

West LA College Business Division Meeting Minutes
CE 206, 2/18/2014

Meeting began at 13:00

Sign-in Sheet was distributed

1. Welcome to Gustavo Demoner, new Full-Time Faculty in Business – Jerry Ludwig, Chair

2. Review & approval of Minutes from 11/20 meeting

3. Senate Committee Reports (Nikki Jacobson)

- Elections were held, Same President
- Senate Constitution was approved
- SLOs will continue...

4. Paralegal Update (Pat Morris)

- Orientation held tomorrow night in ATA 128 @ 6pm, with 25-35 RSVPs
- National University will present, as usual
- All December applications for Certificates are complete
- Survey to Paralegal students had 140 respondents with over 80 stating interest in a Legal Studies Bachelor's degree. Discussions will continue with Brandman University to finalize Pathway for on-ground classes at West.
- Though Paralegal Program has had some decline in enrollment, Degree Pathways can assist with marketing. More than 10 hours of assistance is needed in the office.
- In next round of applications to the State, West may include request to offer Bachelors in Paralegal
- East LA has showed interest in also offering Paralegal

5. Adjunct Rep Report (Lorenzo Ybarra)

- Workshops are being held for SLO assistance
- Discussion on syllabus submission to Jerry and CC Ara for quick processing
- Exclusion rosters are due this Friday to avoid student 'W'. If roster is done after Friday, and 'W' is issued, affects class success rate (W is seen as F).
- Starting Fall 2015, if transcripts show 50% Ws, student will lose financial aid (Ara)

6. Report on Realignment

- Review of President's Draft of Divisional Reorganization Plan (2/3/2015)
- Ara discussed Alternative Plans A & B as detailed on handout
- Division is at the point of discussion to voice opinions
- Suggestion was made to follow Alternative A with a division name change
- Suggestion was made to follow Alternative B with shift of courses
- Changes need to occur with discipline listing of courses to align with minimum quals, which will affect the reorganization plan (i.e. Entrepreneurship course changed to Business)
- West has been in non-compliance with District Academic Senate and Title V with Law 1/Business 5 cross-section that has different minimum qualifications. This issue at the campuses cost the District \$2mil.
- MOTION** (Jacobson) for Division to meet first week of March (3/4 @ 6pm), before the President decides on reorg plan, to decide Divisional Recommendation. **SECOND** (Porter). **PASSES** unanimously.

7. SLOs

- Noted above, SLO training is available and update in Academic Senate Report
- SLO Committee has reached out to individuals that still need to turn in SLOs

West LA College Business Division Meeting Minutes
CE 206, 2/18/2014

8. Classroom disturbances (push to future meeting).

9. Business Division Advisory (Rick Boone)

-Contact has been made to interested participants, but response has been low and a date has not been selected

10. Admissions Policies

-Concern was raised that Admissions is closed on the first Saturday of the semester, when approximately 16 classes are meeting for the first time

-“Instructor” button in Admissions office has been ignored in some circumstances

11. Other New Business

-Canvas was selected at the District level as a pilot launch, West will continue with Etudes for now

-3 Full-Time positions will be posted soon (Accounting, Business, Paralegal)

-NISOD conference held 5/23 in Texas, with costs covered (inquire with Jerry)

-LACCD emails are excluded from WLAC list serve emails. Ara will talk to IT.

12. Absenteeism-Substitute guidelines (Ara Aguiar)

-3 hours of sick time is allowed, if more than this, West is required to place a substitute in the class.

Class time must be held to match schedule; no early finals, no assignments to replace classroom time.

Meeting adjourn: 14:30