West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
September 9, 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, Arinita; 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;

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

Guests: Matthew McRacken, ASO President; Witucki, Jane, Curriculum Chair; Tillberg, Rebecca, Dean; Trujillo, Susan, Library; Apigo, Mary-Jo, Teaching & Learning; Taylor, Alice, Accreditation Co-Chair; Triviso, Rudy, Aviation; Kelley, Katy, CDC; Olivas, Richard, History; Bailey-Hofmann, Holly, English/EMP; Hooper, Ricardo, Athletic Director; Considine, Kevin, MPTP; Jones, Walter, Dean AA; Braxton, Phyllis, VP Student Services; Russell, Tim, Learning Skills; Boghos, Yervant, Allied Health; Gallegos, Dolores, Child Development

Meeting Called to Order at 1:00pm

I. ORGANIZATIONAL ITEMS

a. Confirmation of the agenda
   1. The SLO Report was moved up to just after Organizational Items due to the SLO coordinator’s illness.

b. Moment of Silence
   1. B. Blustein shared that just today an African-American male student was stopped on his way to her class.

c. Confirmation of the June 3, 2014 minutes.
   Minutes were accepted as presented

II. SLO Report (Cordova)

a. West is at 90% Completion of all phases of the last SLO cycle.

b. As for the 2013-2017 cycle, for Fall 2013 only 45% of the 75 courses scheduled to be assessed were assessed. Spring 2014 only 19% of courses scheduled to be assessed were assessed, and 31% of courses that were scheduled for dialog got that phase complete.

c. The recommendation was made that chairs be sure to spend time consulting with their faculty members before making commitments that may not be clear to the faculty like those on the SLO assessment calendars. Another point was made about the time sensitive nature of this process.

d. The SLO Professional Development Week workshop had 25 attendees and a rich discussion of assessment. K. Boutry and J. Moy presented about their processes of assessment.

e. The next SLO Committee meeting is September 22. L. Cordova expressed concern about how few faculty members are fully engaged in this effort.

f. The SLO Database faculty demo Thursday, September 30 12:30-5:00 with an opportunity to offer input on two choices: TracDat and eLumen.

III. ADMINISTRATION REPORT (Abu-Gazaleh)
a. President Abu-Gazaleh acknowledged the faculty members for all we do for students. He talked about social justice. He mentioned student success, transfer, ATD, etc. West has been engaged in issues of equity and pointed out that being a college that is well accredited is important to equity as well. Thus, we must be prepared for the March 2015 midterm visit.
b. He acknowledged the recent statewide growth mindset workshop at West. West is involved with two of the three recent statewide initiatives (Online Education Initiative and Common Assessment).
c. He will be discussing reorganization with faculty members. The college is still involved with hiring. The District will no longer subsidize faculty hires. West was able to benefit from those subsidies with more than any other college.

IV. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed. (none)
   a. Phyllis Braxton introduced Dr. Ricardo Hooper, West’s new Athletic Director.

V. ASO (McCacken)
   a. He acknowledged the emphasis on student success in the meeting, and offered himself as a resource for college faculty and administrators.
   b. He named the new board members and listed the things ASO has been working on: Semester Kickoff, Welcome Week, etc.
   c. He also mentioned that they are interested in working on charity events this year.
   d. He also mentioned ASO’s new book exchange program where they loan books to ASO members.
   e. N. Abu-Gazaleh acknowledged Matthew in his internship in Sebastian Ridley-Thomas’s office.

VI. OFFICERS’ REPORTS
   a. Adrienne Foster – President
      1. She acknowledged Student Services for the use of SSB 414.
      2. She acknowledged the committee who planned Professional Development Week.
      3. The new content management system, Kentico, is coming to West, and because we are going through this transition, updated minutes and agendas are not yet posted.
      4. Policy changes need to be discussed, and she expressed the hope that divisions are discussing these issues.
      5. Curriculum Committee meets first September 22 at 1:00 in SSB 414.
      6. Senate Exec will be working with chairs to review committee participation.
      7. Division Reports should focus on intervention strategies to close equity gaps and SLO Dialog.
      8. District Academic Senate Summit scheduled for September 26 at LA City College.
      9. West still has two openings on its team.
      10. Questions were asked about faculty dues and where the senate would get money to cover its expenses.
   b. Judy Chow – Vice President
      1. Academic Rank certificates in process.
   c. Luis Cordova – Treasurer (No Report)
   d. Clare Norris – Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION
   1. Election Committee – A. Foster announced that Marguet Miller, co-chair and Richard Olivas, co-chair, Margot Michele, and Janise White will serve on the election committee.
   2. Planning and Institutional Effectiveness Committee (Dones)
      a. Program review has started. There are three changes this year: the software opened early in August, answers from last year were rolled over, and a Word version of the
form is available. Completed Program Reviews are due October 24. The research team will conduct five training sessions, some on days other than Fridays, which was a request from last year. Resources available from Block grants came in differently and in more abundance this year than in the past. A prioritized list of resource requests from last year that qualify for the grant will be funded with this money and any money left over will be used to support this year’s requests.

b. The recommendation was made that programs resubmit previous requests since they do not necessarily roll over.

