Record of Divisional Council Meeting
Tuesday, October 4, 2011
Fourth floor, HLRC
1:00 pm

Attending: Abraha Bahta, William Bucher, Anna Chiang, Judy Chow, Carmen Dones, Nikki Jacobson, Betty Jacobs, Sherron Rouzan, Buck Stapleton, Jane Witucki

Others: Ara Aguiar, Mary-Jo Apigo, Judith Ann Friedman, Michael Goltermann, Eric Ichon, Norma Jacinto for Michael Arata, Fran Leonard, Todd Matosic, Vanita Nicholas, Donna Olvera, Olga Shewfelt, Kristina Thomas, Helen Young, Rebecca Tillberg, Kathy Walton

Guests: Kathryn Perkel of U.S. Vets Counseling Services

Vice President Bob Sprague opened the meeting at 1 pm.

Global Initiative - A YouTube video presentation created by Kell Stone of Student Services on the Global Initiative was shown.
VP Sprague announced to division chairs that assignments to develop curriculum in global studies are being developed for Latin America, Africa, and Asia and are non-paid faculty assignments.

There was discussion of non-teaching hourly rate assignments (Academic Development Grants and Instructor Special Assignments).

Adds and Registration – The problem of adding students after the first two weeks of class was discussed among the chairs and this needs to be enforced strictly. There is room for some exceptions based on a student’s particular circumstances and in some cases, the instructor should obtain the Chair’s signature.

Discussion followed regarding student success and what happens to students who add after the second and third week of class. Every instructor could add in their syllabus – “no students will be added after second week” and this could be enforced across the board. This discussion will reconvene at the next Divisional Council meeting in November to make a clear recommendation to Michael Goltermann. The college needs to come up with a process that’s clean.

US Vets Counseling Services – Michael Goltermann, Dean of Student Services, introduced Katherine Perkel of the US Vets Center, who assists veterans with psychological counseling, educational training, and understanding their benefits.
VP Sprague reported that West does have more sections on Tuesday & Thursday on campus than on Monday and Wednesday. Karen Burzynski shared a one page report reflecting the number of adjunct and fulltime instructors teaching by day each week.

Status of D Village – VP Sprague is looking at how to move classes into the General Education building, keeping in mind what the class sizes are now and how quickly we can let go of the D bungalows. It costs approximately $17-$18,000/month to hold classes there. Behavioral and Language Arts divisions are the primary users in the General Education building.

- Support equipment in D Village will be moved into buildings requiring support
- Research Development and WISE group will be relocated – looking at A buildings for them and what it would cost to upgrade
- All technical equipment in D classrooms now can be moved into other classrooms; classroom spaces need to be refreshed

Status of offerings for spring 2012 – Rebecca Tillberg shared a report analysis on paid section counts. Paid section counts are up and paid hours have decreased; Allied Health has fewer students. Everybody needs to be reducing sections except Aviation.

Program Review and Viability – VP Sprague is consulting with Senate on folding program viability in some form based on actions of Senate into the Program Review process. President Nabil Abu-Ghazaleh stated West needs to streamline our courses.

Accreditation - Fran Leonard, Chair of the Accreditation Steering Committee, reported that there are a few standards no one has signed up for yet.

A group of accreditation co-chairs will read through the entire self-study report at the President’s home next Friday, October 14th. Drafts should be forwarded to the team before October 14th.

Substantive Change proposal was approved in 2008 by the Curriculum Committee and will be approved by Academic Senate next week.

Transfer Program – Helen Young, Transfer Honors Director, reported that there are new trends being developed and has been meeting on a weekly basis with the Transfer Task Force. They plan on bringing Academic Affairs and Student Services together to create an overarching plan for transfer. Shalamon Duke, Dean of Support Services, has been meeting with them on a weekly basis to have faculty on the process of transfer equally with parts of Student Services that are considered transfer. Transfer plans to be a global initiative.

Mission - West Los Angeles College provides a transformative educational experience.

West fosters a diverse learning community dedicated to student success.
The Transfer Center is having an Open House Oct. 19 – 20th. Orientations will be held October 12th and 13th for new Transfer Honors students.

Talking Points - VP Sprague stated West needs to establish some outcome measures which shows that West did change their transfer issues and what steps they did take which will involve the entire college.

Security issues for classrooms and offices
- Locks and Lighting – you may start sending messages that the campus is too dark in some spots; if you have places that you want lighted, please send a request to Judith Fierro in Academic Affairs

Kineto or other online website support – there is a software package that’s been purchased by IT. The college needs to have division and department web pages listed. The college needs a technical support person located on campus in one location who can assist people in designing web pages. The college is submitting a request for a multimedia technical support position. The instructional media technician is now Leo Calderon.

FPiP Committee Chairperson – Lisa Kamibayashi is convening meetings from what’s left from the last FPiP list. This committee is working on coming up with a policy for the next round of hiring.

Mary-Jo Apigo, the new Dean of Teaching and Learning in Academic Affairs, is developing ways to enhance learning and providing support services for faculty to enhance their teaching experience on campus.

The meeting adjourned at 2:45 pm.