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, Rebecca Tillberg, Kathy Walton

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

Vice President Bob Sprague called the meeting to order 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 American, African, and Asian Studies.

Adds and Registration – The problem of adding students after the first two weeks of class was discussed among the chairs.

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 clear.

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 of the week.

Status of D Village- The college 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
these 10 bungalows. Behavioral and Social Sciences and Language Arts divisions are the primary users of the General Education building.

- Support equipment in D Village will be moved into buildings requiring support
- 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 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. All counts are recorded in the report.

Program Review and Viability - Senate is reviewing program viability and its role in the Program Review process.

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 on Friday, October 14th. Drafts should be forwarded to the team before October 14th.

Substantive Change proposal was approved by the Curriculum Committee and will be reviewed for approval 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.

The Transfer Center is having an Open House October 19-20th. Orientations will be held October 12th and 13th for new Transfer Honors students.

Talking Points – West needs to establish some outcome measures which shows that West did change their transfer outcomes and what steps they need to take to achieve them.

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

Kinetco 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
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West fosters a diverse learning community dedicated to student success.

can assist people in designing web pages. The college is submitting a request for a multimedia technical support position.

FPIP Committee Chairperson – Lisa Kamibayashi is convening meetings on the FPIP list. This committee is working on coming up with a policy for the next round of hiring.

Mary-Jo Apigo, 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: FIG and Tech Prep are examples.

The meeting adjourned at 2:45 pm.