West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
September 23, 2014
SSB 414

Present: President, Foster, Adrienne; Vice President, Chow, Judy; Secretary, Norris, Clare; Cordova, Luis, Treasurer; Humanities & Fine Arts, Sweeney, Joyce; Senator-at-Large, Hunter, Casey; Allied Health, Dones, Carmen; Senator at Large, Lin, Ken; Senator at Large, Leonard, Fran; Adjunct Senate Representative, Porter, Arnita; Senator-At-Large, Samilton, Jawell; Aviation, Travel, and Hospitality, Moy, Jack; Science, Bahta, Abraha; Language Arts, Alexander, Linda; District Senator, Young, Helen; Health/PE, Hager, Rob; Senator at Large, Blustein, Bonnie; Computer Science, Chiang, Anna; Business, Jacobson, Nikki;

Absent: Library & Learning Resources & Counseling, Narez-Acosta, Alma; District Senator, Bakeer, Kenyatta; Senator-at-Large, Boutil, Katherine; Social and Behavioral Sciences, Barragan, Norma; Adjunct Faculty Senator, Taira, Kenneth;

Guests: Witucki, Jane, Curriculum Chair; Tillberg, Rebecca, Dean; Taylor, Alice, Accreditation Co-Chair; Triviso, Rudy, Aviation; Kelley, Katy, CDC; Bailey-Hofmann, Holly, English/EMP; Hooper, Ricardo, Athletic Director; Jones, Walter, Dean AA; Braxton, Phyllis, VP Student Services; Gallegos, Dolores, Child Development; Banday, Patricia, SS&SP; White, Janise, Music

Meeting Called to Order at 12:54pm

I. ORGANIZATIONAL ITEMS
a. Confirmation of the agenda
   1. Add secretary report
   2. Student Equity Plan discussion
   3. Item 12 was changed to an action item
   4. An SLO Committee report was added
   5. A Technology Committee Report added
b. A Foster called for a moment of Silence in honor of our late colleague, Ray Shackleford
c. Confirmation of the September 9, 2014 minutes.
   Minutes were accepted as presented

II. ADMINISTRATION REPORT (Abu-Gazaleh)
a. President Abu-Gazaleh acknowledged the passing of Ray Shackleford.
   He encouraged the Senate to prepare earlier for faculty hiring. The college will likely have the opportunity to hire twice as many full time faculty members as we did last year. The chancellor has asked us to have lists ready by the end of this fall 2014 semester. He announced the resignation that happened and now with Dr. Shackleford’s death, there is another unanticipated vacancy. Hiring in the summer and fall is not easy, so he encouraged the faculty members to aim to hire in the Spring.
b. Please keep in mind accreditation midterm and full cycle report. He reminded senators that there will be overlap between the two reports. We must be prepared for everything.
c. He brought up the cultural competency conversation started by our professional development coordinator. He encouraged Senators to participate in deep conversations about how we think about and how we engage with our students. We are looking to honor people’s backgrounds, not assimilate. We must learn about our students’ backgrounds.
d. F. Leonard commented that Cultural Competence will be a component of the Leadership Retreat.
III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.
   a. Susan Trujillo spoke about Banned Books Week, and the read-aloud on the 3rd floor of the library on Thursday, September 25.

IV. ASO (McCracken) – No report

V. OFFICERS’ REPORTS
   a. Adrienne Foster – President
      1. The LACCD Summit happens Friday, and we still have a vacancy for one more faculty member to participate.
      2. The FPIP Chair position is still vacant. The FPIP questions have been folded into Program Review, so meeting time has been reduced. Faculty members need to take a leadership role in hiring, and this process is the opportunity to do that. There will be no reassigned time since the process has been condensed.
      3. A. Foster will be serving on the City College of San Francisco restoration team November 16-20. The team will be making no recommendations, just reviewing.
   b. Judy Chow – Vice President
      1. Fall 2014 academic rank applications will be out this week.
   c. Luis Cordova – Treasurer (No Report)
   d. Clare Norris – Secretary
      1. C. Norris reminded senators of upcoming Division Reports to the Senate. She sent an email to all division chairs, and those who responded signed up for the Spring 2015 Senate meetings. She read the list of divisions that still have not responded to her request: Applied Technology, Behavioral and Social Sciences, Dance, Health and PE, Humanities and Fine Arts, and the Library.

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION
   1. Educational Master Plan (H. Bailey-Hofmann)
      a. ACTION ITEM MOTION: Approve the Educational Master Plan. 
         MSP
         16 in favor 1 Abstains
      b. Discussion ensued about the inclusion of the library in the EMP.
      c. A question was asked about roll call votes. MOTION to roll call vote on this item
         MSP
   2. Student Success and Support Plan (Banday)
      a. P. Banday distributed a document aligning several of the college’s plans including SS&SP, Basic Skills, ATD, Equity, and EMP to show how the plans, activities and efforts are being coordinated.
      b. The counseling division met and made additions to the Plan not included in the most recent version of the draft Plan.
      c. The plan and all the signatures have to be to the District office by October 8.
      d. The plan is updatable.
      e. MOTION Move to amend the plan to incorporate the “counseling additions” as stated in the attached document.
      f. 3.3 Counseling Advising...
         i. removal of the term “advising” with any connection to CSEPs
         ii. Section 3 add career and major workshops, transfer center will use counselors to increase transfer rates
      g. A question was asked about the type of plan. If something is not included in the plan, can money still be used to do activities.
h. **ACTION ITEM MOTION**: Table this item (approval of SS&SP Plan) to a special meeting on Tuesday, September 30 at 12:45 to vote on the approval of this Plan. 

