Record of the Meeting
Divisional Council
Tuesday, September 7, 2010
Fourth Floor, HLRC - 1:00 p.m.

Present: Abraha Bahta, Anna Chiang, Judy Chow, 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, Mary Anne Gavarrah-Oh, Eric Ichon, Fran Leonard, Helen Lin, Mark Pracher, Sherron Rouzan, Jack Ruebensaal, Olga Shewfelt, Patricia Siever, Barry Sloan, Bob Sprague, Rebecca Tillberg, Kathy Walton

Guests: Carly Memsic, Bruce Jacobs

I. Call to Order
Vice President Bob Sprague called the meeting to order at 1:00 pm and welcomed Divisional Council back for the fall semester at West.

II. E-Folio Demonstration
Mary-Jo Apigo, Director of Title V, introduced Carly Memsic, a dental hygiene student who will graduate from West in June 2011. Carly presented a demo on E-Folio which is a multi-media interface that includes video and Power Point for students. Carly’s portfolio is available at http://carlymemsic.efolloworld.com. A student’s projects, courses and student learning outcomes can be uploaded into E-Portfolio along with a resume and a biographical sketch when they are ready to seek fulltime employment. Carly’s community service, web links, contact information and proposals have been included in her E-Portfolio.

Bruce Jacobs of Learning Skills spoke briefly on how E-Portfolio can benefit instructors to energize and motivate their students. This program can showcase a student’s best work and you can also embed their work into YouTube. Students can use E-Portfolio for the workplace and after graduation. Mary-Jo Apigo will be scheduling more of these sessions for interested faculty.

III. Program Review Kick-Off
Fran Leonard addressed Divisional Council on the new online program review for each academic division and asked everyone to sign up for training. There will be a comprehensive program for fall 2010.

Program Review Part 1: Assessment and Reflection – the deans in Academic Affairs will be validators of program reviews. The division chairs should utilize division meetings for program review training.
Rebecca shared Power Point documents in the online program review for 2010-2011 at www.wlac.faculty&staff/orp/planning/programreview2010-2011.

Program Review Part 2: Linking Planning to Budget
There was discussion of what a division goal is and what you want to accomplish as a division. Rebecca passed around a list of dates to the chairs for training for
program review and can be done upstairs in the HLRC training lab. Laptops will be available for checkout from Judy Chow’s staff of the Library. The deadline for submitting program reviews is October 22, 2010. The forms are Adobe Acrobat PDF forms and Adobe Acrobat Reader can be used for completing these forms. You can email the forms to Rebecca.

Annual Program Review for Spring 2011 – the goal form is separate from the action form. PowerPoint forms will be added to the website shortly by Rebecca. Budget requests go out early spring in February 2011.

IV. Fall 2011 Scheduling Process and FTEF/FTES Allocation
Karen Burzynski of Academic Affairs announced to division chairs that by the end of the fourth week they will receive galleys. Chairs need to note all corrections, additions on the first draft. Galley will have timelines included in the package.

1. Finalize remarks on the first stage as West needs to deliver schedules to the high schools early in April 2011 for those students making decisions about transferring to two or four year colleges.

Requests
1). There was a request for the fulltime faculty contact listing to be put back into the printed schedule of classes.
2). There was a request for email addresses for adjunct faculty.
How do we communicate so adjuncts will get email addresses. What is the list of adjuncts with emails now so we can assist in getting them email addresses?
3). What steps to take to create an ADX site for every course so that all syllabuses are online?
4). Set up online and face-to-face tutorials for ADX. Judith Fierro will ask InfoTech.

Wish List for 2010-11
Bob Sprague distributed the chairs' wish list for 2010-11 which listed and captured major developments in each academic department.

VI. Building Program Management Committee
Vice President Bob Sprague reported on the latest developments from the BPMC meetings. The six-story Teaching and Technology Building (TTC) has a $125 million deficit and meetings have been held to discuss reducing costs of inside of the buildings and downsizing. The following is being considered in meetings with stakeholders in the TTC Building:

a. Convert the sixth floor of administrative offices to four 50-seat classrooms.
b. Convert the president’s office areas into College Conference Room A and B with food service areas.
c. Have computer science and science classrooms for two divisions.
d. Three floors of classrooms; four classrooms with 50 seats each.
e. Digital Library – move infrastructure into LRC and convert into classrooms.
f. TLC would become a general classroom building.
g. Move bond-funded assets into LRC.

h. Last floor would be InfoTech with half on ground and half below ground.

Turner has confirmed that there will be a significant reduction in costs if the above proposed actions are approved.

Curriculum and SLOs
There will be a full matrix grid document showing the entire process of SLOs at the next Curriculum Committee meeting. Please send SLO’s through the Curriculum Committee and attach the SLO to the course outline.

Announcements
- Bob Sprague thanked Adrienne Foster for attending Divisional Council. Adrienne announced the first meeting of Academic Senate will be held on Tuesday, September 14th, at 12:45 p.m. in Winlock Lounge.
- Judy Chow announced that on Wednesday, September 29th, Curriculum Committee will be meeting at 1:30 p.m. in Winlock Lounge.
- Jane Witucki will be the Co-Chair for faculty for the BPMC Committee.
- Aracely Aguiar is Chair of Business and Aviation, Hospitality, and Travel temporarily until the chairs have been elected.
- CRES Dean – request for this position has gone through the approval process and has been approved.
- Applied Technologies – a new division may be established but will not replace Professional Technology.
- Vice President Bob Sprague announced to division chairs that he will be going abroad to India at the end of this week and next week to finalize a film studies program with India.

The meeting adjourned at 3:15 p.m.