Draft Record of Meeting  
Tuesday, February 7, 2012  
1 pm – Winlock Lounge

Attending: Michael Arata, Abraha Bahta, Marcus Butler for Anna Chiang, Judy Chow, Carmen Dones, Betty Jacobs, Nikki Jacobson, Matt Robinson for William Bucher, Sherron Rouzan, Buck Stapleton, Jane Witucki

Also attending: Aracely Aguiar, Judith Ann Friedman, Fran Leonard, Helen Lin, Clare Norris, Bob Sprague, Rebecca Tillberg, Kathy Walton

The meeting was called to order at 1 pm by Bob Sprague, VP of Academic Affairs. VP Sprague welcomed all the division chairs back for the spring semester.

**General Classroom Building** - The Language Arts division and Behavioral & Social Sciences division reported that their moves went according to plan except for a few key problems in their faculty offices and some electrical outlets were missing.

**FTES Projections** - Rebecca Tillberg, Dean of Research and Planning, went over the total FTES for West which is 6,887. West's target FTES is 6,764 and we are projecting 6,887. West has over 10,000 students. Headcount comparison is down 7% at present. New students are down 13%. Continuing student headcount under age 20 is down a lot since Jumpstart classes were reduced. Non-apportionment breakdown of sections was reviewed. Classroom based enrollment is down 9% - largest part of enrollment. Time of day classes and block start time was discussed. Having standardized start times for full-time students is very important so there won’t be any conflicts in their class times. VP Sprague reported that the college is trying to get rid of unusual start times. Regular term length classes which are WISCH classes were reviewed. Independent study method classes have reduced the FTES quite a bit. Comparison by course type has been added recently. VP Sprague reported that students are very happy attending classes in the new General Classroom building.

**Program Review** - Rebecca Tillberg distributed packets for every division chair with program review data specific to their divisions. She is getting ready to do the annual program review update. A Summary Report of Planning Actions & Resource requests was distributed to division chairs. FPIP regular faculty resource requests, a continuous quality improvement report, and examples of outcome measures were shared. Goals and action plans are two different things. There will be training for new division chairs. New division chairs could go to a division meeting and look at the data with Rebecca. A new feature has been added where divisions can update any goals and action plans from the last time and provide a narrative status update. New action plans and resource requests will be kept separate.
Rebecca stated that she could email out forms next Thursday and schedule training for the following Friday, February 24th.

Block out two sessions – Thursday, February 23 and Friday, February 24 10am-12 noon

**Student Learning Outcomes** - Todd Matosic spoke on SLO assessment of courses and

**Institutional Learning Outcomes** – these are broader than instructional programs that feed into and become part of College Council, whereas in course SLOs there might be a direct Curriculum Committee and Senate involvement.

**Instructional programs** – out of 46 disciplines, West has assessed 19 of those and will be able to find out how many more will be assessed. There will be an area on the WLAC web page for posting Service Area Outcomes. A new SLO webpage is ready to view at faculty & staff, video clips are offered

Todd reported that West is making improvements to SLOs:
- Engage with Student Services and look at objectives to see how we can improve service in classroom.
- Curriculum should be everything the student chooses, beginning with Admissions & Records, etc.

**Achieving the Dream (ATD) Update** – Clare Norris, Co-Chair of the Core Team for ATD, presented an update on the progress of this initiative. Handouts were distributed to division chairs.

An ATD website has been developed at [www.wlac.edu/studentsuccess/atd](http://www.wlac.edu/studentsuccess/atd). The ATD Kickoff took place during the Leadership Retreat on December 2, 2011 with 102 faculty, staff, and administrators in attendance. There are two teams:

1. Data Team – Rebecca Tillberg leads this group and works with student demographics and outcomes, student success metrics, and has identified seven main priorities and identified two additional priorities. Focus groups have been formed and data will be shared at division meetings.

2. Core Team – has preliminarily identified the following priorities:

   1. West’s math foundation (basic skills) students have low successful course completion rates.
   2. West’s English foundation (basic skills) students have low successful course completion rates.
   3. 40% of West students obtain a degree/certificate/transfer within 6 years.

**Budget Prep for 2012-13** – Helen Lin of Academic Affairs reviewed the budget prep process. There are two documents to complete – most division chairs have received them from Administrative Services. The deadline to return to your deans is next...
Wednesday, February 15. Program 100 has been reduced greatly. The employee worksheet gives you space at the right-hand column to note information such as vacancies due to retirements etc. Enter position title, instructor, put in $1 – and return worksheets to Helen Lin. Academic Affairs will keep copies of worksheets. Let Academic Affairs know what supplies you need if you need them. Academic Affairs does have resources from grants that can support a number of instructional areas outside of Program 100. The worksheet only reflects full-time faculty. Any changes should go into your Program Review in order to make a change for your division. Please make time with your dean if you need help. VP Sprague will review them before they go to VP Ken Takeda of Administrative Services.

Summary of changes in the AFT Faculty Contract - Olga Shewfelt distributed a summary of changes made in the contract. Articles 16 & 17 are frequently used. Division chairs should send comments and questions to Olga if you have any, preferably by email. In emergencies, contact her on her cell. An adjunct survival guide was passed out to all chairs. These resources are online at AFT faculty web page.

Accreditation – Fran Leonard reported that a special workshop on accreditation that is geared to staff at West will be provided on Friday, February 24 on campus. Fran is working with a group to plan this workshop. Chancellor Dykstra visited from Windward College last Thursday, February 2, who is a president, not a chancellor. This visit was in preparation for the accreditation team visit March 12-15th. A Mock accreditation visit will be held at West on Tuesday, February 21, 2012. Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs and Institutional Effectiveness at the District, will visit.

Room Counts – VP Sprague reported that Academic Affairs has spent lots of hours on room counts. The critical issue now is that the TLC is in a moratorium and is not authorized to go forward now. Do we have the ability to sustain this building? All division chairs should have a say in how the TLC is utilized, not just for Business and CS divisions. This is for everybody. The initial analysis of rooms was done in the fall of 2010 and showed where we started with construction and ended with construction. The TLC would have increased by one room and the net result is one room; net change. Academic Affairs will be putting out information on room counts and stated that this has implications for everyone. A Classroom Availability document was passed out by Aracely Aguiar, Dean of Academic Affairs.
Syllabuses, evaluations, staff development, and new developments

VP Sprague shared information on syllabuses. Academic Affairs is generating information that will be online. Information will be shared on how well we are doing on evaluations and tracking is being done on how many evaluations have been conducted in classrooms.

Reassigned time – Buck Stapleton, Chair of Behavioral and Social Science, shared with division chairs that some co-horts and learning communities can fit into a group of students that can be tracked.

POPP Program – (Police Orientation and Preparation Program) is an academic 16-18 units program with tutors for students in math and English. A budget has to be created and Buck shared some questions as to what a budget should be.

Alcohol & Drug Studies – would like Divisional Council evaluate these groups

VP asked division chairs if they would like to expand these meetings or keep to the same format for division chairs only.

The meeting adjourned at 3:05 pm.