
II. Also Present: Linda Clowers, Judith Fierro, Judith-Ann Friedman, Eric Ichon, Helen Lin, Rod Patterson, Nancy Sander, and Robert Sprague.

III. The meeting of the Divisional Council Committee convened on Tuesday, December 2, 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

ESL Program at West

Professor Nancy Sanders gave a PowerPoint presentation on the sequencing of ESL classes at West:

4A, 5A, 6A – each are 6 unit classes
5A, 6A and 7 – all are transferrable to UC and CSU systems

Free College
New lower level ESL courses

International Students
Future online ESL courses
Needs infrastructure

Marketing
Word of mouth marketing
Brochures in English

Assessment
Generation 1.5 demographics
Accurately assess level of students
1.5 Generation born here and non-native speaking student
High retention rates at 80% across the board

ESL Classes
Retain ESL classes
Integrate language as part of every department
Identify students at risk
Language interference

Retention rates and language needs connected. Refer students to ESL who need assistance.

Time templates for WLAC 16-week calendar
Karen Burzynski passed out a “how-to” information sheet to division chairs on how to schedule odd classes and short-term classes at West.
For example, a 3 hour + 10 minute class = 3 hours + 15 minutes conversion

Division chairs will schedule meeting with their respective deans.

Eric Ichon – online class limits to 80
Don’t add students until first day of class. Online instructor’s stipend increase will not affect their benefits.
You only have to have 70 students for online classes at time of census.
Discussion re: class size increase
Academic Affairs is opening additional sections. Buck Stapleton reported he is encountering problems with instructors being denied teaching a class due to limits being raised. This has caused seniority rights issues. By opening up new sections while he’s trying to get a robust seniority list he is denying someone else to teach at the same time.

Betty Jacobs – two speech classes were cancelled for winter due to very low enrollment.

Bob Sprague led a discussion regarding enrollment. Funding for spring 2009 is around eighth or ninth week of the semester. The trend is based on the last three or four spring semesters.
West’s goal is to have an allocation for each discipline. Growth = raising a limit on courses and having some online sections to raise the CAP.

Rod Patterson, Senate President – the building recommendations for departments who need to be housed next fall 2009 have been submitted and approved. Turner is preparing to program the Technology and Training Center. The next Building Program Management meeting is scheduled for Thursday, December 11, 2008. There are a few issues with the new South Parking Structure. There is good visibility and security at night with the blue light alarms installed for emergency purposes.

Technology and Training Center – Dr. Rocha identified groups who need space in this building. There will be a series of planning sessions with the architect from Turner to identify user groups. There is a request for a foreign language lab to be housed there.

Green Technology at West
Students can now obtain textbooks online for their classes. All of Shakespeare is now online from MIT. Bob Sprague’s class material will be mostly online instead of hard cover textbooks. He is using older editions of textbooks for students and using ADX instead of reprographics. Students can download from ADX.

West can conserve energy by shutting off computers and turning off lights in offices and classrooms when not in use.

Sherron Rouzan of Counseling announced that EAP will be here at West this Thursday, December 4, in FA-100 to present a discussion regarding handling your emotions during a financial crisis.

Academic Affairs has been directed by Dr. Rocha to cancel classes for winter 2009 under 20 and 15.
Dr. Rocha confirmed that FTES is what West is paid by. Winter classes were created to grow FTES for spring and fall semester. There is no program commitment for winter intercessions at West. Classes in most cases having a history to 20 or less last winter will be cancelled.

Winter pay for instructors is hourly pay. Sherron Rouzan reported that many students rely on winter intercession to obtain and earn full loads. General Ed classes are being cancelled for winter.

Judith-Ann Friedman, Dean of Academic Affairs, is spending time with Geneat Walton to map division chairs’ programs for students. Mapped curriculum is a program for students to complete and be cost effective in delivering instruction to students.

ACT students get their full units from winter and summer sessions. Pat Siever requested the deans to look at the evening classes. Linda Clowers, Dean of Academic Affairs, is working on getting a two year schedule of classes out.

West is projecting a $3M deficit this year and a $4M deficit next year. West is in better shape than six other colleges. Bob Sprague announced that West is increasing enrollment this year by outreach to Beverly Hills High School and LAX. West will reduce at CORE level, add more classes, and hire more full-time faculty. West will have a smaller winter 2009 than last winter 2008.

Advanced level courses definition - for courses that have two pre-requisites. The AFT is scheduling meetings with faculty to provide more input regarding these courses. The union wants to expand discussion of “advanced level” courses and is heading towards enrollment management.

Beverly Hills High School (BHHS) initiative – the administration is taking a second look at proposal and West is continuing to plan to open up classes at BHHS as an outreach location.
Math 105, 112 and 115 – Pat Siever urged division chairs that West needs these classes for students. These classes will be saved, not cut.

Any division chairs who have a problem with summer session please come and talk with the dean in Academic Affairs or the V.P. of Academic affairs. All chairs will review future schedules with deans before printed schedules go to print.

The V.P. will publish start and end dates for spring, summer, and fall 2009 for division chairs.

The meeting adjourned at 3:45 p.m.