Record of Meeting
Division Council
Tuesday, September 4, 2012
12:30 pm - Winlock

Attending: Abraha Bahta, Judy Chow, Carmen Dones, Fran Leonard, Mony Patel, Sherron Rouzan, Buck Stapleton, Jane Witucki

Others: Aracely Aguiar, Mary-Jo Apigo, Adrienne Foster, Judith Ann Friedman, Michael Goltermann, Bob Sprague, Rebecca Tillberg, Kathy Walton, Helen Young

The Vice President welcomed the chairs back to West for the start of the fall semester. The start of the semester went smoothly and there were few room conflicts last week. VP Sprague thanked Olga and Adrienne for coming to Divisional Council

Review of Start of Semester. Missing chairs from classrooms were reported by the Behavioral and Social Science division in the General Classroom building. Buck Stapleton had a large number of chairs removed from his classroom on the third floor and other instructors reported the same problem on the first day. Aracely Aguiar and Judith Ann Friedman will work with Plant Facilities and reconcile and allocate the correct number of classrooms for this building.

Security issues and hazardous chemicals. Carmen Dones of Allied Health reported that nitrous oxide tanks are being held in a storage room and that this poses a hazardous chemical risk to people. Keys are being issued to employees who need access to this room. VP Bob Sprague stated the division chairs should have a conversation with each person who is storing volatile materials in their classrooms.

A recent theft of Apple laptops in the Library from Mary-Jo Apigo’s area and Judy Chow’s area was reported totaling approximately $40,000.

Enrollment Management – Rebecca Tillberg, Dean of Research and Planning. Rebecca reported that the number of Associate degrees earned at West have increased. Dr. Friedman reported that good reports are available on the website regarding transfer data. Helen Young reported that transfer data has gone out to the three VP’s and deans and in late September or early October those transfer numbers will come out. Helen is looking at out of state schools and private schools to obtain quicker data.

Enrollment status – fall 2012. West is 13% down for credit classes and down 7% for paid classes. West has enforced dropping students who didn’t show up for class the first day. Tuition increase by 30% has impacted enrollment. Faculty should make their own decision to add or not to add students to their classes. Headcount is down 7% & fulltime students headcount is down 20%.
**Average Class Size.** Rebecca reported the average class size has dropped to 41.7.

**Implications of November Election.** There is a possibility of adding new sections and having a summer session if the November election is successful.

**Update on Program Review.** Program Review will be done online with the new software this fall. Questions for program review were distributed to division chairs. Program Review will have a rubric to guide the validation process and cross divisional validation will be conducted in small teams. The rubric is in draft form and will be finalized shortly. A focused work group will be formed to focus on recommendations that need to be addressed. Academic Senate will approve this rubric template document.

**Update on College Planning.** Program Review and Planning committee will be combined. The role of the Planning Committee will be adjusted in response to accreditation. The timeline will be finalized sometime next week. Divisions will be given a month to complete their program reviews. The comprehensive program review document diagram was distributed. This online program review is accessed through the District Portal and is available from home also. Some training workshops may be done for division chairs on Fridays. Program Review will be due mid-fall in mid-October.

Michael Goltermann passed out new add slips that have been created for adding students after census date.

**Course SLO’s.** Mary-Jo Apigo, Dean of Teaching and Learning, spoke on SLO’s and the progress being made. A timeline for the response to Recommendations 3 & 4 (SLO’s) was distributed to division chairs. Discussion followed on program SLO’s vs. Course SLO’s.

**President’s Greeting.** The President addressed Divisional Council on the recommendations issued by the Accrediting Commission and addressed chairs on the work that has to be done this fall to get off of Warning status. Bond issues were discussed and the current work being done on a space projection study report. Karen addressed the president that the college needs a master list of all employees working in all buildings including student workers.

**Accreditation Timeline.** The Vice President welcomed Alice Taylor as the new Faculty Chair of Accreditation. Alice has been tasked with writing the responses to the Commission’s recommendations and will be directing and monitoring the focused work groups assisting in this process.

The Vice President addressed Divisional Council on the recommendations and announced that weekly meetings with the president and Alice will be conducted this fall in monitoring the progress of the work groups. Special progress meetings for working on the recommendations have also been scheduled.
Evaluation of Tenure Track Faculty. Olga Shewfelt announced to division chairs that tenure review and evaluation of contract prob faculty will be conducted this fall. Copies of Article 42 of the faculty contract on this process were distributed. Appendix C of Article 42. Evaluation forms and tools for tenure review will be sent to division chairs by Judith Fierro. There is a timeline for putting together the tenure review committee for the comprehensive evaluation.

West Connect. Mary-Jo Apigo announced to division chairs that West Connect is a service provided for new and tenure-track faculty that provides information and resources; opportunities to expand perspectives by interacting and exchanging ideas with peers; and workshops relating to practical topics, instructional strategies, and implications for teaching.

VP Sprague announced that Kevin Considine is the new co-chair of Facilities Committee that is replacing Jane Witucki. Jane was thanked for serving as Co-Chair of the Facilities Committee.

Posting the syllabus online. VP Sprague noted the section in the faculty contract for the posting of the syllabus online. West is currently in negotiation with Legal Counsel on this issue of allowing the college to post instructors’ syllabi online.

Global Studies Initiative. VP Sprague announced that a series of non-teaching assignments to develop curriculum in areas of Latin America, Asia, and Middle East are being developed by faculty. A conference on global studies initiative is being planned at the end of spring 2013.

Months of September and October – Hispanic Heritage Month. VP Sprague announced that Academic Affairs will be working with Celena Alcala, Associate Dean of Student Services, in taking an active role in supporting students of Hispanic Heritage during these months.

The meeting was adjourned at 3:00 p.m.