West Los Angeles College
Record of the Meeting
Divisional Council Committee
Tuesday, May 5, 2009
LRC-4C – 1:00 pm


II. Also Present: Linda Clowers, Judith Fierro, Judith-Ann Friedman, Eric Ichon, Helen Lin, Robert Sprague, Rebecca Tillberg, Geneat Walton.

III. Guests: Mary-Jo Apigo, Dr. Patricia Banday, Anna Chang, Jaime Martinez.

IV. The meeting of the Divisional Council Committee convened on Tuesday, May 5, 2009. It was called to order at 1:00 pm by Vice President Robert Sprague of Academic Affairs in LRC-4C.

Communications, Announcements, and Reports

V.P. Robert Sprague acknowledged and thanked Dr. Phyllis Morrison for her outstanding service as Chair of Science at West the past three years. Dr. Abraha Bahta will be the new incoming Chair in June 2009.

Matriculation

Dr. Patricia Banday of Matriculation gave a presentation to Divisional Council on the services that Matriculation has to offer students. The five components that comprise Matriculation Services are Admissions, Assessment, Orientation, Counseling, and Research. Student surveys have been generated with the assistance of Anna Chang and Jaime Martinez of Assessment. Jaime enters all data from the surveys and Anna compiles the data and sends to the appropriate departments on campus. Dr. Banday has finished developing a personal development course and an Online Career Satellite Center for students to go online to conduct career exploration.

Program Review Online Update

Fran Leonard and Rebecca Tillberg are measuring the effectiveness of all academic programs at West. They are meeting as an Ad Hoc Committee with some faculty and administrators and came up with a number of improvements for program review. Accreditation is trying to see the link between planning and resource allocation and is taking a focused look at student learning outcomes. Fran invited division chairs to the next ad hoc meeting scheduled for Wednesday, May 20th at 1:00 p.m. in Winlock Lounge. Rebecca Tillberg announced that the next Planning Committee meeting will be held on Monday, May 18th at 1:30 pm in the President’s Conference Room.

V.P. Robert Sprague thanked Fran Leonard for her long-term commitment and leadership to the program review and accreditation process for West. Fran is in the process of synchronizing program review with accreditation and unit planning. Fran and Rebecca meet once a month with Dr. Rocha on the status of program review for all divisions and need to close the gap between what we are “planning” and what we are “doing” at West.

CSUDH

Dr. Vanita Nicholas met with the Dean of School of Business at Cal State University Dominguez Hills, our Business Division Dean and full-time faculty. The topic of this meeting was ways in which our Entrepreneurship students could link with their campus and Business program while they are still attending West. CSUDH is eager to grow their enrollment and is looking for students who are reinventing themselves. V.P. Robert Sprague also visited CSUDH recently and is interested in dual enrollment with West and CSUDH. The MBA and MPA Programs are now online at CSUDH.

Mapping

Geneat Walton is currently working on mapping of courses into West’s printed schedule of classes. Computer Science is now offered for both fall and spring semesters. Aviation is the most planned division.

High School Recruitment

Football Coach Marguet Miller is recruiting high school students from surrounding high schools this semester. He is under loaded this spring so is spending his downtime visiting high schools and targeting fulltime students for West.
Degree Works
Degree Works is being implemented at West to make it easier for a student to see what they need to take in order to graduate or transfer from West. Degree Works will go live next Monday, May 11, 2009 on West’s website.

Standardized Grid of Class Times
A standardized grid of class times that Karen Burzynski generated was distributed to division chairs. Dr. Linda Clowers urged chairs to make sure the scheduled class times including breaks are correct before the galleys are returned to her. There was discussion among the chairs that the start time of 5:10 p.m. for winter 2010 evening classes is too early. Dr. Clowers announced that evening start times for winter 2010 classes will be changed from 5:10 p.m. to 6:30 p.m.

Timeline of Tasks
Academic Affairs is developing a timeline of tasks for the deans and division chairs only. V.P. Robert Sprague urged all chairs to focus on representing their faculty regarding scheduling of classes when meeting with the deans.

Mary-Jo Apigo announced that the Tech Fair will be held on campus next week May 18-19th and May 26, 27th, and 28th. All chairs and faculty were invited to participate and attend. Faculty can file for Flex Credit for attending sessions.

The CE building on the second floor is being set up for SMART Board training. There was discussion regarding the LRC-E classroom on the fourth floor of HLRC. Division chairs requested that this room be utilized for ADX training and SMART instructional technology in the future.

The meeting adjourned at 3:30 p.m.

Next meeting: Tuesday, June 2, 2009
1:00 p.m.