Record of the Meeting  
Tuesday, March 1, 2011  
Fourth Floor HLRC – 1:00 pm


Others: Aracely Aguiar, Adrienne Foster, Judith Ann Friedman, Eric Ichon, Fran Leonard, Helen Lin, Olga Shewfelt, Barry Sloan, Bob Sprague, Kathy Walton

Guests: Richard Block, Beth Evans, Rose Marie Joyce, Pat Siever, Todd Matosic

Opening Remarks  
Vice President Bob Sprague called the meeting to order at 1 p.m. Dr. Joyce opened with some welcoming remarks. At College Joint Council of February 14, 2011, Dr. Joyce sent an annotated list of suggested reductions for review. Dr. Joyce invited division chairs to discuss these possible budget reductions.

Dr. Joyce reported that the Culver City Transit District contacted her last week due to complaints they received from homeowners at Lakeside Condos who live next door to the college about the noise from the Culver City buses coming on campus to drop off and pick up students. The Culver City Transit District has proposed a 50% reduction of buses entering the campus in order to accommodate the residents who live at Lakeside Condos. Dr. Joyce and student representatives will voice their opposition to this proposal to the Culver City Council on Monday evening, April 7th. Dr. Joyce addressed the LA Times article of Sunday February 27, 2011 regarding the LACCD Building Bond projects at all colleges.

The California Deficit: Governor's Proposal  
Buck Stapleton distributed a handout which summarized the measure to temporarily extend higher rates on state income tax, sales tax and motor vehicle registrations. Brown needs the votes of at least two Republicans in both the Senate and Assembly for the two-thirds majority needed to place a five-year extension of tax increases adopted in 2009 on a special election ballot. Should voters reject the taxes, schools could lose $4 billion to $5 billion.

Olga reported to Divisional Council that she shared with faculty the list of twelve principles for prioritizing programs and services at West proposed by the Planning Committee with faculty. Formal input from AFT will be provided at this Thursday's (March 3) College Council meeting at 3 pm. Bob Sprague shared the idea of program vitality with division chairs.

SLOs: Process of updating current course outlines  
Bob Sprague introduced Todd Matosic to Divisional Council and announced that Todd is restarting his SLO efforts. Handouts were distributed to the Chairs of what he's trying to accomplish with course outlines. Todd invited department chairs to meet with him regarding their individual departments and to bring copies of their current syllabi and course outlines. Todd requested department chairs to appoint another faculty member to work on their syllabi and course outlines if they cannot do this. Lloyd Thomas will return to host more Tech Fair Workshops on SLOs at West on March 24, May 10, and May 24. Todd's office is in CE 213, ext. 4242 and he teaches on campus Tuesday and Thursday. Todd’s work will go directly to the Curriculum Council, then to Academic Senate.
Henri Feiner of the Mathematics Department has taken over the FLEX reports for faculty. Olga Shewfelt would like Henri to send a memo to all faculty informing them of what he is doing. Henri is working on posting a report of the faculty who have submitted their FLEX reports on the college website.

**Standard I: Actions that have led to improvements in student learning**

Fran Leonard distributed a list of items Judith Fierro extracted from past minutes of Divisional Council meetings that focused on Standard I’s response to substandard: “The institution maintains an ongoing, self-reflective dialogue about the continuous improvement of student learning and processes.”

Fran announced to Divisional Council that she has asked all co-chairs of accreditation standards to have their second draft ready the week after spring break, April 26-29th. Regarding SLOs: faculty should be at a level of having assessed their SLOs and be able to show, with Todd’s help, what improvements have been made to a course that leads to measurable improvements in student learning. An example: What have I added/what have I changed in teaching English 101 with what results in student learning?”

**Action Item:** Judith Fierro will add the Mission Statement to all agendas of committee meetings she serves on at West.

**Revenue Enhancement Initiative**

Bob Sprague reported that Judith Ann Friedman will assist in drafting Standard II.A. which is a part of instructional programs. More instructional elements need to be shown in Standard II.B which is student learning programs and services. Alice Taylor has been assigned to the self-study.

Bob Sprague reported that $1.5 million–$1.6 million went directly to the operating budget for grants this year and about 5% of the college’s operating budget is from the Revenue Enhancement Initiative.

Homeland Security Management is one of the new programs that Ray Shackelford will lead. Ara Aguiar, Anna Chiang, and Todd Legassick will compose the rest of this team at West. Students will pay tuition for these programs which are fire technology, homeland security, medical emergency technology, and computer science courses. These are all fee based programs.

Contract Education – Ara Aguiar, Dean of Academic Affairs, is planning to hold some contract education classes this summer and these classes are planned to be held on weekends and online. Some will be from the science division which will lead to careers in Allied Health. There will be classes in business, real estate, and aviation which will lead to a certificate and job placement. Courses in medical terminology, dental assisting, and medical assisting are a possibility. Olga Shewfelt requested a website that will announce new programs that have been planned at West. New SFP programs that are curricular should go to the Curriculum Committee and Senate and will also be reviewed at the Resource Development Committee. Barry Sloan is working on a timeline for contract education classes this summer and requested people to contact him if they have concerns. Classes will probably start the last week of June and last for six weeks.

Eric Ichon spoke on recent partnerships with universities and partnerships: Brandman University is a part of Chapman University where students can earn a BA in liberal studies; Regents University, and a recent partnership with Fort Hayes University where students can
Divisional Council

Robert Sprague
Vice President of Academic Affairs

OFFICE OF INSTRUCTION

Aracely Aguiar
Dean of Career and Technical Education
Lisa Kamibayashi
Allied Health
Aracely Aguiar (Acting)
Applied Technology
Charles Stapleton
Behavioral & Social Sciences
Aracely Aguiar (Acting)
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Robert Sprague announced that Judith Ann Friedman will have a leadership role in establishing transfer plans for students. She will be asking people from Student Services, the learning communities, faculty advisors, Richard Block, and Eric Ichon to come together to have an open conversation about where West will be heading towards transfer.

Richard Block announced several transfer events for students: Cal State Dominguez Hills will meet at West on March 17 and will meet with math and science departments to get scholarships for students up to $20,000.

March 26 – Research conference at UC Irvine – Five to six students will be chosen to be in this competition which is a statewide competition. Please contact Eloise Crippens if you have questions about this event.

Senate Bill 1440 – Buck Stapleton spoke on this bill.

Adrienne Foster identified the three groups below:

In response to Senate Bill 1440 (Padilla, 2010), the C-ID infrastructure is being used to vet transfer model curriculum – proposed community college majors or areas of emphasis that consist of courses appropriate for an associate degree, providing a foundational understanding of the discipline, and prepare the student for transfer to any CSU. Three groups have been initially identified: http://www.c-id.net/degereview.html

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Group 1: Review period for faculty to comment, Nov. 2 – Dec. 1, 2010
Communications, Psychology, Sociology

Group II: Review period for faculty to comment, Jan. 3 – Feb. 28
Criminal Justice, Kinesiology, Math

Group III: March 24-April 11
Child Development, Physics

The meeting was adjourned at 2:49 pm.