Division Chair

Carlos Sermeño

Dean - VP

Araceli Aquiar

Faculty

Full time

Lisa Kamibayashi Joy Ogami Yervant Boghos

Adjunct

Artur Bobis Lorene Brame Juan Carlos Castillo Marsha Center Cynthia Chambers Amanda De La Vega Carmen Dones Janine Dunn Natalie Ferrigno Steve Fink

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MINUTES

Date: October 21, 2015

Location: MSB Conference Room

Time: 12:15pm – 1:10pm

1. Academic Senate Update

- a. Global Conference
 - i. WLAC signed a contract with an institution in China to send 40 students abroad for a summer exchange program
 - ii. It was found that student success was greatly improved in students who were given the opportunity to attend these programs.
 - iii. The program will be 100% funded for the student
- b. Growth on Enrollment
 - i. The number of non-credit courses is increasing and divisions are encouraged to offer enhanced non-credit courses.
 - ii. Moodle is being used as an online teaching platform for many of these courses; Can use Etudes also.
- Awarding of Academic Rank to Full and Part Time Faculty
 - i. Will be an automatic process (no longer have to submit an application). Carlos will send out the ranking system process
- **Curriculum Update:**
 - a. Reports:
 - i. Program Review Carlos working on this
 - 1. Due on October 23 extended to November 5th
 - ii. MOU with Charles Drew University
 - 1. Last Wednesday Carlos and Carmen met with member from the university to discuss the programs offered



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Michelle Wu

and how they want to channel WLAC students towards advanced degrees offered by their college

iii. Dental Hygiene

- CODA Survey Due on the Oct 23rd Carlos working on this.
- Accreditation Due in 2017. Need to get started working on collecting the data

iv. BSDH

- 1. Informational Session on November 18, 2015 at6:00pm
 - a. Over 600 people expected to attend
 - b. Attendees will be grouped into the following categories: 1) application and program information, 2) bachelors completion information and 3) assistance for students who are ready to apply

v. Dental Assisting

- 1. Pilot program started with 43 high school students; 33 remaining. Working with USC Government

 Partnership. State has not yet approved the AS degree and certificate of achievement, but we will be able to retroactively award certification once approval is obtained.
- vi. Nursing-CNA Juan Carlos Castillo
 - JVS Contract Ed class. They want day program.
 Working with DHS for a approval.
 - Job fair 3 vendors. 135 people attended. Only 35 students attended. Vendors are looking for candidates with state certificates.



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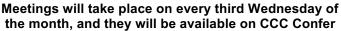
- a. Must have sign in sheets for the college to give credit for the fair.
- 3. Nursing is looking for more facilities to contract with.
- 4. Kaiser sent out an application to attract Veterans who are interested in working at their facilities. The flyer was dispersed to students.

vii. Medical Assisting - Yervant Boghos

- 1. 27 students getting ready for graduation in December.
- Having some difficulty obtaining contracts from interested externship sites – hesitant to sign the contract. Pharmacy Tech may have a simplified contract that will make it easier or more appealing for these sites (will run it by the dean for approval).

viii. EMT/Paramedic - Todd Legassik

- 1. Substantive change submitted to ACCJC (1 of 3) to be evaluated by November 4th to approve the program due to more than 50% of the courses being taught at UCLA.
- 2. Todd has worked to approve a contract between LA county fire .
- 3. One adjunct instructor position has been posted to help release Todd so that he can focus on program development and other college partnerships.
- 4. Todd is working to restart a Center for Autism training course that was started a while back. It is now going to be offered to provide training for those who work with autism. This will be offered as a enhanced non-credit course in online/hybrid format.



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ix. Pharmacy Tech - Christine Tannious / Pamela Morris

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- 1. Body systems I is ending soon and body systems II is due to start.
- 2. Students who feel that they do not yet comprehend all of the course material are being encouraged to seek help from the basic skills tutors. Some may be retaking the course for a better score if there is room in the course after the new students have enrolled.
- x. Health Occupations LAH3C Los Angeles Healthcare
 Competencies to Careers Consortium (funded by US
 Department of Labor, and implemented by the US Department of Labor's Employment and Training Administration)
 - a. For credit courses. Juan-Carlos, Pamela,
 Amanda and Cynthia are teaching these
 courses. Juan-Carlos is completing the first
 round of classes and the new classes are
 starting on October 26th.
 - 2. Health Science Foundation Credential Program
 - a. HOC 62 Skill Set for the Health Care Professional (2 units or 72 hours. Theory and lab)
 - b. <u>HOC 63 Basic Medical Terminology, Pathophysiology</u> and Pharmacology for the Health Care Professional (2 units or 36 hours)
 - c. <u>HOC 64 Cultural and Legal Topics for the Health Care</u> <u>Professional (1 unit or 18 hours)</u>
 - d. <u>HOC 65 Fundamentals for the Health Care Professional</u> (2.5 units or 45 hours)
- xi. CE Courses: Andrea
 - 1. Pilot courses offered: Anesthesia review
 - 2. ITR to come



Meetings will take place on every third Wednesday of the month, and they will be available on CCC Confer

West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

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3. 8 hr. Infection and Radiation Safety are being offered and well attended. Students coming from Venice Skills Center and UCLA.

- 3. Student Learning Outcomes Joy Ogami
 - a. You will receive a memo if you have any outstanding SLO's. Please complete them and submit them by October 30th. If you have already submitted them and they are still showing up as overdue, please resubmit them and copy Joy.
 - b. BS SLO's need to be submitted by October 27th (preferably by the weekend).
- 4. Program Review- all disciplines are responsible for program review. Carmen available to assist if needed. Carlos will review before sending. This is your opportunity to highlight your programs and ask for needed equipment, supplies, staff and FT faculty.
- 5. Professional Development Sharing
 - a. Eleanor is just a hour away from being ready to submit the ITR course to send in for approval. We have until September 18th 2017 to train the faculty and start offering the program to our students.
- 6. Upcoming Events:

Alumni & Friends Event – October 24, 2015

The cost is \$100 for faculty who is interested in attending.

Topics are Ethics in Dentistry presented by Beemsterbore and New

Trends in Dental Hygiene by Ara Aguiar, Carmen Dones and Carlos

Sermeno.

7. New Business:

Next meeting 11/21/15 at 12:00pm