3. Educational Master Plan (H. Bailey-Hofmann)
   a. H. Bailey-Hofmann distributed a summary table of West’s draft Educational Master Plan.
   b. **NOTICED MOTION:** Approve the Educational Master Plan.
   c. A concern was raised about the items on the plan related to math and the process by which they were identified.
   d. H. Bailey-Hofmann responded to the concern via email and in the meeting and explained more about that process.
   e. R. Tilberg mentioned the PIE Committee’s commitment to the annual evaluation and update of the EMP.
   f. H. Bailey Hofmann will present on December 17 to the LACCD Board for approval of the EMP.
   g. The point was made that this is a “rolling” plan and that the college can adopt it and tweak it from the current adoption.
   h. A recommendation was made that the math division discuss this issue at a future division meeting with EMP Workgroup members present.
   i. H. Bailey Hofmann pointed out that much of the EMP is an affirmation of what the college is already doing and a vision statement.

4. Student Success Committee (Norris)
   a. C. Norris distributed the September edition of the ATDetails newsletter. She encouraged the Senators to read it for a full report and acknowledged everyone who participated in making the Fall 2014 Semester Kickoff a success.

5. Student Success and Support Plan (Banday)
   a. P. Banday reported that she emailed some background information on the Student Success Act and a draft of the SS&SP Plan. She then explained the purpose of the plan to all faculty. The goal is to increase completion and matriculation.
   b. The SSSP Advisory Committee includes Student Services areas reps and researchers. The Committee has been meeting consistently to work on drafting and implementing the plan.
   c. She reported getting useful feedback on the plan from colleagues.
   d. Counseling division faculty members across the state are struggling with how to get a Comprehensive Student Educational Plan completed for every student.
   e. She reviewed the content of the West Expressway and its format.
   f. P. Banday also offered an update on the Common Assessment; she acknowledged F. Leonard and N. Sander for working on the statewide English and ESL workgroups. West will participate in the common assessment pilot.
   g. The next SS&SP meeting will be held Thursday, September 11 at 12:00.
   h. **NOTICED MOTION:** Approve the SS&SP Plan

6. Equity Plan (Banday)
   a. P. Banday distributed a draft of the plan on behalf of Phyllis Braxton.

7. Accreditation Report (Taylor)
   a. A. Taylor shared the timeline for West’s accreditation reporting.
   b. She recently emailed a recent full draft of the midterm report. There is still pending information in the draft.
c. Feedback on draft is due by the Accreditation Steering Committee meeting on the second Monday in October.

d. **NOTICED MOTION:** Approve the Accreditation Midterm Report.

8. Professional Development Report (Manner)
   a. The report was emailed out. A. Foster highlighted deadlines and listed committee members.

9. Technology Committee (no report)

10. Online Educational Resources Steering Committee – Statewide Initiative (Porter)
    a. She offered background information on the initiative and explained that the emphasis is on retention and basic skills. She listed the colleges participating in the project.
    b. The state wants to adopt a Common Course Management System (CCMS). The call for participation deadline is September 12.
    c. A call went out for reviewers of online courses, which are paid positions.
    d. West is responsible for piloting a student readiness assessments.
    e. The RFP will be released September 26 to select vendors for CCMS.

11. Student Equity, Access, and Completion Committee (SEACC) (no report)

12. Curriculum Committee (Witucki)
    a. J. Witucki sent out a list of courses approved by the Academic Senate Executive Committee during the summer. The Committee’s next meeting is Sept 22 1:00 in SSB414

13. FPIP (Kamibayashi) **MOTION:** Accept the revised FPIP Policy.
    b. **MOTION:** Move the item to the September 23 meeting. 

14. Distance Education Committee - no report - (Alexander)
    a. There are openings on the committee.

15. Transfer (Young) –**MOTION** To approve the Transfer Plan. 
    a. The plan was distributed at the last Academic Senate meeting.
    b. The transfer center was acknowledged for bringing reps on campus and all the good work done for students.

16. Budget Committee – (Takeda)
    a. K. Takeda announced the updates on the Block grant and funds available.

17. Resource Development Committee (Boutry) - no report

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

1. LACCD DAS Meeting Sept 11 LAVC
2. Transfer Fair Sept 15
3. LACD DAS Summit Sept 26 LACC
4. ASCCCC Equity Workshop Sept 27
5. ASCCCC Area C Meeting Oct 25 SBCC
6. ASCCCC Fall Plenary Nov 13-15 Irvine
7. WLAC Leadership Retreat Nov 21 – Planning meeting Sept 17 1:00 in PCR
8. WLAC Presentation of EMP to LACCD BoT December 17
9. Please announce to students to get their SEPs done
10. Project LEARN Orientation Sept 12
11. A few openings in preschool classroom – send students to CDC

**ADJOURNMENT – 2:44pm**

Next meeting: September 23

Respectfully submitted,

Clare Norris