Record of Meeting
Divisional Council
Tuesday, October 2, 2012
12:30 pm - Winlock

Attending: Michael Arata, Abraha Bahta, Bonnie Blustein for Math, Anna Chiang, Carmen Dones, Lartee Harris, Fran Leonard, Ken Lin for Judy Chow, Jack Moy

Others: Mary-Jo Apigo, Kenyatta Bakeer, Luis Cordova, Adrienne Foster, Judith Ann Friedman, Olga Shewfelt, Bob Sprague, Alice Taylor, Rebecca Tillberg, Kathy Walton

Guests: Kenyatta Bakeer, Luis Cordova

VP Sprague led a discussion about missing chairs in classrooms in the General Classroom building.

Report on Facilities Committee meeting of Monday, October 1, 2012.
VP Sprague reported on yesterday’s Facilities meeting and invited division chairs to attend now and then. Kevin Considine is the new Co-Chair of the Facilities Committee. A number of issues are underway that affect instructional programs for chairs for academic & professional matters. Two divisions for the TLC Building as primary users are Business and Computer Science divisions. A lot of work has been done on the TLC including numerous walk-thru’s. The moratorium has been lifted on the TLC building and other divisions may now have a stake in the TLC.

- Second floor of TLC – added library research floor for faculty
- CE building – Business and Computer Science divisions have identified needs for rooms for the CE building. College Council approved moving all of administration out of the CE south and moving into the TLC and moving ASO into the CE space.
- Move Reprographics/adjunct workroom into the CE first floor north.

Exclusion Rosters - A list of all faculty who haven’t submitted their exclusion rosters was distributed to all division chairs. This list was generated by Michael Goltermann, Dean of Student Services. The Vice President reminded all chairs to contact instructors under their divisions on this list to turn in their exclusions rosters to Admissions and Records immediately.

Syllabi – little over 50% of faculty have turned in their syllabi. The deans will talk to their division chairs and send a note to their instructors reminding them to turn in their syllabus. Thereafter the instructors will be sent a memo two times and after 4 weeks and five weeks have passed, a disciplinary note will be sent.

Olga Shewfelt made a request to the President that all seniority lists will be posted online on the college website under faculty and staff. Academic Affairs is sending electronic copies of galleys to each instructor so anyone can look at any seniority list. Olga reminded everyone to register to vote. Prop. 30 will impact the college tremendously. There is a new process at the college for appointing mentors for new faculty at West.
Comprehensive Program Review and Planning. Rebecca Tillberg led a discussion regarding the validation process for program review. There will be validation teams composed of two to three people. An overall draft validation rubric for program review was distributed to all chairs. Prioritization rubrics for resource requests were distributed. Prioritization will be made as simple as possible without losing important factors. Rebecca urged Chairs to come to the Planning and Institutional Effectiveness Committee meeting tomorrow, Wednesday, October 10th, at 1 pm in SSB 414.

- There will be a focus on setting of goals and actions to refine and refocus goals.
- Smart goals – want broader goals.
- Measurable goals – outcomes – baselines & targets.
- Planned actions - Rebecca is planning to get planned actions out to chairs next Monday via email.
- Will have a link to online program review in the District Portal.
- Early November is the target deadline to turn in comprehensive program review.
- This data will be used for the FPIP process and will be translated into the FPIP process. Plans that are connected to programs and plans that need space are important to add.
- Recommend to have SAP training workshops targeted for chairs.

Brandman University. A Council member stated that two hours was spent discussing how to allocate space on campus to Brandman University in the Facilities Committee this week. The outcome was to move the process so that the college develop guidelines on allocating space. The college can use program review as one of the sources of the information to be used to allocate space in the college. An environmental scan can be conducted to see where technology changes and the labor market changes. There is a need to develop a whole new program and a goal of creating a new program and this could be cited in the environmental scan. Rebecca reported to the chairs that there is a new facilities section in the program review document. The college should assign classrooms that meet needs of student enrollment.

Rebecca Tillberg reported that she has seen an increase in the number of AA degrees and certificates awarded in Behavioral and Social Sciences. Buck Stapleton added that this is largely a result of other divisions working together to help facilitate course offerings to the POPP cohort: Computer Science, Health and Physical Education, Humanities and Science. Due to the wide range of English and math skills, students have to satisfy those requirements outside of the cohort.

Student Learning Outcomes. Mary-Jo Apigo, Dean of Teaching and Learning, brought the latest SLO newsletter to share with chairs. A recap of Flex Day break-out session is noted on this as are upcoming events. Mary-Jo is also holding drop-in hours for faculty regarding SLOs. Mary-Jo shared copies of the reference booklet to guide faculty in development of course SLOs.
The next Curriculum Committee meeting will be held next Wednesday, October 17th at 1 pm and 100 SLOs are being targeted at each session.

Olga Shewfelt stated that an email needs to be sent to faculty to remind them that course SLOs need to be submitted in advance of Curriculum Committee meetings and to email course SLOs to Mary-Jo Apigo and Todd Matosic so they will bring to the next Curriculum Committee.

Weekly standing meetings at 8:30 am every Monday are being held with the President to consult on the recommendations and Wednesday morning meetings at 10:30 am with the Vice President are being held on the response to the recommendations. Alice Taylor distributed a summary of progress in meeting the recommendations that West presented to the Board yesterday.

**Evaluations.** Mary-Jo Apigo announced that she is coordinating West Connect's faculty evaluation process.

Eric Ichon, Dean of Distance Learning and Instructional Technology, passed out a handbook titled “Online Instructors’ Handbook” to division chairs as a guide when conducting evaluations for online hybrid classes. This is a web-based evaluation tool. Eric's office sets up the online surveys that go to the students every semester where they are posted for at least one week. This should be done the first couple of weeks of each semester and is a brief survey for a student that doesn't take long to complete. Eric recommended to include someone that teaches online classes and is comfortable using Etudes. Eric announced that Etudes training is returning to West and will be held three Friday mornings on campus with the remainder to be conducted online. The dates will be Friday, October 26th, then for two more Fridays.

Olga announced that the tenure evaluation process for fulltime faculty is underway and is a lengthy process. Tenure review committees have been formed now. New fulltime faculty are given comprehensive evaluations during their first four years of teaching at the college.

Adrienne Foster requested faculty to step up to serve the unmet needs of faculty on leaves of absence and encouraged tenured faculty to serve as a mentor to a new fulltime faculty member. This is where a tenured faculty member is assigned to a new fulltime instructor and meets with them throughout the semester on a one-on-one basis providing them guidance on any concerns they may have. She passed out the agreements and needs these returned to her by this Friday, October 5, 2012.

The Vice President announced that Lartee Harris is the new Chair of the Business Department at West.

The meeting adjourned at 2:50 pm.