West Los Angeles College  
**Record of the Meeting**  
Divisional Council  
Tuesday, September 15, 2009  
LRC-4C – 1:00 pm

I. **Present:** Michael Arata, Abraha Bahta, Anna Chiang, Judy Chow, Scott Feinerman, Betty Jacobs, Lisa Kamibayashi, Mary Jane McMaster, Vanita Nicholas, Jack Ruebensaal, Sherron Rouzan, Jane Witucki.

II. **Also Present:** Aracely Aguiar, Mary-Jo Apigo, Karen Burzynski, Linda Clowers, Judith Fierro, Judith-Ann Friedman, Mary Anne Gavarra-Oh, Eric Ichon, Fran Leonard, Helen Lin, Mark Pracher, Curt Riesberg, Robert Sprague, Rebecca Tillberg, Kathy Walton.

III. **Guests:** Fran Leonard, Lloyd Thomas

IV. The meeting of the Divisional Council Committee convened on **Tuesday, September 15, 2009.** It was called to order at 1:00 pm by Vice President Robert Sprague of Academic Affairs in HLRC-4C.

**Communications, Announcements, and Reports**

Mr. Sprague welcomed the division chairs to Divisional Council and introduced the four new SFP Deans recently hired in Academic Affairs.

- **Aracely Aguiar, Dean of Career and Technical Education** - will be doing contract education and managing grants. West has received a $400,000 Pharmacy Tech grant which will be integrated into a contract education model.
- **Eric Ichon, Dean of Distance Learning & Instructional Technology** – has established a Portal for international students to enroll in classes overseas and on campus. This will allow them to purchase textbooks also. This project was developed in collaboration with Sungard and is funded by the “J” Bond. These classes will begin October 5 and will be eleven weeks in length. LAPD will be incorporated in a Portal online program.
- **Mark Pracher, Dean of Advancement and Program Development** - will be responsible for writing and developing grants and submitting proposals and working with Dean of Career and Technical Education.
- **Kathy Walton, Associate Dean of Academic Affairs** - will be developing and managing Outreach and Student Support TRIO grants for the college.

Mr. Sprague announced that the position of Associate Dean of Academic Affairs for contract education and community services is still on hold due to issues at the LACCD level and the position for Dean of Development and Public Relations will be resubmitted.

Dr. Rocha visited to say hello to everyone. He is looking forward to moving forward this fall. He announced that the Enrollment Management Committee will meet tomorrow, Wednesday, August 5th from 3-5 pm in Winlock and the Building Program Management Committee will meet Thursday, August 6 from 1-3 pm in Winlock.

Mr. Sprague announced that West is uncertain about a winter 2010 intersession. Judith Fierro will distribute a chart of the budget for the winter 2010 intersession to all division chairs for discussion and review.

Academic Affairs is nearly finished with cutting classes for fall 2009.

Olga Shewfelt spoke briefly on the review of contractual langue in the AFT contract. She emphasized the importance of following the contract when working with seniority lists and that the least senior person gets bumped first.

Mary-Jo Apigo announced the annual Tech Fair for fall 2009. The deadline is Monday, August 10th. The workshops will be spread out over longer periods of time.

**Transfer Honors Program** – Richard Block will return this fall working with the Transfer Honors Program with Eloise Crippens. CSU is not taking spring enrollments. There is a broader plan integrated into the course work to build majors. West needs at least one transfer agent in each discipline. CSU Dominguez Hills is allowed to grow and is proposing a dual enrollment program for West.

Dr. Linda Clowers is putting together a transfer plan for students. The plans include the following:

- Decentralizing Transfer Services into Transfer and Career Reference Center on HLRC fourth floor.
➢ Coordinating classrooms  
➢ Offering workshops for faculty  
➢ Role and responsibility of the transfer agent

Eloise Crippens will be using the e-portfolio for students. The general education course fits into IGETC.

**ACT Program Transition** – Professor Patricia Sievers will be returning to teaching fulltime this fall and Dr. Clowers will be taking over the ACT program. Professor Sievers was thanked for her commitment and dedication to the students of this program.

The meeting adjourned at 3:45 p.m.