic Affairs. Celena will be on leave to the Office of Student Educational Services and Institutional Effectiveness at the District starting February 18 – June 3, 2014 while Vice Chancellor Bobbi Kimble is on leave.

Dr. Walter Jones was announced as the new Dean of Academic Affairs replacing Celena Alcalá and will report to Academic Affairs on Thursday, February 6, 2014. Dr. Jones comes to West from Rio Hondo College where he served as Dean of Counseling and Student Development since 2008.

The meeting was adjourned at 3:05 p.m.