Record of the Meeting
Divisional Council
Tuesday, February 2, 2010
1:00 pm – Fourth Floor, HLRC

Present: Michael Arata, Abraha Bahta, Anna Chiang, Judy Chow, Scott Feinerman, Betty Jacobs, Lisa Kamibayashi, Mary Jane McMaster, Vanita Nicholas, Sherron Rouzan, Buck Stapleton, Jane Witucki

Others: Aracely Aguiar, Mary-Jo Apigo, Linda Clowers, Judith Fierro, Judith-Ann Friedman, Mary Anne Gavarra-Oh, Eric Ichon, Fran Leonard, Curt Riesberg, Robert Sprague, Rebecca Tillberg, Kathy Walton.

1. Welcome: The meeting was called to order at 1:00 pm.

2. Wish Lists for 2010-22

   • V.P. Robert Sprague asked division chairs to review their wish lists from the minute of the January 12th Divisional meeting. They were required to speak with Judith Fierro in Academic Affairs if they have anything to add or change to their wish lists for 2010-11. Wish lists will be recorded as a part of the official minutes of Divisional Council.

3. Seniority Lists, Priority Lists, Load Sheets, Seniority Lists

   • These lists are being standardized with statement of interest from the faculty in binders in Academic Affairs. Load sheets will show all full-time teaching assignments. Adjunct assignments will be filed also in Academic Affairs.

4. Planning and Allocation

   • Rebecca Tillberg, Dean of Research and Planning, reviewed a class schedule handout overview for 2010-2011 and stated that West needs to keep fall and spring as stable as possible so students can complete their coursework on time.

   • Summer 2010- A full allocation will be put into summer. Academic Affairs is targeting approximately 30-40 sections.

5. Admissions & Counseling Hours of Operation – Feb. 1-19th

   • M-TH – 8:30 am – 7:00 pm
   • Friday – 8:30 am – 2:00 pm
   • Saturday – 9:00 am – 1:00 pm
   • Campus Closed Feb. 12-15th – Presidents’ Day

6. American Graduation Initiative (AGI) – iWest: innovation West

   • Dr. Linda Clowers introduced a new initiative with the division chairs on how a student can obtain a degree or certificate in three years or six semester at west. The student is guided from the time they enter West through an eight-step process which includes goal setting, general preparation for English and math, assessment and student education plans, and completion of the basic skills sequence.
7. Accreditation

- Fran Leonard attended a meeting with the LACCD Board of Trustees last week regarding accreditation. The trustees were very receptive to what West has to offer. The next accreditation steering committee is set for Thursday, February 25th from 2:30 pm – 4 pm, fourth floor of the HLRC.

8. Title V

- Mary-Jo Apigo has been instrumental in working on three Title V Co-Op grants for West.

9. Update on Grants Initiative Revenue Enhancement

- Aracely Aguiar presented an overview of the status of the grants initiative at West
- Mark Pracher has developed 20 new projects
- West is second lead on a hospitality proposal that will lead to jobs for students
- Physical education training programs will lead to certificates

10. Chair of Humanities and Fine Arts – Michael Arata is currently exhibiting interactive art shows at Barnsdall Park and Valley College. Michael will hold an art show March 2010-July 2010 in Zurich, Switzerland.

11. Concerns / Problems – V.P. Robert Sprague asked the chairs to share any concerns or problems they are experiencing in their departments.

- Vanita Nicholas needs software installed in laptops for students in CE-105B for the paralegal department.
- Searchable schedule in the WLAC website needs to be updated. Some of the enrollment data is incorrect. Nick Dang will be invited to the next Divisional Council.
- Business Department needs software support in CE-105B.
- Technology Committee will be looked at so that Academic Affairs can meet the needs of providing technological support to each division.

12. Budget Prep Worksheets for 2010-11 are due this Wednesday, February 3rd in Academic Affairs, and may be returned to Helen Lin.

The meeting adjourned at 3:00 p.m.