
II. Also Present: Linda Clowers, Judith Fierro, Judith-Ann Friedman, Eric Ichon, Helen Lin, Robert Sprague, Joyce Sweeney, Lloyd Thomas, Rebecca Tillberg, Vidal Valle (for Sherron Rouzan), Geneat Walton.

III. Guests: Michelle Long-Coffee

III. The meeting of the Divisional Council Committee convened on Tuesday, March 3, 2009. It was called to order at 1:00 pm by Vice President Bob Sprague of Academic Affairs in HLRC-4B.

Communications, Announcements, and Reports

President Mark Rocha shared with Divisional Council his plans regarding hiring full-time faculty for fall 2009. West is obligated to hire seven new fulltime faculty for fall 2009 in addition to the number of any retirements that occur. There will be one retirement in June 2009 and Dr. Rocha has approved ten new faculty searches including the one retirement. The following positions have been authorized:

1. Dental Hygiene
2. Counselor
3. Physics
4. Counselor
5. CEMA
6. Fire Technology
7. Counselor
8. Child Development
9. English
10. Health/PE

Division chairs are working on updating job descriptions and qualifications with areas of specialization along with load sheets that show the teaching responsibilities for the newly appointed faculty members. The deadline is March 15, 2009.

LAX Regional Community College Career Training Center

Dr. Rocha announced that the LACCD Career Training Center will be established for students from West to attend at the LAX location which is located at 98th Street and Sepulveda in Los Angeles. Career training in a wealth of various vocations for students will be held at this site.

West is moving forward with International Students Program. This is geared to F1 students who are non-residents and veterans who want to earn their AA degrees online.

A Grants Management Office is being planned and will be entirely funded by soft money, not by the General Fund. There needs to be a business plan that is transparent. There is a base budget of approximately $32M.

Class Schedule - Michelle Long-Coffee

For Summer 2009 schedule there will be a fold-out color brochure of classes offered at West. Michelle shared her plans for the mini schedule reformat of the fall 2009 schedule of class offerings:

→ She will add more color and improve the quality of the paper
→ Categorize offerings by interest and demand on one page
→ Courses will be grouped by interest instead of listed alphabetically
→ Fall 2009 mini-schedule won’t be mailed out until beginning of August

Marketing and recruitment of programs at West needs to be accelerated. West cannot afford to cut back on outreach.
Dr. Judith-Ann Friedman has been collaborating with UCLA and Santa Monica regarding retooling programs for middle management executives that have been laid off to transition into new careers using their transferrable skills. This program will assist people who live on the Westside.

Helen Lin, Administration Analyst in Academic Affairs, reported on spring 2009 enrollment. West cut 254 sections which saved $1.2M for this spring 2009.

Rebecca Tillberg, Dean of Research and Planning, handed out spreadsheets on section count enrollments and FTES to the division chairs.

**Low Enrollments for Fall 2009**

Academic Affairs will have targets for cancelling classes for fall 2009 in a few weeks. Division Chairs and Deans will look at low enrolled sections but must wait for confirmation to cancel sections from Bob Sprague. The average class size now is 34.7.

Helen Lin reminded division chairs to please submit their budgets to Isabella Chung in Administrative Services.

Waiting Lists for Science will be dropped. Students can add after start of class. Do not add students after limit is reached. If 50 is limit it is cut-off limit.

Kathy Walton will now run Mary Anne Gavarra-Oh’s grants. Mary Anne will run international development at West.

Bob Sprague announced that West will be internationalizing the curriculum. Faculty exchanges will be conducted with colleges abroad and a cross-discipline global studies program will be developed.

There will be lots of opportunities for grant writing in the Arts and Social Studies at West. Bob Sprague announced that on March 4 there will be a “brainstorming” session with Mark Pracher in Bob’s office. Bob plans on having a Grants Writer in place at West by April 2009. This will be an SFP assignment and is subject to continuous funding.

**Eloise Crippens, Transfer Honors Program**

West will have a center specifically for students signing up for the Honors Program. Eloise Crippens is the Director of the Transfer Honors Program which is currently located on the first floor of the HLRC, Room 124.

1) Honors contract has to go to the division chair first. Research component will be written into West’s Transfer Honors program.
2) Instructor has to confirm that the student has completed all requirements.
3) Student must already be receiving A’s or B’s in the instructor’s class to be considered for the Honors Program.

The meeting adjourned at 3:30 p.m.

Next meeting: Tuesday, April 21st
1:00 p.m.