Divisional Council  
Tuesday, October 6, 2009  
1:00 pm – Fourth Floor, HLRC


Others Present: Ara Aguiar, Mary-Jo Apigo, Linda Clowers, Judith Fierro, Judith-Ann Friedman, Mary Anne Gavarra-Oh, Michael Goltermann, Eric Ichon, Fran Leonard, Helen Lin, Mark Pracher, Curt Riesberg, Bob Sprague, Kathy Walton.

V.P. Bob Sprague called the meeting to order at 1:00 p.m. on Tuesday, October 6, 2009.

Michael Goltermann, Dean of Student Services, Enrollment – a 30 unit cap on basic skills courses will be in effect beginning winter 2010. Only students concurrently enrolled in an ESL class and/or students with a DSPS designation are exempt. Bobbi Kimball at the district has the list by colleges; Michael will distribute.

Winter 2010 intersession – 25 courses are being planned for winter. A list of courses per discipline and per division has been distributed. The idea is to offer classes with 70 on campus. Aviation/Hospitality/Travel will not be offering winter classes.

ACT Program - Linda Clowers announced that the ACT Program is going hybrid and much smaller offerings will be offered. Students can get an AA in Liberal Arts, Arts & Humanities, and Business. These classes will be offered weekends, weekdays and a combination of weekdays and weekends. Students can earn an AA in Business Administration in the evenings or solely in weekend classes.

The sequence of completion is being distributed by Geneat Walton.

Schedule Production Process
Deans will meet with division chairs and division member to review the process. Chairs will meet with deans, Geneat Walton, and the secretaries regarding galleys so they are done correctly. Geneat will look at layover with mapping to make sure everyone is following through on mapping.

Judith-Ann Friedman – Karen Burzynski is sending the chairs galleys for fall 2010 electronically.

Scott Feinerman – Cal Poly Pomona is spearheading an interest in hospitality and travel. He will report progress on converting his terminal non-transferable programs to transfer.

Summer 2010 session – budget committee has worked on recommendation for winter and spring 2010. The summer 2010 session is coming.

Summer 2010 – there will be one six-week session that will start July 5, 2010. West is spending deficit money for winter now. Enrollment is over 5%
from last year. The college is getting younger students and more fulltime students. The headcount was around 700 at end of the second week.

West should consider placing students into year-long sections from semester-long sections.

**Allied Health**
Enrollment of 30 students in Pharmacy Technician fee based program. The students are paying for their own tuition and no marketing was done, only word of mouth. The plan is that there will be a cohort of students and these will be not for credit classes.

Meeting adjourned at 2:30 p.m.