Mission - West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

Divisional Council

Record of Meeting
Tuesday, June 7, 2011
1 pm – Fourth floor HLRC

Attending: Michael Arata, Abraha Bahta, William Bucher, Carmen Dones for Lisa Kamibayashi, Lartee Harris, Eric Ichon, Betty Jacobs, Sherron Rouzan, Buck Stapleton, Jane Witucki

Also Present: Aracely Aguier, Mary-Jo Apigo, Adrienne Foster, Judith Ann Friedman, Michael Goltermann, Fran Leonard, Todd Matosic, Robert Sprague, Kell Stone, Rebecca Tillberg, Helen Young

I. Call to Order
The meeting was called to order at 1 pm by Robert Sprague, Vice President of Academic Affairs. The Vice President reminded Division Chairs to please attend West’s 43rd commencement ceremony tomorrow evening at 5 pm at the Football Field. Divisional Council will not meet during the summer months unless meetings are requested.

II. Accreditation – Self-Study
Fran distributed a list of important dates regarding accreditation and progress to date on the self-study draft. She announced that working groups will be meeting this summer to work on the self-study and invited all chairs for their participation by joining a standards committee, working on SLO assessment, vetting drafts of the self study report, etc. Fran passed out sign-up sheets to Chairs who would like to assist in the self-study during the summer. A list of College Council Executive Committee meeting dates was distributed along with proposed College Council summer initiatives and College Council meeting dates for 2011-2012.

1. Campus-wide Governance Committee Self Evaluation Form
Fran distributed the committee effectiveness document that College Council completed. This document is from the District Planning Committee for all committees that report to College Council to use for their self-evaluation. This captures key issues and/or recommendations that are made to College Council.

2. Smaller Divisional Meetings- the Vice President asked the Chairs how they would feel about holding smaller departmental meetings vs. the larger divisional meetings. The Vice President stated he is inclined to go to smaller group meeting in fall 2011 as this would be more effective in focusing on issues such as class reductions, etc. The Division Chairs were asked for their opinions on holding smaller group meetings with their divisions and it was decided to have smaller groups meet in the fall which will be monitored.

III. Presentation of SLOs: Todd Matosic
Todd distributed a working draft of Program SLO and Course Assessment Analysis by certificate and degree for 2010-2011 and 2011-2012. Courses not being offered at West

Mission - West Los Angeles College provides a transformative educational experience.

West fosters a diverse learning community dedicated to student success.

Divisional Council Meetings
First Tuesday of every month
Fourth Floor HLRC – 1-3 pm
Divisional Council Meetings
First Tuesday of every month
Fourth Floor HLRC – 1- 3 pm

Mission - West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.

ACADEMIC AFFAIRS
Divisional Council

Robert Sprague
Vice President of Academic Affairs

OFFICE OF INSTRUCTION

Aracely Aguiar
Dean of Career and Technical Education

Aracely Aguiar, Acting
Applied Technology

Lisa Kamibayashi
Allied Health

Charles Stapleton
Behavioral & Social Sciences

Lartee Harris
Business

Anita Chiang
Computer Applications and Office Technology & Computer Science

Vacant
Dean of Curriculum, Retention, & Educational Services

Sherron Rouzan-Thomas
Counseling

Judy Chow
Library & Learning Center

Judith-Ann Friedman
Dean of General Education & Transfer Studies

Charles Stapleton
Behavioral & Social Sciences

Vacant
Communication, Entertainment, & Media Arts

Jane Witucki
Dance, Health, & Physical Education

Michael Arata
Humanities & Fine Arts

Betty Jacobs
Language Arts

William Buccher
Mathematics

Abraha Bahta
Science

Mary-Jo Apigo
ISA Teaching & Learning

Eric Ichon
Dean of Distance Learning & Instructional Technology

Mark Pracher
Dean of Advancement & Program Development

Barry Sloan
Associate Dean Westside Extension

Rebecca Tillberg
Dean of Research & Planning

Kathy Walton
Associate Dean of Institute for Student Excellence – TRiO

Resource Members
Michael Goltermann
MD Haque

1. SLO Course Assessment template draft – this document is in Adobe Acrobat PDF format and is not finalized yet. Rebecca Tillberg stated this form will make it easier to collect the data needed and she hopes to put in existing formats that are in Lloyd Thomas’ files. You will only be able to assess one instrument at a time. The Vice President stated he could submit this document to College Council and College Council member Adrienne Foster who represents Academic Senate could act on this to go to the President so people who could work on it in time for the next Senate meeting in July 2011.

2. Scheduling of Classes -Trends and Impacts - Sherron Rouzan, Chair of Counseling reported that she worked at great length assisting a student who will be transferring to USC to get his classes for fall. This student needs critical classes this fall in order to transfer on time. Sherron came to the conclusion after working with the student that West needs a strategic plan of what classes will be offered the following spring semester 2012 if not this fall. The Vice President invited the Counselors to the next Dean’s meeting in Academic Affairs on June 14th which meets every Tuesday morning from 10 am-12:00 p.m. Betty Jacobs recommended that Counseling could create a group of mock schedules with six different kinds of variations. The schedules should include hybrid classes and the students’ majors should also be considered. More students are coming to community colleges that cannot get into Cal State’s and CSU’s this year and this will be the norm from now on. Michael Goltermann, Dean of Enrollment, reminded Division Chairs that instructors must keep track of and submit their exclusion rosters to Admissions to be in compliance. It is best to drop students before the “W” date appears on their transcript.

Karen Burzynski reviewed her report of total sections scheduled with the count of courses offered in spring to fall format starting from spring 2006 to fall 2011. This report listed number of cancelled and open sections from fall to fall and spring to spring with open courses offered fall to fall and spring to spring. The average class size for spring 2011 will be posted online this week. West needs a schedule for part-time students who are degree bound also. The Vice President announced that West still needs to be prepared for another 3% cut for fall 2011 and an additional 3% cut for spring 2012. West should be prepared for a 3% or more reduction in the next three to five years.

The meeting was adjourned at 2:35 pm.