Divisional Council Record of Meeting  
December 6, 2011  
Winlock Lounge - 1 pm

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

Others: Nabil Abu-Ghazaleh, Aracely Aguiar, Mary-Jo Apigo, Judith-Ann Friedman, Fran Leonard, Bob Sprague, Rebecca Tillberg, Kathy Walton

1. Vice President Bob Sprague called the meeting to order at 1 pm.

   VP Sprague introduced Donna Olvera to Divisional Council who is now the Articulation Officer at West. Donna reported that she is working on the articulation of courses for CSU’s and UC’s. If any of the divisions have majors that they would like articulated, please contact Donna at olveradl@wlac.edu or call her at ext.4240 in HLRC-124.

2. Achieving the Dream (AtD)– VP Sprague spoke on this initiative at West. The initiative is folded in under the Student Success Committee and will help the college move in the direction of funding, decision making and resource spending for the purpose of students and their success.

   There are two groups that have been working on this initiative – a Core Group and a Leadership Group.

   There are two coaches that are coming to West. The VP suggested that the division chairs get acquainted with Don Campbell, the College Coach, when he arrives. He has developed some ideas about the college along with great opportunities. Kriesta Watson is the Data Coach. Rebecca Tillberg addressed the mission of Achieving the Dream which is student completion at community colleges. The teams will be working with qualitative and quantitative data to find out what’s happening with our students.

   Mary-Jo Apigo spoke on how AtD will be implemented on campus. There are two teams that are working on this initiative which are:

   1) Core Team – Don Campbell (College Coach), Clare Norris, Mary-Jo Apigo
   2) Data Team – Kriesta Watson (Data Coach), Rebecca Tillberg, Elizabeth Bell

   These teams are both connected to the Student Success Committee. Their website is www wlac.edu/studentsuccess/atd/coreteam.html

   There was discussion of equity rates and successful course completion rates. What are the biggest barriers? What are the strategies identified at West? The first year they will look at all the data and plan thoughtfully. Rebecca shared some tools that
the data and core teams are using to improve student success. An example of a priority was the low success rate of basic skills math courses.

Some priorities that were identified:
1. Low retention and completion rates
2. Conduct mandatory placement exams for students
3. Co-hort model of students

How do we define completion?
1. Look at counseling and advising students
2. Co-requisites and pre-requisites

There was discussion of pre-requisites at West. Some suggestions were recommended:
1. Engaging students and faculty advising of students
2. Counseling and advising students– are we prepared to do what counselors do and may we?
3. Bring more counselors into the classrooms and at division meetings
4. Student Services and Academic Affairs to make access as broad as possible for student success.

President Nabil Abu-Ghazaleh spoke on Achieving the Dream and stated that the college should stay focused on students’ goals of achievement to persist, learn, and graduate.

3. Accreditation - Fran Leonard reported on the status of Self Study Report. Next Wednesday, December 14th, a team will assist Fran in presenting the Self Study Report to the Board. Fran asked division chairs to share what questions they had regarding the Self Study for West. Was there broad engagement in the preparation of the Self Study by the college? What changes have come about as a result of the process? Class reductions were done creatively with mapping, sequencing, moving towards transfer curriculums, and hybrid offerings.

4. Updates:
Faculty Evaluations – VP Sprague reported on the status of this. Three deans in Academic Affairs are keeping a list and checking off all evaluations that are due and completed. After they are done, the deans will determine the procedure on adjunct faculty pay for adjunct faculty supervision. Mary-Jo Apigo will work with faculty on support workshops regarding adjunct faculty evaluations so they will be positive experiences.

Student Learning Outcomes (SLOs) – Mary-Jo reported that 95% of courses at West have been assessed. Twenty-eight courses need to be assessed with about 5% left. The three Deans in Academic Affairs have been contacting chairs responsible for faculty completing their SLO assessments. The SLO website is www.wlac.edu/facultyandstaff/slos. Academic Affairs will notify chairs what courses that need to be archived. The Chairs need to be in agreement with the deans on what should be archived.
Load sheets – this is up to the person who supports those sheets for the Dean in Academic Affairs for spring to spring, fall to fall, recommending and approving.

Safety and lighting – Facilities Committee is starting to add items that are not Bond related. Lighting and call boxes will be on future agendas. The VP asked everyone to join in on this lighting issue to get this resolved as it is too dark at night. Lighting should be on until 10:30 pm.

- General Classroom Building - Faculty offices are almost completed, classrooms are not ready yet. Faculty can go ahead and box up their belongings for winter.
- D Bldgs – re-record plans re-confirming your plans for Behavioral and Social Science and Math
- Move the infrastructure equipment and furniture that’s in the D’s and decide what to keep.
- Ten Smart Classroom set-ups will be moving out of the D’s.

5. Research and Planning – Enrollment Update – handouts were distributed to chairs and West is right on target for spring 2012. There is a new state rule – starting summer 2012, students will only have three attempts to pass a class. This will affect our FTES. In order to collect apportionment from students, they have to have a transcript notation. This will reduce our FTES but will motivate students to drop classes on time and to stay in class if they are doing well.

The meeting adjourned at 3:15 pm.