Divisional Council

Record of the Meeting
Divisional Council
Tuesday, April 6, 2010
LRC-4C - 1:00 p.m.

Present: Abraha Bahta, Anna Chiang, Judy Chow, Betty Jacobs, Lisa Kamibayashi, Mary Jane McMaster, Vanita Nicholas, Alma Narez-Acosta for Sherron Rouzan, Jane Witucki

Others: Aracely Aguiar, Mary-Jo Apigo, Richard Block, Linda Clowers, Judith Fierro, Judith-Ann Friedman, Mary Anne Gavarrar-Oh, Michael Goltermann, Eric Ichon, Fran Leonard, Mark Pracher, Robert Sprague, Rebecca Tillberg, Geneat Walton

Guests: Jo-Ann Haywood, Standard IV rep for Leadership and Governance

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

I. Round Table Discussion

Vice President Bob Sprague invited the division chairs to a round table discussion regarding any issues or concerns they had regarding their faculty or classes and preparing for the upcoming move into the new MSA building. He requested that any chair that is in need of digital equipment in their classrooms should send him an email stating what type and he will submit to Mary-Jo Apigo of Title V. Mary-Jo has I-Pods now as well as I-Pod Nanos which can be plugged into a TV or projector.

Abraha Bahta, Science – Dr. Bahta is waiting to move into the new MSA building.

Vanita Nicholas, Business – Dr. Nicholas reported that some chairs and desks have been missing from her computer lab in CE-105B. Vanita stated that there were errors in the online classes for summer as on-ground data was used for the galleys.

Judy Chow, Library and Learning Resources - she is requesting funding for a new collection of books in the Library. The Library and Learning Center will be open for the summer from 7:30 a.m. – 1:30 p.m.

Mary Jane McMaster, Math - she stated that the math classes scheduled for summer actually require a five/day week instead of a four day/ week schedule. She was not present at the last meeting of Divisional when the committee settled on a four day/ M-Th schedule for summer. Classes will be held in the mornings only from 8:00 a.m.-12:00 p.m. The V.P. stated there is a question of whether or not the college will remain open on Friday during the summer.

Lisa Kamibayashi, Allied Health – Lisa had ordered laptop computers approximately three months ago and hasn’t heard from Receiving whether or not they were received. Nitrous gas was ordered for the labs and the equipment for this needs to be delivered to the A9 building.

Action Item: Lisa will give the specifications for this to Bob Sprague.
The V.P. announced that Leo Calderon will now be providing digital instructional support service to the college. Judy Chow reported that Leo conducted an inventory of the classrooms and currently 25 rooms have no audio-visual equipment at the present time.

Dr. Linda Clowers and Bob Sprague will start budgeting for these needs. Any requests for speakers should be forwarded to Aracely Aguiar.

Anna Chiang, Computer Science - she placed an order for 40 computers last November and is still waiting for them. **Action Item:** Anna will give Judith Fierro a copy of the purchase order and Bob will follow up with Turner regarding this.

Jane Witucki, Dance, Health, and P.E. – Jane is supporting Athletics now but would like at least one dance and physical education course for summer.

Jo-Ann Haywood stated she was attending Divisional Council as a rep for the Standard IV Committee on Leadership and Governance.

**II. Enrollment Report**

Rebecca Tillberg reported on the status of enrollment at West from a recent meeting with John Clerx and Cathy Iyemura of the district. Handouts were distributed on FTES and section count for fall 2009 and fall 2010. The budget is in the red as there are 500 unfunded FTES. A discussion followed about FTES average projections. Adult education non-credit classes will be cancelled out. Rebecca stated that West has to offer 50-60 sections fewer in fall 2010 and Academic Affairs will have to cut 80 sections for fall 2010. Multiple sections may be a determining factor when Academic Affairs starts to cancel classes.

**III. Program Review and Student Learning Outcomes**

Rebecca Tillberg gave an update on the status of program review and the new software for program review. A handout titled Library of Online Program Review Modules and Questions was distributed to division chairs. Rebecca is in charge of developing online software for West and is working with the district’s computer programmer on this project. Rebecca asked the chairs to stop by her office in Academic Affairs if they have any questions or concerns to discuss with her about the new online program review. **Action Item:** Judith Fierro will attach this handout with copy of minutes from this meeting to all division chairs.

