

**Minutes of the Faculty Meeting**  
*Career Studies Division of West Los Angeles College*  
**of April 20, 2016, Subject to Acceptance**

**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 April 20, 2016 at 1:06 p.m. by Chair Jerry Ludwig in Room CE-204 at the college. The agenda was accepted as presented. The minutes of the prior meeting, March 23, 2016 were accepted as presented.

**Present.** Chair Ludwig welcomed all those present: Charles Daniel, Gustavo Demoner, Nikki Jacobson, Jerry Ludwig, Todd Matosic, Jennifer McIntosh, Mark Rose, Buck Stapleton, Bill Vega, Lorenzo Ybarra, and Francine Zexter.

**Paralegal Committee Report.** Nikki Jacobson and Francine Zexter reported that there had been a Career Fair earlier today at the college and that it was successful. The other attendees at this meeting congratulated the Paralegal Committee for its efforts and success.

**Academic Senate Report including Division's Separation.** Francine D. Zexter reported that she had presented the division's previously-approved motion to separate and rename at the last senate meeting. The senate approved the item and forwarded its unanimous decision to the college president. Chair Ludwig said that the decision was advisory with the power of decision within the presidency. He further stated that while the president had the item under consideration he expected the president to approve the separation. Also, Francine Zexter reported that the cross listing of Law 1 and Business 5 was not approved by the faculty senate.

Chair Ludwig reminded the members of the to-be-created new Legal Studies Division, if approved, that their term would begin July 1. Further, he stated that they would need to name a chair and work on their representations to various committees and the faculty senate.

**VTEA Report.** Gus Demoner reported that he has continued to work with Mark Pracher and our division's faculty on securing new Perkins funding for divisional proposals not funded by the district funding.

**Budget Committee.** Charles Daniel reported on the Budget Committee. He reported that current year's closing of June 30, 2016 should be positive and that the budget for the next fiscal year was under development.

**Advisory Board and Dublin Study-abroad Program.** Todd Matosic reported that he expects the next Advisory Board meeting to be in September. He stated that he would appreciate leads as to potential community business members. Todd Matosic also reported that the business studies summer 2016 study-abroad program in Dublin had been cancelled due to low response.

**SLOs.** Lorenzo Ybarra reported that there continued to be unfulfilled SLO reports due primarily to adjunct faculty members who were currently not assigned classes. Further he reported that a new SLO tracking program TracData should be operation by fall 2016.

**Year-Up Program.** Chair Ludwig reported that the Year-Up classes will begin under the direction of Dean Kathy Walter. Year-Up is a nationwide program to provide internships. Chair Ludwig further said that our association with the program will begin with computer science.

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**Business-Accounting Club.** Lorenzo Ybarra reported that the ASO informed him that they had earlier this semester closed any club applications. Regardless, Lorenzo reported that he would continue to pursue the idea for the next opening opportunity. He said that he envisions the Business-Accounting Club to be more of a student involvement forum with area business and accounting persons rather than a social club, and to also promote improved community relations. He said that he envisions the Business-Accounting Club to offer students opportunities to become more acquainted with professional opportunities, to encourage students to study business and accounting, and to remove the studies of business and accounting from textbook-classroom rumors to action participation and observation, including a higher engagement by the students with business topics.

**Division's Election and Leadership Retreat.** Chair Ludwig reminded everyone an election would soon be announced for the division's adjunct representation. Also he said that the college's Leadership Retreat would be this Friday, April 29, 2016.

**Etudes and Canvas Online Programs.** Charles Daniel reported that Etudes would continue for the college's classes for the next two or three years, because the college had signed a three-year agreement with Etudes, but that pilot classes using Canvas would soon begin. Also, Charles Daniel said he was uncertain when Canvas would begin as the primary online program.

**Outreach and Other Programs.** Charles Daniel reported that he had participated with a college outreach program at Hamilton High School. He also mentioned that on Saturday, April 9 he participated with the college's free tax service day.

**Adjournment.** The meeting was adjourned at 2:27 p.m. Chair Ludwig announced that the next meeting is scheduled for 1:00 p.m., Wednesday, May 18, 2016.

Respectfully,

*Lorenzo Ybarra*

Lorenzo Ybarra, MBA, CPA  
Assistant Professor

*Scriba momentarius*

**SUBJECT TO ACCEPTANCE**

