



Los Angeles Southwest College
Faculty Meeting Minutes

Date: November 6, 2017

Time: 4:30 - 6:00 p.m.

Recorder: Rosa Song

Attendance: Anthony Amey, Dr. Catherine Azubuike, Dr. Lawrence Bradford, Dr. Nkonye Ezeobah, Dean Rick Hodge, Indiana McClellan, Dr. Vicky Omuson, Rosa Song, Lorna Thompson

Kaplan Representatives: Lora Palmer

ITEM	DISCUSSIONS	ACTIONS / FOLLOW-UP
Kaplan	Reviewed and discussed ways to use Kaplan proctored exam for each course. Students not meeting the 70% benchmark must remediate on the questions missed and bring this as a ticket to take their final (option).	Once adopted by faculty, need to place in course syllabi.
BRN Visit Dr. Bradford	Reviewed BRN Agenda – visit agenda and exhibits. Dr. Azubuike and faculty updated Dr. Bradford on the BRN visit. Accommodations for meeting locations, drivers, and meal arrangements discussed. Dr. Hodge will see if funds are available for breakfast and lunch to feed approximately 10 people. Exhibits are being finalized by Dr. Azubuike with Lavone. Reviewed and discussed the letter sent to BRN dated October 10, 2017. College catalog, AFT handbook, and student handbook already sent to BRN. No release time for Assistant Directors was reported to Dr. Bradford. Security issue reported to Dr. Bradford, 2 tables missing from skills lab in AV110.	Dr. Hodge will discuss with Linda in regards to meal funds.
Skills lab	Skills lab AV110 will be considered the main lab. Computer and phone will be brought back from the other skills lab located in SOTEC.	
BRN Self-Study	BRN Self-Study reviewed with all faculty members. Clarifications/questions reviewed and answered with faculty.	Dr. Azubuike will finalize the corrections and send to BRN.
Adjournment at 6:30pm.		