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


Guests: President Mark Rocha, Lloyd Thomas

Others Present:  Aracely Aguiar, Mary-Jo Apigo, Linda Clowers, Eloise Crippens, Judith Fierro, Judith-Ann Friedman, Mary Anne Gavarra-Oh, Eric Ichon, Fran Leonard, Helen Lin, Curt Riesberg, Patricia Siever, Rebecca Tillberg, Geneat Walton, Kathy Walton

Dean Judith-Ann Friedman called the meeting to order for Robert Sprague at 1:00 pm on Tuesday, December 1, 2009.

Announcements:  Buck Stapleton distributed a corrected handout for add/drop dates that were incorrectly posted in the spring 2010 schedule and web site.  Correction: last day to add (online) is Feb. 11th, not Feb. 12th which is Presidents’ Holiday.

Ideas & Issues for 2010 – Dr. Rocha distributed to division chairs a speech given by Dr. Jack Scott, Chancellor for California Community Colleges that was delivered to the Community College League of California Conference in San Francisco November 19th.

Dr. Rocha briefly summarized the key points of Dr. Scott’s speech for 2010:

- West needs to prioritize its goals for next year:
- Contract education and fund raising efforts will be accelerated
- West needs to grow external revenue
- Need to explore innovative models for finding new programs and services
- Remapping of Basic Skills
- Mission Based Student Progress Map
- Attach basic skills to transfer and workforce
- West can no longer afford to deal with students who haven’t clear goals
- Students need to assess at end of eight weeks into English 21 and Math 105
- Design a 24-week schedule to get students into English 101 and college level math

Dean’s Report on Grants - Aracely Aguiar, Dean of Career and Technical Education, and Mark Pracher, Dean of Advancement & Program Development, are working on a $1M grant for Health Care Initiatives. A combined hospitality and aviation grant of $600,000 is being implemented. There is a PBI grant for aviation with the FAA. West received $400,000 from the district for an ETP grant with Northrop and a veteran’s security program. A fee based ESL Academy sponsored by Westside Extension designed for international students for non-credit is in the works. A $400,000 CTE collaborative is being written by the district for Southwest, Harbor, and West. New computers will be provided for Anna Chiang’s classes. Dean Aguiar reminded division chairs to please see Mark Pracher as soon as possible for funding for grants.

Judy Chow stated there is a need for some of the international students she has met with to seek additional academic counseling. Ana Chiang suggested that students be directed to department chairs for advisement in specific areas.
Fran Leonard reported that Town Hall meetings with Dr. Rocha will be scheduled frequently next year for the entire college to attend. Faculty are encouraged to identify other instructors with outstanding skill sets and nominate those who can work as co-chairs for the four standards of accreditation.

**Thursday, December 3 – Faculty / Staff Holiday Celebration – 12:30 pm – Fourth Floor, HLRC**

Lloyd Thomas announced that faculty and staff are invited to bring their own lunch to this event. You may also bring extra goodies such as cookies and desserts to share with other at this event.

**Self-Study Outcomes Assessment** – Lloyd Thomas asked division chairs who will be ready to conduct their student learning outcomes assessment next spring:

- **February 2010** – CAOT /Computer Science, Health – Anna Chiang and Jane Witucki
- **March 2010** – Allied Health and Science – Lisa Kimabayashi and Ara Aguiar
- **April 2010** – Business, Real Estate, and Science – Vanita Nicholas and Abraha Bahta
- **May 2010** – English, Speech, and Behavioral Science – Betty Jacobs and Buck Stapleton

The STEP (student telephone enrollment process) system is no longer in effect. Winter and spring 2010 registration is now in the system. Some registration appointments are being scheduled at the end of December. West needs to have more credentialed counselors.

Dean Friedman reported that first draft galleys have been received in Academic Affairs. Karen Burzynski is working on second draft galleys. Work load blocks from all division chairs for all faculty need to be submitted to Academic Affairs.

Mary-Jo Apigo is planning the spring 2010 Tech Fair now. There will be one technical workshop offered during winter 2010 intersession.

Kathy Walton, Associate Dean of Institute for Student Excellence, reported that five faith based schools have applied for the summer 2010 session. Yoga, dance, and Allied Health classes will be offered on campus.

Rebecca Tillberg, Dean of Research and Planning, presented a disproportionate impact study regarding English, ESL, and mathematics placement at West. The reports reflected demographics and placements levels of students at West in English, ESL, and mathematics.

Dean Linda Clowers reminded division chairs to please submit their priority lists for summer 2010 and seniority lists for fall 2010. Dean Friedman encouraged all instructors to submit their attendance rosters for their students to Admissions & Records.

Meeting adjourned at 3:00 pm