

College Council Chair

Fran Leonard (18)*

Academic Senate

Holly Bailey-Hofmann
(18)*

Marcela Hernandez (18)

Laura Peterson (18)

Anna Chiang (18)

Kevin Considine (18)

(alternate)

Administration

Ara Aguiar

Roberto Gonzalez

Iris Ingram

AFT Classified

Joann Haywood (18)*

Sheila Jeter-Williams

(18)

AFT Faculty

Tim Russell

(18)

Vidya

Swaminathan

(18)

Olga Shewfelt

(18)*)

Bonnie Blustein (18)

(alternate)

ASO

Stacy Perez (18)*

SEIU 721

Antoinette Simpson

Teamsters

Rebecca Tillberg

*CC Exec Member

Ex Officio

President

James M. Limbaugh, PhD.

Standing Committee

Chairs Accreditation

Aracely Aguiar, ALO

vacant

Budget

Iris

Ingram

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Olga

Shewfe

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Minutes

September 7, 2017

1:00 pm – 3:00 pm

SSB 414

Attending: Aracely Aguiar (VPAA), Holly Bailey-Hofmann (Academic Senate), Anna Chiang (Academic Senate), Roberto Gonzales (VPSS), Iris Ingram (VPAS), Fran Leonard (Chair), Stacy Perez (ASO President), Tim Russell (AFT Faculty), Olga Shewfelt (AFT Faculty), Rebecca Tillberg (Teamsters)

Guests: Carmen Dones

- 1. Call to Order, Introductions.** The meeting was called to order at 1:00 pm. F. Leonard introduced the new ASO President Stacy Perez to College Council members. Stacy reported out first as she had to leave.
- 2. ASO Report.** ASO's first general council meeting will be held next week and a Student Affairs Committee meeting will be held tomorrow. Stacy announced she is planning to hold student support outreach workshops this semester.
- 3. DACA (Deferred Action for Childhood Arrivals).** O. Shewfelt reported out on DACA. An email message was sent out on September 5, 2017 by Chancellor Dr. Francisco Rodriguez to all students, staff, and faculty of LACCD which renews our support for our students in general. O. Shewfelt stated we need to have resources to support our students. West has a DREAM Center for students that is visible while other LACCD colleges have DREAM Centers that are hidden. Any DREAM Center issues should be addressed to Student Services. Roberto Gonzalez followed up with the email sent to WLAC from Nancy Brambila of Counseling about her concerns that the INS could come and take away undocumented students from West. Discussions were already held with Dr. Limbaugh regarding having a DREAM Center where outreach and recruitment could be held in the FA building. This might work and it could be called another name. There are issues about resources for support.
- 4. College Council Meeting Dates for 2017-18.** F. Leonard confirmed the posted dates of future College Council meetings that are also on the agenda for the academic year 2017-18.
- 5. College Council meeting minutes of June 1, 2017.** There was one correction recommendation from PIE – in place of baccalaureate degree for dental hygiene – it was the update of the Educational Master Plan.
- 6. President's Report.** The President's report was distributed to all Council members as Dr. Limbaugh was attending a retreat of the Chancellor's Council.

7. *Enrollment Management.* VPAA Aguiar reported the deans are meeting every week to brainstorm solutions to address enrollment problems. At least one new question crops up every day in Admissions and Records that is not anticipated.

JumpStart enrollment at high schools. Outreach is helping students to enroll in classes. Admissions and Records has been sending one fulltime employee to the high schools to help with issues. VP Aguiar reported that at yesterday's Board meeting a lot of conversations centered around PeopleSoft issues and ways to help our students. There is a problem with the hiring of one fulltime Earth Science probationary faculty member.

8. *Issues in PeopleSoft* – many classes that are 10 week, 12 week, and 8 weeks. Do not have a problem with eight week classes. For classes that have a different start date than your usual start date there are problems. This system does not allow a student to enroll in a class that's not in the standard term the day before. In the past up until Sept. 24 at midnight, the student could enroll in a class. Now they can only enroll with permission codes. Not all faculty are posted on college directory and many adjunct faculty do not have West emails, only personal emails. Ara Aguiar needs to get permission from each faculty member to post their emails.

