Divisional Council  
Tuesday, January 12, 2010  
1:00 pm – Fourth Floor, HLRC


1. ANNOUNCEMENTS

V.P. Robert Sprague of Academic Affairs welcomed the division chairs back to West for the New Year and made the following announcements:

V.P. John Oester of Administrative Services will be undergoing triple bypass heart surgery and will be out for at least 90 days.

2. SPRING 2010

Budget cuts have not been projected for the community colleges and Jump Start, UMOJA, and Puente programs will be approved for 2010.

3. MARKETING REPORT

Rebecca Tillberg, Dean of Research and Planning, will be collecting and compiling data on the relationship between employment and enrollment of students at West. A demographic study will be conducted and economic projections will be made.

4. FPIP COMMITTEE

Academic Senate has made a recommendation to Dr. Rocha for the FPIP Committee. The current list of ten faculty positions will be referred to when compiling the new list for fall 2010. A new process with a new list of faculty positions will be developed this spring 2010.

5. MSA BUILDING

A meeting was held on Thursday, January 7th regarding the Math Science Allied Health building. Some of the math classes will continue to meet in the old B4 building but most of the math classes are now housed in the D Village classrooms. The new roads will be open for spring 2010.

6. SECOND DRAFT GALLEYS FOR FALL 2010

Karen Burzynski has sent out second draft galleys for fall 2010 to division chairs. There will be no reductions in sections.
7. WISH LIST FOR DIVISION CHAIRS FOR 2010-11

Judy Chow, Library and Learning Resources
- Judy stated that she needs funding of approximately $50,000 for the electronic databases for the Library and Learning Center.
- Students need to use the Library and Learning Center as much as possible.
- Put a web-based link for students to connect with their instructors. She would like Hospitality courses to become CSU transferable.

Sherron Rouzan, Counseling
- Needs funding for additional counselors. Counseling has a waiting list of over 200 students.
- Request to replace two full-time retirements from last fall 2009.

Vanita Nicholas, Business
- Needs laptop lab in CE-105B up and running and needs software loaded. This is for paralegal program classes.
- Requests for a cutting edge entrepreneurship and international business programs and legal clinic at West.

Fran Leonard, Chair of Accreditation Committee, College Council
- Needs assistance with the self-study project from faculty. Self-study will be presented to the LACCD Board of Trustees late 2011 and the Accrediting Commission by March 15, 2012. The accreditation team visit has been scheduled for March 2012. Fran asked for participation from any interested faculty or for recommendations from faculty.

Curt Riesberg, Director Learning Skills Center
- Request for future workshops on methods of reading and writing for students in Learning Center.
- Further collaborations such as we are developing with Allied Health.
- Sustained, predictable funding for faculty and tutors in Learning Center.
- Sustained, predictable funding for essential CAI - software-web-based - super powerful combination (PLATO + Reading Plus)
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  25,000 or 30K/yr 14,000 (covers 3 years) Can develop on-line curriculum

Mary Jane McMaster, Mathematics
- Students who are ready to do college level algebra math (Math 125). She is preparing for 1,000 students to enter this fall 2010.

Betty Jacobs, Language Arts
- Going to e-books for students so students could access books at half the cost of hard cover textbooks.
- New office equipment, computers, toner cartridges. Need feedback from Angela Randall of build-laced. Judith Fierro will get correct email address for Angela and send out to all division chairs.
- Reconsideration of workload for hourly faculty. Academic Affairs to get confirmation of offer letters in writing from instructors.
- What is the student’s role in student success at West? How do we get students to honor their commitment to succeed? Build student’s roles into student assessments and orientations, student personal development classes.

Michael Goltermann, Dean of Student Services, Enrollment
- Request for new software for instructors who teach online classes – Jing software. Jing captures either a screenshot or video of a computer’s screen. An instructor can record and post streaming video. Jing is free and can be found at http://www.jingprotect.com.
Mary Anne Gavarra-Oh, Director of TRIO Student Support Services
- Collaborate with Transfer Honors Program. SAP workshops would be great for CalWorks students. UCLA transfer conference for students.

Joyce Sweeney
- Requesting special software to be installed in the music labs at West.
- Determine what type of software music labs need. Security issue for grand pianos when not in use. Needs key to storage room or purchase security covers for them. Have facilities make sure the spot where she tripped and fell on pavement on campus is repaired as soon as possible.

Lisa Kamibayashi, Allied Health
- Lisa is preparing for accreditation and needs additional faculty to assist with this.
- Supply money for patient care and security for new equipment that will be installed in the new building.
- West could provide low-cost dental care to students and public in the future.
- Requesting extra security cameras to be installed.
- Requesting that the library be open on Fridays for allied health students.
- Laboratory Technician positions for Dental and Pharmacy Tech programs.
- Maintenance support of new equipment.
- Move into the Math & Science Building ASAP.

Scott Feinerman, Aviation, Hospitality and Travel
- Requesting that classrooms be ready for aviation, hospitality and travel.
- Space for Hollywood Cinema Production Resources staff.
- Will need replacement of full-time instructor in aviation (Leland Babbitt)

Buck Stapleton, Behavioral and Social Sciences
- Some faculty didn’t receive their health insurance cards. Judith Fierro will get name and phone number of health benefits coordinator at the District.
- Assessment level is too low for basic skills (reading and writing). Some departments are spread too thin. Needs course advisories heading to pre-requisites.
- West should focus on departments that are strong.
- Students need to pass CS 901, statistics and English 101 before enrolling in Administration of Justice.

Abraha Bahta, Science
- One full-time instructor for physics.
- Two lab technicians for physics and earth science departments.
- Funding for STEMS program at West.

Mary-Jo Apigo, Title V Co-Op
Anticipating a strong Tech Fair for spring 2010

Eloise Crippens, Articulation
- To have an honors class designed for honors students. Consider having a second year program at West. Problem with finding on-ground classes for honors students at West.

Jane Witucki, Dance, Health and Physical Education
- Still waiting for spaces for yoga classes – requires adequate space for these classes.
- Requires mapping for dance and personal training.
- Would like a website link for students for dance, health, and physical education.

V.P. of Academic Affairs Requests for 2010
- Seniority lists will be sent out six weeks after start of spring and fall semester.
- Chairs and deans to make sure seniority lists are correct.
• Load sheets will be reviewed with deans in Academic Affairs; meetings with chairs and deans.
• Determine how hourly rate is covered day and night.
• Requesting more classified staff to assist division chairs on campus.

Meeting adjourned at 3:00 pm