Attending: Michael Arata, Abraha Bahta, William Bucher, Anna Chiang, Judy Chow, Lartee Harris, Betty Jacobs, Sherron Rouzan, Jack Ruebensaal, Buck Stapleton, Jane Witucki

Others: Aracely Aguiar, Mary-Jo Apigo, Karen Burzynski, Adrienne Foster, Judith Ann Friedman, Michael Goltermann, Eric Ichon, Todd Matosic, Olga Shewfelt, Barry Sloan, Bob Sprague, Rebecca Tillberg, Kathy Walton

Vice President Robert Sprague called the meeting to order at 1 pm.

Overview of Resource Development Committee

The vice president announced that a new website for the Resource Development Committee has been created by Clarissa Castellanos and Judith Fierro will post regular updates on an Updates page which will inform the college of partnerships, grants, contract education, global initiatives that are in development. Judith projected the Updates page at www.wlac.edu/resource/updates.html which is a work in progress. You will be able to access this page at the left hand side of the home page under agenda and minutes (www.wlac.edu/resource.html) after the graphic designer creates this.

The vice president announced that Scott Lay of California Community Colleges is coming to West tomorrow to speak on international education. West is being considered by the State to become the lead college for Study Abroad opportunities for underrepresented students and has been recognized by the White House. The coalition of 100 Black Men of Los Angeles is a program that provides students a three week period to study in China and is a total cultural immersion 2+2 program.

1. Spring 2012 Schedule of Classes - Karen Burzynski spoke briefly regarding the spring 2012 galleys. The deadline for the galleys to be completed is May 19, 2011. The galleys have to be redlined and cuts will be made. There are 20 attachments to the galleys and Karen urged division chairs to look at them.

2. SLO Status Report – Todd Matosic is gathering and capturing data for all SLOs and reminded chairs to look at the ECD system. Courses not being offered have to be archived. If an edit to a course, SLOs will be included. There are nine institutional...
SLOs at West. Course SLOs are designed for programs on campus. Approximately 60 courses were archived in HFA last Friday, April 29th. Senate Bill 1440 – Judy Chow spoke on Transfer Model Curriculum (TMC). West is required to adopt two TMC’s. West can still create own degrees. Adrienne Foster reported that one of the resolutions that came out of Academic Senate is that LACCD is adamant about 18 units being researched. Dr. Friedman reported that she attended a meeting last week regarding transfer degree and the process of evaluation for course pre-requisites and course content. She has data on this that she will share with Chairs individually.

3. Division Chair Elections – Olga Shewfelt reported that one of the elections should have taken place in 2008 but Academic Affairs does not have the documentation that this took place. A document was distributed which reflects the start and end dates of each Chair. Six of them are up for election in June 2011. The elections will take place in the latter part of May since most of the chairs will be away in June. The vice president thanked all those division chairs for their contributions whose terms will be ending this spring.

4. Accreditation - Fran Leonard announced the accreditation team is scheduled to visit West the week of March 11th-15, 2012. All accreditation standards committees are preparing for this visit. Standard 4 is scheduled to meet at noon in the PCR. Standard I is scheduled to meet at Rebecca Tillberg’s home. Standard IIB is planning an all day writing retreat. Standard IIA. has been meeting with Bob Sprague on Saturday mornings. Fran reported that the template being used to report for performance evaluations has been updated and all evaluations have been conducted on time. There is evidence that dialogue regarding assessment of teaching at West has been going on. The chairs have been diligent and on track with evaluations.

Eric Ichon reported that some of the instructors of online classes rely too much on published content material for their students. It is imperative that teachers communicate with students directly during the course of the semester. Instructors need to provide access to students for their online classes for accreditation purposes. Eric reminded division chairs that they can access an instructor’s course shell to see how well it’s being taught. Alice Taylor has created a rubric and has encouraged division chairs to work with their online instructors. Olga addressed Chairs re: this issue as to what is too much published content?

Eric will set up a web conference regarding this subject and Mary-Jo Apigo will schedule one for a Tech Fair for chairs with Alice Taylor’s and Eric’s support.
Divisional Council

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
Anna 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 Bucher
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 of Westside Extension

Rebecca Tillberg
Dean of Research & Planning
Kathy Walton
Associate Dean of Institute for Student Excellence – TRiO

Resource Members
Michael Goltermann
MD Haque

minimum requirement by Title 5 for online instructors is to have regular student interaction for all their online classes. The vice president invited interested chairs to sign with Alice Taylor for assessing online course content.

5. Program Review
Fran reported that Alice has been editing drafts for self-study and Standards II.B. - Student Services. Ken Lin will be assisting for checking and assessing evidence of documentation. Faculty will have passwords for accessing this data.

6. Status of Course Reductions- VP Sprague
Two kinds of reductions for fall 2011; scheduled number of sections you scheduled from previous fall 2010. Sections were being restored from fall into fall 2011.

1) reduction in some divisions to get to baseline – 5.52% overall – fall 2011-fall 2012 – schedule sections from fall 2010 – there were more sections than that. For fall 2011 – have to cut 5.52%
2) Engage with your division deans now. If an additional 3% cut, what would happen and what would happen if there had to be another 3% cut? We should expect a cut next year and for at least three to four more years.

Rebecca Tillberg shared framework for Program Reductions and distributed handout titled Enrollment Management Baseline Data for fall 2011 – spring 2012 Class Schedules. Enrollment management baseline data for fall 2010 is baseline for fall 2011 classes. There are 676 paid classes for the fall 2011 target:

- West has credit paid class count of 716 – baseline from fall 2010
- 716-679 = number of PAID classes that were reduced from fall 2010
- ACT and Jumpstart is broken out separately
- Reduction from fall 2010 level at 5.25% - 37 sections have been reduced.
- There is an increase of 4% in PAID sections

The vice president reported to the Chairs that they should turn in their summer work plans to their deans in Academic Affairs and work with them to create objectives and goals for their division and to create documentation of this which also will be used for accountability purposes. If you are reassigned for your division to work 14 hours per week, what is your weekly schedule? The Chairs’ summer assignment is D basis.

Eloise Crippens reported that she is working on a new transfer and articulation plan. All transfer activities will be consolidated into one area. A college wide committee will be identified to do a college wide search for that position.