MSP

i. Any more changes must be submitted to P. Braxton and P. Banday by tomorrow, September 24 at 3:00.

3. **ACTION ITEM MOTION**: Approve the revised FPIP Policy **10 in favor**

   a. The question came up about the Categories listed on the FPIP policy.
   
   b. **MOTION**: Amend the FPIP policy by deleting “Basic Math,” from Category II in the policy. **MSF 3 in favor 4 oppose**
   
   c. A senator expressed concern that “Basic Math” is not a discipline at the college, and the math faculty members (with the exception of those recently hired) have discussed this issue and come to the consensus that they would rather not have Basic Math listed in the policy.
   
   d. A friendly amendment was suggested to also delete “Basic English” from Category II since like “Basic Math,” Basic English is not a discipline at the college, and including this terminology in college documents risks relegating students into “basic skills” courses and sequences that have been proven to stymie their success.
   
   e. **MOTION**: To postpone this motion to a time certain, September 30. **MSF 2 approve 6 oppose**
   
   f. **MOTION**: Call for the question. **MSP**
   
   g. The point was made that it is a priority of the chancellor to ensure that faculty members are hired before the fall semester.

4. **ACTION ITEM MOTION**: Approve the Academic Senate Executive Committee recommendation to accept the new WLAC Foundation policy on faculty dues and integrate a voluntary payroll deduction process to pay dues directly into a general faculty scholarship fund. **MSP**

   a. The Foundation's policy to establish and maintain a named scholarship fund typically requires an annual contribution of at least $2,500, but under this policy, the Foundation will waive this requirement for West faculty scholarships.
   
   b. The Foundation has agreed to an 80/20 split. 20% would be considered faculty dues. 80% would be dedicated to the faculty scholarship. 80% is tax deductible because it is a donation.
   
   c. Faculty members will work with the Foundation to select student scholarship recipients. J. Coleman explained the details of faculty involvement.
   
   d. Discussion ensued about how much should be the minimum amount a faculty member can pay for dues. The past minimum has been $25 per year.
   
   e. J. Coleman reminded the Senators of the Foundation goals of offering three $1000 faculty/senate scholarships if we help reach goals.
   
   f. A. Foster gave the example of her alma matter where the faculty participation rate makes a big difference for the school’s eligibility for grants.
   
   g. **MOTION**: Call for the question **MSP**

5. Accreditation Midterm Report (Taylor)

   a. The full draft of the college’s mid-term report is online. A. Taylor emailed the link to the faculty. Please email additions and recommendations to A. Taylor before October 13.
   
   b. Her next report will cover the self-evaluation.

6. Student Equity Plan (Braxton)

   a. P. Braxton distributed and summarized a draft of the Student Equity plan. It needs to be evaluated and updated annually.
   
   b. Send any feedback to P. Braxton by October 7 at 5:00pm.
   
   c. **NOTICED MOTION**: Approve the Equity plan.

7. Election Committee – A recommendation was made the Committee be made up of four members.
a. **MOTION** Interpret the constitution saying that three is a minimum number of election committee members.  

8. Planning and Institutional Effectiveness Committee (Dones)  
a. Program Review due on October 24.

9. Student Success Committee (Norris) No Report

10. Technology Committee (Butler)  
a. M. Butler introduced Kentico and the opportunity for training on developing Faculty pages.
b. Funding for Instructional Media Equipment has been released.
c. The Winlock lounge SMART system is to be updated.
d. Room View is a system the college will use to keep track of classroom technology use and prevent projectors from being left on for extended periods of time.
e. The Committee members are about to start working on the new Technology Master Plan.
f. He distributed the WLAC Website and Social Media Guidelines that have been approved by the Committee. There was some discussion about the approval process for those guidelines. A. Foster requested that the guidelines be submitted as an action item.

11. Curriculum Committee (Witucki)  
a. J. Witucki sent out a list of courses approved by the Curriculum Committee.
b. The Committee added the SLO coordinator’s signature to the approval process.
c. The Committee approved the automatic archiving of courses that have not been offered for six semesters and do not have a current Course Outlines of Record.
d. A motion to keep the existing prerequisite policy on campus was also approved (maintain 2-week grace period).
e. “Pass,” “Satisfactory progress,” and “No progress” were approved as terms for evaluation in non-credit classes.

12. Student Learning Outcomes (Cordova) – no report

13. Distance Education Committee - no report - (Alexander)

14. Transfer (Young) – **no report**

15. Budget Committee – (Takeda) – no report

16. Resource Development Committee (Boutry) - no report

**VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS**

1. LACD DAS Summit Sept 26 LACC

2. ASCCC Equity Workshop Sept 27

3. ASCCC Area C Meeting Oct 25 SBCC

4. ASCCC Fall Plenary Nov 13-15 Irvine

5. WLAC Leadership Retreat Nov 21 – Planning meeting Sept 17 1:00 in PCR

6. WLAC Presentation of EMP to LACCD BoT December 17

7. Project LEARN Poetry Cafe last Thursday of every month

8. A concern was raised about the Curriculum Committee report and the 2-week grace period for students who are waiting for out-of-state prerequisites to be verified. This is an A&R process, disconnected from the counseling division. The recommendation was made to put this on the Curriculum Committee agenda for discussion.

9. A question was asked about classroom management around students wanting to be added to classes and not leaving even once the instructor informs the student that there is no room.

**ADJOURNMENT – 2:59pm**
Next meeting: September 30

Respectfully submitted, Clare Norris