

Minutes of the Faculty Meeting
Business Division of West Los Angeles College
of February 23, 2017

Call to Order and Administration. Per notice given the faculty meeting of the Career Studies Division of West Los Angeles College was called to order on February 23, 2017 at 1:08 p.m. by Chair Jerry Ludwig in Room CE-204 at the college. With no dissensions the agenda was accepted as presented. The minutes of the prior meeting of November 22, 2016 were accepted as presented.

Present. Chair Ludwig welcomed all those present: Kay Boles, Charles Daniel, Gustavo Demoner, Faz Elahi, Kevin Farmer, Jerry Ludwig, Janet Laurin, Todd Matosic, Bill Vega and Lorenzo Ybarra. Chair Jerry welcomed everyone to the first division meeting of the new spring 2017 semester.

Student Worker. Chair Jerry announced that the division continues to have an excellent student worker and invited the faculty to use Rachelle Cornelius as needed.

Curriculum Report. Chair Jerry and Gus Demoner announced that the Curriculum Committee needs a faculty representative from our division.

SLO Representative. Lorenzo Ybarra reported that the SLO TracDat program continues to operate smoothly and that the glitches reported earlier are becoming minimal. TracDat is now being used for SLO input beginning with the fall 2016 classes. SLO evaluations for semesters prior to fall 2016 should be done as before—manually. Lorenzo also distributed the common assessment questions being used for the Accounting 1 and Accounting 2 SLOs. Lorenzo further announced that the SLO reporting cycle has been changed for the Business Division classes as follows: All Business Division classes will be assessed for SLOs in fall of 2017 and 2019, but if a class is not offered in the fall, it will be assessed in the following spring if then offered.

Budget and Canvas-Distance Education. Charles Daniel reported that the updated financial information for the last academic year and the current year continues to show a cautious surplus. Charles emphasized that WLAC is the only District college with growth—that the LACCD is not growing.

Also, Charles reported that the pilot program using Canvas for distance education (online) classes is continuing successfully. Charles reported that Canvas is to be exclusively used for distance education classes beginning in summer 2018—that the last use of Etudes will be during spring 2018. Charles encouraged everyone to become Canvas trained and certified.

Charles also reported that he is involved in a Canvas-based effort to test anti-cheating software and that the college president appointed him to serve on the ASO Finance Committee.

Advisory Board and Work Environment Committee. Todd Matosic stated that the Advisory Board met on December 15 and received good input from the attendees. Todd asked the faculty at this division meeting for their preference for semi-annual or annual Advisory Board meeting. The majority favored annual meetings.

Todd also reported that he would be attending the Work Environment and Facilities committees. Todd reported that the main topic at the Facilities Committee was the configuration of the new Technology-Business Building.

Business-Accounting Club. Lorenzo Ybarra reported that he continues to work on establishing a business-accounting club to start in the fall semester. He said that he was concerned that our student population would not support the normal collegiate social club of accounting students. He stated that most of our accounting students that expressed an interest are working students and would prefer seminar presentations. Whether an actual club or departmental student seminars would be held is under consideration.

Division Elections for an Adjunct Representative. Chair Jerry stated that division elections for an adjunct representative should occur this spring.

Update of Degree and Certificate Plans to the Catalogue. Chair Jerry said that we should make sure that we have the updated plans for the degree and certificate programs in the College Catalogue. Lorenzo distributed several suggestions for new courses and certificates.

Hospitality-Travel-Entertainment. Kay Boles announced that a student hospitality club has been formed and will next meet on Tuesday, February 28, from 12:00 Noon to 2:00 p.m. in Room A-9.

Academic Senate. Lorenzo reported on the current issues before the WLAC Academic Senate other than routine officers' reports:

From the college president:

1. New facilities would need to be based on proven need, especially on the occupancy use of current facilities.
2. Discussion of the District's offer of an incentive for early retirement and replacement faculty.
3. New focus on associate degrees for transfer (ADTs) and career and technical education (CTE).

From general discussions:

1. On May 5 there will be a leadership retreat.
2. On May 11 there will be a poster showcase event.
3. The Academic Senate will promote all faculty members being on college committees, not as a policing activity but as a participatory encouragement activity.
4. There will be templates available for the syllabi to assure adherence to required disclosures and SLOs.

Additional Assignments. Chair Jerry reported that our division needs a faculty representative to the AFT Guild Chapter.

Perkins Committee. Gus Demoner reminded us that we have still have money available in Perkins funds for the current academic year. He further stated that for proposed spending three bids would be necessary.

New Faculty. Chair Jerry announced that the division will be developing the requisites and announcements for two new faculty positions, most likely with emphasis on real estate, sport and entertainment.

Adjournment. The meeting was adjourned at 2:45 p.m.

Respectfully,

Lorenzo Ybarra
Lorenzo Ybarra, MBA, CPA
Assistant Professor

Scriba momentarius