

West Los Angeles College  
Business Division Meeting Minutes 10/20/14

The next Division meeting will be held at 5:30 PM on Thursday, November 20<sup>th</sup> in CE 206.

Meeting began at 1:00 pm and the Sign-in Sheet was distributed.

1. Organizational Items: Welcome – Jerry Ludwig, Chair
  - Welcome and update on HUB completion in 106B
  - Introductions of faculty present at meeting
  
2. Committee (Senate) Reports – Nikki Jacobson
  - New college website is launched; individual faculty pages are coming.
  - Training is filling up quickly and will be held 10/28, 11/10, 11/25, 12/4; request info from [Jacobson@wlaac.edu](mailto:Jacobson@wlaac.edu)
  - Student equity plan is to assist under-represented students
  - Payment of Academic Senate dues can now be made through paycheck deductions
  - Update given on CA state initiatives: Online Education, Student Equity and SSS (Support Student Success).
  - West was selected to develop “Student Readiness” initiative in the District
  - E-tudes conference and training requests go to Eric Ichon ([ichon@wlaac.edu](mailto:ichon@wlaac.edu))
  
3. Paralegal Program Update - Pat Morris, Director
  - Creation of course in entertainment was moved back
  - Students have recently requested a course with focus on animal rights
  - Exit interviews are being held for 98 December grads, included 26 certificates and 23 degrees
  - New student orientation had 50 attendees
  
4. Adjunct Rep Report (evening meeting) – Lorenzo Ybarra
  - Business Division Advisory Board, interest building with business and government workers
  - Attempt to hold a Division and faculty meeting in the evening to allow more participation from Part-Time faculty
  - Suggested more interdisciplinary teaching in business courses
  - Questions have come regarding the faculty evaluation process. Jerry discussed process.
  
5. Certificate Programs (CTE Pathways) – Arnita Porter
  - Real estate courses required for CA Salespersons & Broker’s License discussed (some offered at West)
  - Increase reading and writing preparedness in classes by using student services (Puente, LEARN, Learning Center)
  - Dean Aguiar suggested adding minimum advisory courses in certificates (English, Math, etc.)
  - Jerry provided a list of suggested certificates
  
6. Program Review – Jerry & Pat
  - Input is needed for Program Review. Contact Jerry for more information.
  
7. SLOs/2013-2014 Discussion & Follow Up – Jerry Ludwig

-SLOs are published on website (and were distributed) and must be included in syllabi

8. Faculty Evaluations – Jerry Ludwig

-Evaluations are in-process and more will be completed this semester

-

9. Facilities Report Business & Paralegal HUB – Nikki Jacobson

-HUB (CE 106B) is 90% complete for resources, add slips, etc. and will be open 11:00 – 7:00 pm

-Scantron scoring machine can be moved to office as well, for increased access

10. Classroom Disturbances (interpretation) – Discussion led by Jerry Ludwig

-Process will be established to address student complaints

-Discussion was invited and points were raised on potential process and if/when to contact Sheriff

-Student refused to class, Sheriff contacted. Discussion held on response to student disturbances and the control of teacher in the classroom

11. Business Division Advisory

-Currently 4 organizations interested

-Initial meeting may happen before the end of 2014

\*Notes from Dean Aguiar

-If course is not required in Certificate of Achievement or Associates degree, Financial Aid cannot be used. Future/updated Certificates and Degrees should include outlier classes.

-Let Business Chair know of all absences, so sub can be assigned. Issues can arise with more than one missed class.