



1 **West Los Angeles College**  
 2 Meeting of the Academic Senate  
 3 Approved Minutes  
 4 September 23, 2014  
 5 SSB 414

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

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

18  
 19 **Guests:** Witucki, Jane, Curriculum Chair; Tillberg, Rebecca, Dean; Taylor, Alice, Accreditation Co-  
 20 Chair; Triviso, Rudy, Aviation; Kelley, Katy, CDC; Bailey-Hofmann, Holly, English/EMP; Hooper,  
 21 Ricardo, Athletic Director; Jones, Walter, Dean AA; Braxton, Phyllis, VP Student Services; Gallegos,  
 22 Dolores, Child Development; Banday, Patricia, SS&SP; White, Janise, Music

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 24 **Meeting Called to Order at 12:54pm**

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 26 **I. ORGANIZATIONAL ITEMS**

- 27 a. Confirmation of the agenda **MSP**
- 28 1. Add secretary report
- 29 2. Student Equity Plan discussion
- 30 3. Item 12 was changed to an action item
- 31 4. An SLO Committee report was added
- 32 5. A Technology Committee Report added
- 33 b. A. Foster called for a moment of Silence in honor of our late colleague, Ray Shackelford
- 34 c. Confirmation of the September 9, 2014 minutes.
- 35 Minutes were accepted as presented **MSP**

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 37 **II. ADMINISTRATION REPORT (Abu-Gazaleh)**

- 38 a. President Abu-Gazaleh acknowledged the passing of Ray Shackelford.
- 39 He encouraged the Senate to prepare earlier for faculty hiring. The college will likely have the
- 40 opportunity to hire twice as many full time faculty members as we did last year. The chancellor
- 41 has asked us to have lists ready by the end of this fall 2014 semester. He announced the
- 42 resignation that happened and now with Dr. Shackelford's death, there is another unanticipated
- 43 vacancy. Hiring in the summer and fall is not easy, so he encouraged the faculty members to aim
- 44 to hire in the Spring.
- 45 b. Please keep in mind accreditation midterm and full cycle report. He reminded senators that
- 46 there will be overlap between the two reports. We must be prepared for everything.
- 47 c. He brought up the cultural competency conversation started by our professional development
- 48 coordinator. He encouraged Senators to participate in deep conversations about how we think
- 49 about and how we engage with our students. We are looking to honor people's backgrounds, not
- 50 assimilate. We must learn about our students' backgrounds.
- 51 d. F. Leonard commented that Cultural Competence will be a component of the Leadership
- 52 Retreat.



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**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 3<sup>rd</sup> 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.

- 1 h. **ACTION ITEM MOTION:** Table this item (approval of SS&SP Plan) to a special  
2 meeting on Tuesday, September 30 at 12:45 to vote on the approval of this Plan.  
3 **MSP**
- 4 i. Any more changes must be submitted to P. Braxton and P. Bandy by tomorrow,  
5 September 24 at 3:00.
- 6 3. **ACTION ITEM MOTION:** Approve the revised FPIP Policy **10 in favor**  
7 a. The question came up about the Categories listed on the FPIP policy.  
8 b. **MOTION:** Amend the FPIP policy by deleting “Basic Math,” from Category II in  
9 the policy. **MSF 3 in favor 4 oppose**  
10 c. A senator expressed concern that “Basic Math” is not a discipline at the college, and  
11 the math faculty members (with the exception of those recently hired) have discussed  
12 this issue and come to the consensus that they would rather not have Basic Math  
13 listed in the policy.  
14 d. A friendly amendment was suggested to also delete “Basic English” from Category II  
15 since like “Basic Math,” Basic English is not a discipline at the college, and  
16 including this terminology in college documents risks relegating students into “basic  
17 skills” courses and sequences that have been proven to stymie their success.  
18 e. **MOTION:** To postpone this motion to a time certain, September 30. **MSF 2 approve**  
19 **6 oppose**  
20 f. **MOTION:** Call for the question. **MSP**  
21 g. The point was made that it is a priority of the chancellor to ensure that faculty  
22 members are hired before the fall semester.
- 23 4. **ACTION ITEM MOTION:** Approve the Academic Senate Executive Committee  
24 recommendation to accept the new WLAC Foundation policy on faculty dues and integrate a  
25 voluntary payroll deduction process to pay dues directly into a general faculty scholarship  
26 fund. **MSP**  
27 a. The Foundation's policy to establish and maintain a named scholarship fund typically  
28 requires an annual contribution of at least \$2,500, but under this policy, the  
29 Foundation will waive this requirement for West faculty scholarships.  
30 b. The Foundation has agreed to an 80/20 split. 20% would be considered faculty dues.  
31 80% would be dedicated to the faculty scholarship. 80% is tax deductible because it  
32 is a donation.  
33 c. Faculty members will work with the Foundation to select student scholarship  
34 recipients. J. Coleman explained the details of faculty involvement.  
35 d. Discussion ensued about how much should be the minimum amount a faculty  
36 member can pay for dues. The past minimum has been \$25 per year.  
37 e. J. Coleman reminded the Senators of the Foundation goals of offering three \$1000  
38 faculty/senate scholarships if we help reach goals.  
39 f. A. Foster gave the example of her alma matter where the faculty participation rate  
40 makes a big difference for the school’s eligibility for grants.  
41 g. **MOTION:** Call for the question **MSP**
- 42 5. Accreditation Midterm Report (Taylor)  
43 a. The full draft of the college’s mid-term report is online. A. Taylor emailed the link  
44 to the faculty. Please email additions and recommendations to A. Taylor before  
45 October 13.  
46 b. Her next report will cover the self-evaluation.
- 47 6. Student Equity Plan (Braxton)  
48 a. P. Braxton distributed and summarized a draft of the Student Equity plan. It needs to  
49 be evaluated and updated annually.  
50 b. Send any feedback to P. Braxton by October 7 at 5:00pm.  
51 c. **NOTICED MOTION:** Approve the Equity plan.
- 52 7. Election Committee – A recommendation was made the Committee be made up of four  
53 members.