Permission codes – open end – Open class list is created daily which is then posted for students.

VP Aguiar is trying to find out what classes are in demand for students – next step for second eight weeks. Academic Affairs will obtain faculty's phone numbers from offer letters for contact information. English and math is being under scheduled by significant amounts. Language Arts is emailing students about under enrolled classes.

How many non-standard term classes do we have this fall? Several pages worth.

Admissions and Records emailed all faculty who have non-standard terms.

Verification of faculty emails – V. Nesia has been charged with updating college online directory.

9. *Recommendations.* From yesterday's PIE meeting of September 6, 2017.

R. Tillberg distributed a flow chart of the annual unit review and planning process for 2017-18. They are doing Program Review – each division and program does a Program Review.

A discussion of program review and planning process followed.

O. Shewfelt moved to approve the document. Need to approve calendar. Program review is due March 2, 2018. The prioritization retreat will be held April 27, 2018. There was discussion of program review managers and teams with the validation process.

A motion was made to approve the three recommendations. **All approved by consensus.**

A. Recommend adoption of the following elements for the 2017-2018 program review cycle:

- Process Diagram: Linking Planning and budgeting

- Program Review 2017-2018 Calendar
 - Units conducting Program Review for the 2017-2018 Cycle
- B. Recommend that the Campus Climate Survey, as amended, be administered in fall 2017.
- C. Recommend that College Council initiate a review and update of the Principles for Prioritizing Programs and Services, which was approved in February 2013.

10. *Fall 2017 Campus Climate Survey.* R. Tillberg indicated that this survey is similar to the previous one with no major changes. Areas of campus participation has changed a lot. Broke out in three different areas – Senate, campus-wide, and campus activities. The Campus Climate Survey for fall 2017 will be sent to President Limbaugh for approval.

11. *Discussion of self-evaluation and goals for 2017-18.* VP Aguiar reported on the Board meeting yesterday on evaluations. West is making slow but sure progress on evaluations.

12. *Standing Committee Reports*

District Budget Committee – O. Shewfelt reported that there was 1% growth this year and to capture that growth, we will have to meet the base.

VPAS I. Ingram distributed a list of prioritized resource requests for 2017-18. There was discussion of this list.

Facilities Committee– completing problems for Watson & TLC – swing space and review of plans. Local projects that have been prioritized through program review – computer centers, Welcome Center finished. Study area in library, faculty office moves due to retirement, still doing renovations and moves for different programs for the current year. For Measure CC, President Limbaugh will be launching a series of conversations with all constituent groups on campus to solidify our project requests under Measure CC. Co-chair of Facilities is now Kevin Considine.

Enrollment Management Committee – VPSS R. Gonzales reported the first meeting will be held next Monday, September 11, 2017, from 1-2:30 p.m. AN agenda will be sent out today. At first meeting, they will confirm what Monday of the month they will meet for the fall semester. Will select a co-chair at the first meeting. Note: Accreditation Steering Committee meets on second Monday of the month.

Resource Development Committee – this committee has been suspended. A grant review process needs to be established. President Limbaugh sent out a request to review this process and need to form a work group. F. Leonard asked Council members if they know of anyone who would like to become a part of this work group or provide input to the proposal. The proposal will be going to the Senate.

SEAC Committee– no report at this time. They are working on integrated plan of workgroups - involved with student equity – basic skills and SSSP.

Technology Committee – Corey Williams will now be Faculty co-chair of this committee. They will meet the third Tuesday of every month at 3 pm. VPAS I. Ingram will meet with Corey on the schedule and send out notices to TC members.

13. *Announcements.* O. Shewfelt reported that two permanent booths on campus have been established for voter registration for West students. One is on the second floor of Admissions and Records – identified with red & blue. Used for two purposes – to register for classes and voting. Faculty and staff can request any number of U.S. constitution brochures.

H. Bailey-Hofmann and O. Shewfelt reported on an open MIC event on campus September 6, 2017 when there was heavy presence of Campus Sheriffs at that event. Holly asked what is the policy for open mic events? I. Ingram responded that she notified the coordinator of the event that Campus Sheriff's would be present.

The meeting was adjourned at 3 pm.