Record of Divisional Council Meeting
Tuesday, November 1, 2011
Winlock Lounge – 1 pm


Others: Mary-Jo Apigo, Aracely Aguiar, Judith Ann Friedman, Michael Goltermann, Fran Leonard, Robert Sprague, Kathy Walton, Helen Young

The meeting was called to order at 1:00 pm by Vice President Robert Sprague.

1. ADDS and Registration – Michael Goltermann led a discussion on this.

   Recommendations -
   • open enrollment into courses be closed at 12:01 am the day of the first class and shut down registration period earlier. There needs to be a formalized process for adding students after that.
   • Adds in class in form of a lottery for classroom wait lists. This gives control back to the instructor.
   • Advise faculty about requiring a return receipt from the student at the next class meeting.
   • Three attempt limit – this is a new policy from the state that pushed the W date back so students who drop by the "no penalty" drop date are assured of having no “W”on their record.
   • Division Chairs should remind their faculty to exclude students on time.

2. Accreditation – Fran Leonard reported on the status of the accreditation Self Study report will be delivered to Vice Chancellor Yasmin Delahoussaye at the District on Wednesday, November 23rd. Edits are coming back from Alice Taylor and the Senators who volunteered to read the drafts from each standard. VP Sprague asked the Chairs to share the following handouts from Fran with their faculty and classified staff: organization for the self evaluation process, history of the institution, and previous recommendations from accreditation team visit of 2006. The link to view the self-study drafts from each standard are at http://www.wlac.edu/accreditation/index.html.

3. Evaluations – A list of faculty who are up for tenure review at West was distributed to division chairs by Mary-Jo Apigo, Dean of Teaching and Learning. Mary-Jo will obtain the current status of these instructors and find out what needs to be done. Some best practices for the evaluations process are being developed and whether or not they should be formal or informal. Academic Affairs will support this. There was discussion regarding faculty evaluations and what improvements have occurred after evaluations and how the college deals with faculty who are problematic.

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**West fosters a diverse learning community dedicated to student success.**
4. Tenure Track - Mary-Jo Apigo, Dean of Teaching and Learning, led a discussion on tenure track faculty at West. On Friday, November 18, a “Meet & Greet” brunch for tenure track faculty to meet each other will be held off campus. Mary-Jo will be conducting a series of workshops for faculty on campus. Some topics to be covered will be how to achieve student success, emergency situations and how to deal with violence on campus. There was discussion about Faculty Interest/Groups (FIGS) which will be led by Mary-Jo Apigo. Faculty Teaching and Learning Academy (FTLA) applications for winter/spring 2012 are due Wednesday, November 23, 2011 to VP Sprague in Academic Affairs. FTLA meetings will be held at East LA College in January 2012, then once a month in spring.

5. FPIP Committee- Lisa Kamibayashi, Chair, held the first meeting of the semester last month. The FPIP Committee will move forward. The FPIP list is horizontal and the Senate voted last year for this to be a two year list.

6. Articulation – Kathy Walton, Dean of Curriculum, Retention, and Educational Services, reported there is a resource available in Academic Affairs comprising Donna Olvera, Kristina Thomas, and herself to assist chairs in networking their courses and curriculum. Monthly meetings for Tech Review and Curriculum Committee are listed online. Relationships and partnerships with West are being articulated to create new opportunities for students who can enroll in a course to completion of a program or career advancement. West is finding a way to do things without cost to the college.

VP Sprague announced that he wrote a draft of a job description for an Articulation Officer for the Senate President. This was a direct appointment for a period of time to bridge the gap of hiring someone since Eloise Crippens retired. The formal selection process will be underway this semester.

7. SLO Report – Academic Affairs is at 81% completion rate now. There are 108 courses that need to be assessed. Todd Matosic and Mary-Jo Apigo will be contacting chairs to complete the process. There is an online tutorial for faculty to use and a video on how to fill in the SLO assessment form. The SLO Coordinator needs to find a way to capture what’s going on in Student Services and Administrative Services for institutional and Program SLOs.

8. Advisories for co-requisites and pre-requisites – Academic Affairs will work with Senate to come up with a framework for adding advisories in courses. There was discussion of mapping and sequencing and roadblocks students encounter when they skip courses they should take first. VP Sprague requested the chairs go forward this fall with a clear sense of how we should protect our instructional resources. He would like to have a conversation at the next meeting or next two meetings regarding strategic planning and instructional support. The meeting adjourned at 2:41 p.m.
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