- 1 a. **MOTION** Interpret the constitution saying that three is a minimum number of
- 2 election committee members. **MSP**
- 3 8. Planning and Institutional Effectiveness Committee (Dones)
- 4 a. Program Review due on October 24.
- 5 9. Student Success Committee (Norris) No Report
- 6 10. Technology Committee (Butler)
- 7 a. M. Butler introduced Kentico and the opportunity for training on developing Faculty
- 8 pages.
- 9 b. Funding for Instructional Media Equipment has been released.
- 10 c. The Winlock lounge SMART system is to be updated.
- 11 d. Room View is a system the college will use to keep track of classroom technology
- 12 use and prevent projectors from being left on for extended periods of time.
- 13 e. The Committee members are about to start working on the new Technology Master
- 14 Plan.
- 15 f. He distributed the WLAC Website and Social Media Guidelines that have been
- 16 approved by the Committee. There was some discussion about the approval process
- 17 for those guidelines. A. Foster requested that the guidelines be submitted as an
- 18 action item.
- 19 11. Curriculum Committee (Witucki)
- 20 a. J. Witucki sent out a list of courses approved by the Curriculum Committee.
- 21 b. The Committee added the SLO coordinator’s signature to the approval process.
- 22 c. The Committee approved the automatic archiving of courses that have not been
- 23 offered for six semesters and do not have a current Course Outlines of Record.
- 24 d. A motion to keep the existing prerequisite policy on campus was also approved
- 25 (maintain 2-week grace period).
- 26 e. “Pass,” “Satisfactory progress,” and “No progress” were approved as terms for
- 27 evaluation in non-credit classes.
- 28 12. Student Learning Outcomes (Cordova) – no report
- 29 13. Distance Education Committee - no report - (Alexander)
- 30 14. Transfer (Young) –**no report**
- 31 15. Budget Committee – (Takeda) – no report
- 32 16. Resource Development Committee (Boutry) - no report

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

- 34 1. LACD DAS Summit Sept 26 LACC
- 35 2. ASCCC Equity Workshop Sept 27
- 36 3. ASCCC Area C Meeting Oct 25 SBCC
- 37 4. ASCCC Fall Plenary Nov 13-15 Irvine
- 38 5. WLAC Leadership Retreat Nov 21 – Planning meeting Sept 17 1:00 in PCR
- 39 6. WLAC Presentation of EMP to LACCD BoT December 17
- 40 7. Project LEARN Poetry Cafe last Thursday of every month
- 41 8. A concern was raised about the Curriculum Committee report and the 2-week grace
- 42 period for students who are waiting for out-of-state prerequisites to be verified. This
- 43 is an A&R process, disconnected from the counseling division. The recommendation
- 44 was made to put this on the Curriculum Committee agenda for discussion.
- 45 9. A question was asked about classroom management around students wanting to be
- 46 added to classes and not leaving even once the instructor informs the student that
- 47 there is no room.
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**ADJOURNMENT – 2:59pm**



- 1 Next meeting: September 30
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- 3 **Respectfully submitted, Clare Norris**