**IV. Accreditation Update**

Fran Leonard stated to Divisional Council that student learning outcomes (SLO’s) are embedded within program review so this will ensure that SLO’s will be submitted. Fran passed out the edited Vision, Mission, and Values statements for West edited by the Accreditation Steering Committee last month. Fran asked the division chairs if they knew of anyone who would like to participate and serve on the four accreditation standards committees.
Divisional Council Dates: Feb. 2, March 2, April 6, May 4, June 1
First Tuesday of every month
Fourth floor of HLRC
1:00 – 3:00 pm

Robert Sprague
Vice President of Academic Affairs
Mary-Jo Apigo
Lloyd Thomas
Title V Projects

Divisional Council

ACADEMIC AFFAIRS

Robert Sprague
Vice President of Academic Affairs
Mary-Jo Apigo
Lloyd Thomas
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OFFICE OF INSTRUCTION

Aracely Aguiar
Dean of Career and Technical Education
Lisa Kamibayashi
Allied Health
Scott Feinerman
Aviation, Hospitality, & Travel
Charles Stapleton
Behavioral & Social Sciences
Vanita Nicholas
Business
Anna Chiang
Computer Applications and Office Technology & Computer Science

Linda Clowers
Dean of Curriculum, Retention, & Educational Services
Sherron Rouzan-Thomas
Counseling
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
Mary Jane McMaster
Mathematics
Abraha Bahta
Science
Eric Ichon
Dean of Distance Learning & Instructional Technology
Mark Pracher
Dean of Advancement & Program Development
Barry Sloan
Director of Westside Extension
Rebecca Tillberg
Dean of Research & Planning
Kathy Walton
Associate Dean of Institute for Student Excellence – TRiO

at West and to please contact her if they do. Fran shared with the division chairs that Rebecca Tillberg and Mary-Jo Apigo have set up Google Docs for the accreditation self study within the college website which allows employees to share, edit anytime from anywhere, have read access only, and store documents securely online.

V.P. Bob Sprague reported the college needs more participation for Standard IIA., Instructional Programs, which has four members currently.

V. Contract Education Programs

V.P. Bob Sprague addressed the committee on recent developments in contract education. Allied Health Careers – students can take courses and pay a fee for the entire cost of the course. These are identical to the regular credit courses offered at West for $26/unit and meet the same criteria for curriculum and instructors. The only difference between these classes and regular classes is that they are managed and marketed through Westside Extension. The pre-requisites for some of the allied health classes are offered on weekends and Barry Sloan of Westside Extension is assisting Aracely Aguiar in creating and setting up these fee based courses. Part of the program is subsidized with grants. Chemistry, biology, microbiology, and physiology will be fee based classes. Cal State Dominguez Hills is currently offering the same program to their students.

VI. Mapping of Certificate and Degree Programs

Dr. Linda Clowers has received requests for mapping of classes from outside colleges. Geneat Walton is working on the draft format of a two year programming and sequencing of classes for students who are working towards earning an A.A. degree in Liberal Arts & Sciences at West. Geneat will be coordinating another mapping workshop on Monday, April 19th and invited interested chairs and faculty to bring their input. Dr. Clowers is also working on mapping for students who are taking vocational education classes to earn their A.A. degree and would also like to transfer and earn their B.A. degrees. Dr. Clowers requested chairs to work on completing their mapping of classes for their divisions.

VII. Grants

Mark Pracher distributed a handout of grants received at West and recently submitted proposals along with proposals in development to the division chairs.

VIII. Faculty Evaluations

Dr. Judith-Ann Friedman announced that Academic Affairs will be conducting approximately 150 performance evaluations of instructors this year and reminded all chairs that SLO’s are to be included in their evaluations of their instructors along with required participation in committee work for full-time faculty. V. P. Bob Sprague emphasized the importance of keeping track of all faculty who have been delinquent in submitting their syllabi, office hours, and student learning outcomes to Academic Affairs and rosters and grades to Admissions and Records. Dr. Friedman reported that she is monitoring all evening
classes on campus this semester to ensure faculty are meeting on time and within their scheduled class times.

V.P. Bob Sprague reported to Divisional Council that he is working with Scott Feinerman, Chair of Aviation, Travel and Hospitality, to give him a full-time teaching load. He is consulting with Academic Senate on this assignment. The aviation department will be receiving approximately half a million dollars from a grant.

IX. Notices of Intent

V.P. Bob Sprague announced that Notices of Intent have been submitted to the FPIP Committee for the following positions for 2010-11:

1. Dental Hygiene
2. Counseling
3. Physics
4. Counseling
5. CEMA
6. Fire Tech
7. Counseling

The meeting adjourned at 3:30 p.m.