Divisional Council  
Tuesday, November 3, 2009  
1:00 pm – Fourth Floor, HLRC  

Present: Michael Arata, Abraha Bahta, Anna Chiang, Judy Chow, Scott Feinerman, Betty Jacobs, Lisa Kamibayashi, Mary Jane McMaster, Vanita Nicholas, Sherron Rouzan, Buck Stapleton, Jane Witucki

Others Present: Ara Aguiar, Mary-Jo Apigo, Richard Block, Linda Clowers, Eloise Crippens, Judith Fierro, Judith-Ann Friedman, Mary Anne Gavarra-Oh, Eric Ichon, Fran Leonard, Helen Lin, Rod Patterson, Betsy Regalado, Curt Riesberg, Olga Shewfelt, Robert Sprague, Rebecca Tillberg, Geneat Walton, Kathy Walton

V.P. Robert Sprague called the meeting to order at 1 pm on Tuesday, November 3, 2009.

Planning for Excellence - V.P. Robert Sprague shared this report with division chairs:
- Shared Governance – look at November and December 2009
- Effectiveness - look at how students are engaged
- Student Services combines with instruction
- Develop model for elements of effectiveness
- Three-year time frame

Future meetings will be scheduled with Linda Clowers, Judith-Ann Friedman, and Ara Aguiar of Academic Affairs.

Accreditation & Planning – Fran Leonard announced that West will be hosting a special workshop regarding the self-study report on accreditation with Deborah Harrington and Gary Colombo on Tuesday, November 17th at 11:00 am in Winlock Lounge. Fran urged as many faculty to participate in this workshop. The process of building student learning outcomes into the planning process will be discussed. Developing grading rubrics can also be included in student learning outcomes.

There needs to be broad participation in this self-study and action plans need to be demonstrated as well as identified. Fran reported that there is a lack of literacy at the community college level and that this has always been a challenge to meet.

Rebecca Tillberg, Dean of Research and Planning, announced that a handbook for the Planning Committee has been created to evaluate what they have done and how well they did.

Rebecca identified the four major master plans at West:
1) Educational Master Plan
2) Technology Master Plan
3) Facilities Master Plan
4) Student Services Master Plan

The Planning Committee is reviewing college master plan and mission statements along with unit plans in preparation for the mid-term accreditation site visit next spring.
V.P. Robert Sprague thanked Olga Shewfelt and Rod Patterson for attending today’s Divisional Council meeting.

**Degree Works** - Betsy Regalado, V.P. of Student Services, announced that Degree Works is now live at West and was launched in May 2009. West is the only campus in the district that has this system. This system allows students to monitor their progress toward their transfer, degree, certificate and view their academic plans. Students may also conduct “what if” scenarios to see how close they are to attaining academic goals that differ from their current major. Betsy plans on conducting training workshops for faculty so they can train students in using this system.

**Honors Transfer Event at UCLA** – Linda Clowers announced a special advisory meeting with Honors Transfer Program with UCLA on Friday, November 20th. The workshop will be held from 9 am-3 pm at UCLA and you may sign up for this workshop with Eloise Crippens in HLRC-124, ext. 4240. Linda encouraged as many faculty to attend from as many disciplines as possible. Students will be participating in this workshop.

**CTE Collaborative with three schools** – Chito Cajayon, Dean of Resource & Economic Development and Marvin Martinez, Vice Chancellor of Workforce & Economic Development at the district, will be documenting their progress of a career and technical education collaborative in a report that will be available online.

**Historically Black Colleges & Universities (HCBU)** – Satellite centers for students are being planned at West and Southwest. This organization will start out small and have administrative offices here in Los Angeles. Students will take classes for credit at West for the first two years.

West is seriously considering dual enrollment with Cal State Dominguez Hills and West.

**Science and Math Kick-Off** – there will be a kick-off dedication for these two new buildings during Welcome Week February 8th and February 9th, 2010.

**Student Learning Outcomes** – Lloyd Thomas reported on a conference that he attended recently in San Jose on assessing student learning outcomes. There was discussion of pre-requisites for students. Pre-requisites have to be validated before they can be entered in the college catalog. Learning skills courses taught by Curt Riesberg could be taken by students before taking the courses that have pre-requisites to ensure student success.

**Faculty performance evaluations** – Judith-Ann Friedman reported that Academic Affairs is doing well on conducting evaluations for faculty this semester. The secretaries have been monitoring all evaluations and Judith-Ann reminded division chairs to please turn completed evaluations to Jack Wong and Ashanti Lyles in Academic Affairs. Judith-Ann asked division chairs to reflect on what is an optimal performance for an instructor. Fulltime instructors are contractually obligated to participate in college committees and this is factored into their evaluations.

Judith-Ann reported that she hasn’t been collecting instructor syllabi as she is having the division chairs review them first for appropriate student learning outcomes. Then the division chairs should submit them to Academic Affairs.

There have been numerous student discipline problems being reported to Academic Affairs this semester. This includes disruptive behavior in the classroom. V.P. Robert Sprague stated that it is the faculty member’s decision to determine what is disruptive behavior and that every faculty member will be supported when they submit their student complaints to Academic Affairs.
Jack Ruebensaal, Chair of the Workforce Environment Committee, reported that the Budget Committee at West will hire four new custodians at West.

Meeting adjourned at 3:30 PM

Next meeting: Tuesday, December 1, 2009
1 pm - Fourth Floor HLRC