West Los Angeles College  
Record of the Meeting  
Divisional Council Committee  
Tuesday, November 4, 2008  
LRC-4B – 1:00 pm


II. Also Present: Mary-Jo Apigo, Eric Ichon, Helen Lin, Judith Fierro, Linda Clowers, Judith-Ann Friedman, Rod Patterson, Robert Sprague.

III. The meeting of the Divisional Council Committee was held on Tuesday, November 4, 2008. It was called to order at 1:00 pm by Vice President Robert Sprague of Academic Affairs in HLRC-4B.

Communications, Announcements, and Reports

Robert Sprague announced to division chairs that Faye Gonzales has been appointed the official Move Manager from Turner to assist all faculty and staff in moving into the new classroom buildings next year and planning meetings have already been scheduled with various departments.

International Education at West – this program enhances student life on campus and generates income. A special Ad Hoc group at West has been established to explore robust international education programs for West. This program underwrites operating costs for second year of courses.

Fran Leonard reminded division chairs that their program reviews are due Monday, October 27, 2008.

Olga Shewfelt, AFT Chapter Chair, announced she will attend an AFT meeting on Thursday, October 9 from 1-3 pm at the AFT Guild office. Raising online class limits will be discussed, retention and enrollments patterns, approval process for raising online class limits, and how it will impact on other faculty at West.

Linda Clowers, Dean of Academic Affairs, discussed the approval of a course in Academic Affairs and the issue of the system being coded at 40 students. Academic Affairs was not raising the limits at instructor’s request.

John Jordan, CEMA
There will be a user’s meeting for programming of classes in new building for Communication, Entertainment and Media Arts. He is requesting consideration of special classes in the building for cinema, theater, and broadcasting.

Scott Feinerman, Aviation and Travel
He is moving forward with Northrup Grummond. The aviation program is doing well with evening classes. Hospitality division is growing in enrollment.

Judy Chow, Library and Learning Center
Reported that the Library and Instructional Media Center is now open Sundays from 11:45 am – 2:45 pm. Usage of the internet in the library is estimated at 400 hrs/day and WIFI is up and working well also. Accreditation Recommendation # 7 – Library Resources – inventory control reported that 20% of items are missing from the Library. The security system is off and will be getting a new security system now. Student tutorials will go live and there are 20 sections offered in Learning Skills.

Leadership Retreat – Fran Leonard announced to division chairs that the annual Leadership Retreat for West will be held at the Pepperdine campus in Culver City on Friday, November 21, 2008. Fran asked the chairs to be thinking of any administrators from outside to invite to the retreat who have provided excellence in academic achievement and leadership.

Helen Lin, Administrative Analyst, Academic Affairs, provided data to division chairs regarding international education at West. There are currently 120 foreign students attending West for fall 2008. India provides the highest number of foreign students to the U.S. every year.

Karen Burzynski, Scheduler, Academic Affairs – Karen is trying to standardize the time grid which indicates standard number of hours for a class. The grid will show the start and end times for all classes. You don’t count holidays if they
fall within the semester you are teaching. To find number of contact hours for a class you obtain number of class hours divided by 18.

**Winter and spring 2009 schedules** – the printed schedules will arrive on campus sometime next week. The mini-schedule for winter and spring 2009 is out.

Geneat Walton is working on mapping of classes for degrees, transferring, and certificates. The page proofs and redlining of galleys must be reviewed carefully. Academic Affairs cannot guarantee classes for winter and summer. Once you complete a MAP of classes for a degree or certificate, each class must be in the MAP. There are currently no plans to get rid of winter and summer classes at West.

Helen Lin distributed spreadsheets of projected FTES’ for 2008-09. The census headcount numbers were used to project FTES figures.

Linda Clowers, Dean of Curriculum, Retention and Educational Services, will be planning classes for the future and has noticed a high number of students dropping classes. She will be looking at the reasons why students drop classes, time of day classes offered, semester offered, and choice of instructor.

Dr. Judith-Ann Friedman is sending out all winter 2009 offer letters this week and will be monitoring any over 60 letters.

Beverly Hills High School is being considered as a possible partnership with West. Classes will be offered at Beverly Hills High School for sixteen and eighteen weeks for spring 2009.

The meeting adjourned at 3:00 p.m.

The next Divisional Council meeting:
Light lunch at 12:30 PM and the meeting at 1:00 PM
**Tuesday, November 6, at 1:00 pm in LRC 4th Floor, B.**