Record of the Meeting  
Divisional Council  
Tuesday, October 5, 2010  
Fourth Floor, HLRC - 1:00 p.m.

Present: Abraha Bahta, Anna Chiang, Judy Chow, Lartee Harris, Betty Jacobs, Lisa Kamibayashi, Mary Jane McMaster, Sherron Rouzan, Buck Stapleton, Jane Witucki

Also Present: Aracely Aguiar, Mary-Jo Apigo, Karen Burzynski, Judith Fierro, Adrienne Foster, Judith-Ann Friedman, Eric Ichon, Fran Leonard, Helen Lin, Mark Pracher, Sherron Rouzan, Jack Ruebensaal, Olga Shewfelt, Barry Sloan, Bob Sprague, Rebecca Tillberg, Kathy Walton

Guests: Dr. Rose Marie Joyce, Richard Block

I. Call to Order
Vice President Bob Sprague called the meeting to order at 1:00 pm and welcomed Dr. Rose Marie Joyce to the meeting. Dr. Joyce thanked Bob and everyone present for their contributions and leadership in accreditation, participation in building program management committee meetings, and training in program review workshops. Dr. Joyce stated that she was sitting in on a portion of today's Divisional Council as an observer.

The Vice President thanked Dr. Friedman for acting on his behalf and leading Academic Affairs when he was out of the country last month in Japan and India. Bob reported that he experienced a rigorous round of meetings in Tokyo and India. He visited the suburbs of Tokyo and met with administrators from an online support services partnership that would be a 2 + 2 program for students to transfer to University of Maryland and also Cal State Dominguez Hills. Bob also visited three cities in India for the motion picture and television production program that West will be launching in the spring of 2011 and reported unlimited interest and support in the health care field, aviation, general education and transfer studies.

Fall 2011 Galleys
Karen Burzynski announced to division chairs that she requires them to have their galleys 95% complete and accurate. She will email the second draft out and that this should be as complete as possible. Karen reminded all chairs to make sure they have all release time recorded for their instructors on the work block forms for fall 2011. Olga asked Karen for the deadline dates for submission of galleys and this information will also be sent to Adrienne Foster. Bob Sprague encouraged chairs to have any of their faculty drop by Academic Affairs to speak with their deans if they need to discuss any errors in their class schedules, etc.

There was discussion of students adding classes after the CAP limit has been met.
Many scenarios of students adding classes were shared where students added themselves on computers in Admissions & Records the night before first day of classes. Example: class
reaches 49 day before class starts, then the following week five students drop off. Seat limit is set at 65 and the faculty has 70 students enrolled now in the system even though the system is capped at 65. The registration window was opened up at one point in time. A request was made by one of the chairs to turn off the system in Admissions & Records the night before classes start so that instructors would only have access to adding students. The vice president asked the chairs to wait until Michael Goltermann returns from his trip out of the country to make the decision of turning off the system that would prevent students from being able to automatically enroll in a course where there are seats open. Michael will be invited to the next Divisional Council on November 2 which is the first week of November.

Bob Sprague thanked Mary-Jo Apigo for a Title V grant that she just completed. Mary-Jo has developed three grants and one was awarded for funding. This grant was the only one in the district that was awarded. There are two STEMS proposals coming up this year in Dean Aracely Aguiar’s area.

**FTES / FTES Analysis Projections**

Rebecca Tillberg, Dean of Research and Planning, distributed a Projected Classroom Availability Analysis Report. Annual growth for fall 2010 was projected at 2%. If West gets 2%, then college would still be 2% over Base + 2%. The projected classroom availability is based on a 2-3% growth factor and the college is basically replacing our temporary classrooms. Spaces for offices have to be considered and Turner has been asked to do a facilities needs for the college. The college will be having a lot of large classrooms in the new TLC building. Future projections for class schedules will be M-F with hybrid classes offered on M&W. The B buildings have been cut of classrooms projections.

**Program Review Status**

Rebecca reported that one division is almost finished with doing the online program review and everything is moving along smoothly. Rebecca reminded all chairs to please SAVE your work on your computers. The deadline date for submitting completed program reviews is Friday, October 22, 2010.

**Leadership Retreat**

Fran Leonard, Chair of Leadership Retreat Committee, reported that the suggested them for this year’s Leadership Retreat is “commUnity” which will focus on teaching and learning and how we all continue to learn to better reach and teach our students. A half hour “de-stressor” yoga session at 9:00 a.m. will be conducted by Professor Nancy Sander. A guest speaker from DeAnza College has been invited to present who has led and organized highly effective conferences on contextualized teaching/learning in CTE courses, integrating student services into instruction with examples of English, math and other disciplines. Panels will be put together of retirees, alumni, and current students where moderators will ask each panel questions such as “How did you cope? Whom did you turn to for help? What coping mechanisms can you share?
Judy Chow, Chair of Library & Learning Resources, announced that one of her staff members, Leo Calderon, will be on leave for one year. A replacement will be hired during his leave to support the college. Leo will become part of InfoTech and will provide multimedia support to the faculty and staff.

FPIP List

Bob Sprague announced that there are five number one positions on the FPIP list. One fell under basic skills and a new horizontal FPIP list has been developed. Child Development will wait only one semester and will be filled in fall of 2011. The following are the number one positions on the FPIP list:

1. General Education
2. Vocational Education
3. Services
4. Basic Skills
5. New Programs

Announcements

The Vice President welcomed Lartee Harris to Divisional Council and announced that Lartee has been elected the new Chair of the Business Division.

Olga Shewfelt announced the Fifth Annual Department Chairs, Deans, & Vice President’s Workshop sponsored by the AFT will be held this Friday, October 8, at Trade Tech from 8:00 am – 2:30 p.m. Please RSVP as there is still time to do so.

Richard Block announced that a UCLA Transfer Conference will be coming up in November 2010. Please see Eloise Crippens for details in HLRC first floor, Room 124, at ext. 4240.

The deadline date for submitting completed program reviews is Friday, October 22, 2010.

Deadline for first draft of accreditation self-study is Monday, November 1, 2010.

Bob Sprague announced that Dental Hygiene has completed their self-study for accreditation. Lisa Kamibayashi was acknowledged thanked for her work in completing the self-study.

The meeting adjourned at 3:00 p.m.