West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
November 25, 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 Faculty Senate Representative, Porter, Arnita; Senator-At-Large, Samilton, Jawell; Aviation, Travel, and Hospitality, Moy, Jack; Language Arts, Alexander, Linda; Health/PE, Hager, Rob; Senator at Large, Blustein, Bonnie; Science, Bahta, Abraha;

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

Guests: Coleman, Jason, Applied Technologies/Travel; Taylor, Alice, Accreditation Co-Chair; Triviso, Rudy, Aviation; Katono, Anna, Aviation; Coleman, Quincey, ASO Vice President; Russell, Timothy, Learning Skills; Bailey-Hofmann, Holly, English/EMP; White, Janise, Music; Trujillo, Susan, Librarian; Michels, Margot, French; Olivas, Richard, History; Sprague, Bob, VP Academic Affairs; Boles, Kay, Aviation-Travel/Hospitality; Tillberg, Rebecca, Academic Affairs; Abu-Ghazaleh, Nabil, President; Gallegos, Dolores, Child Development; Boghos, Yervant, Allied Health

Meeting Called to Order at 12:57pm

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      1. The administration report will come when President Abu-Ghazaleh arrives from a District meeting.
      2. The FPIP horizontal ranked list will be available today
      Minutes were accepted as presented.

II. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.
   a. J. Coleman announced that the Foundation has set aside $10,000 for mini grants for faculty. The application will be online next week and will be due by December 31. Selections will be made at the end of January.
   b. West’s program was selected to compete at the state level for the opportunity to offer a Bachelor’s degree in Dental Hygiene for one of 15 statewide BA degrees. Many West graduates have already earned enough units for a Bachelor’s degree.

III. APPLIED TECHNOLOGY DIVISION REPORT
   a. J. Coleman talked about Travel and Hospitality disciplines using a PowerPoint presentation. He talked about degrees and certificates available and demand for the programs. He also described challenges like the low number of classes offered and opportunities. West has the only Travel program in LA County and the only Hospitality program in the District.
   b. J. Moy presented on the Aviation discipline. He listed some of the requirements for students to become technicians. He described various certificates available in the program. He shared success rates and class size and talked about their assessment process, strategies for success, and
opportunities.

IV. ADMINISTRATION REPORT (Abu-Ghazaleh)
   a. He repeated the announcement about West being in the running for the Dental Hygiene BA degree.
   b. He thanked the Senate for its leadership in focusing on social justice and reflected on the November 21 Leadership Retreat.
   c. He mentioned the possibility of an Aviation Bachelors Degree at West in the future.

V. ASO (Q. Coleman)
   a. ASO officers attended General Assembly November 14-16 where Q. Coleman was a delegate. He briefly described a few of the resolutions.
   b. The ASO food drive ends today.
   c. The ASO Newsletter is looking for writers.
   d. ASO officers and members have plans for expanding their volunteer work.

VI. OFFICERS’ REPORTS
   a. Adrienne Foster – President
      1. She acknowledged State Senate attendees Arnita Porter and Holly Bailey-Hofmann.
      2. She also talked about her participation in the restoration team for the City College of San Francisco.
      3. Divisional reorganization – West’s union and Senate leaders had their first meeting with the college president on this topic.
      4. The Faculty Obligation Number (FON) for West will likely fall between 15 and 17 hires for next year. Forty-seven FPIP applications were submitted, 17 from student services, 6 CTE, 1 foundation skills, and the rest from GE/Transfer (21).
   b. Judy Chow – Vice President
      1. Fall 2013 and Spring 2014 academic rank certificates have been signed.
   c. Luis Cordova – Treasurer
      1. He is developing a guide for paying faculty dues.
   d. Clare Norris – Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION
   1. Accreditation Midterm and Self Study 2016 (Taylor)
      a. ACTION MOTION: To approve the 2015 Accreditation Midterm Report. MSP Unanimous
      b. The next step is a December 9th meeting of the Board of Trustees Institutional Effectiveness Committee in SSB 414 at 2:15. A. Taylor invited people to attend the meeting to discuss the midterm report with the Board members.
      c. We are expecting the midterm visit to occur in March.
      d. The 2016 self-evaluation is next. A. Taylor announced that the ACCJC posted the new format recently, and she described that new format.
   2. SLO Report (Cordova)
      a. L. Cordova presented the increase in the numbers of SLO assessment submissions.
      b. The Committee has scheduled two workshops for faculty members who have assessments due this semester and who have not yet submitted overdue assessments for December 12.
      c. A question was asked about how updated the figures will be for the midterm report. A. Taylor responded that she will be updating the report so that the SLO data is as updated as possible before the report is submitted to the Board.
      d. A senator asked a question about what is being done about the memoranda sent to faculty erroneously.
L. Cordova assured the Senator that the SLO Committee is doing its best. He explained that the intent is for letters to be sent to faculty members who have assessments pending. L. Cordova requested that faculty members who detect errors contact him directly.

e. Deans have been updated, and a workshop will be conducted for chairs next week.
f. A question was asked about courses that have been assessed without having been scheduled. L. Cordova explained that sometimes faculty members assess courses during a semester when their assessment has not been scheduled.
g. L. Cordova also warned against postponing assessments within the current cycle.
h. **ACTION MOTION:** The SLO Committee recommends adoption of an SLO database from one of the two options: eLumen or TracDat.
i. **SUBSTITUTE MOTION:** The SLO Committee recommends adoption of an SLO database from TracDat. **MSP 14 in favor 1 opposed** Roll call:

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<th>Votes in Favor</th>
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<tr>
<td>Judy Chow</td>
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<td>Clare Norris</td>
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<td>Luis Cordova</td>
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<td>Fran Leonard</td>
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<td>Joyce Sweeney</td>
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<td>Linda Alexander</td>
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<td>Abraha Bahta</td>
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<td>Jack Moy</td>
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<th>Vote in Opposition</th>
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<td>Bonnie Blustein</td>
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k. L. Cordova introduced the second motion and advocated for assessing every section of courses using multiple English 101 sections offered at different times of day as an example of the value of assessing all sections of courses.
l. A senator referred to the earlier division report where the faculty member reported implementing student success strategies like Reading Apprenticeship and offered support for the motion.
m. Another senator observed that SLO assessment helps faculty members figure out what is going wrong in their classes.
n. One senator expressed concern that this requirement might make it more difficult for faculty members to compare what is going on across sections.
o. **ACTION MOTION:** All full time and part time faculty must assess every section of the courses they teach based on the assessment calendar. **MSP 1 opposition**
p. A. Foster reported that at the ASCCC Fall 2014 Plenary session the issue of SLO assessment being tied to faculty evaluation came up, and the State Academic Senate is on record opposing this recommendation.
q. L. Cordova reminded Senators that the SLO assessment summit is happening at the end of the semester: December 12 9:00-11:00 (pending assessment) and 11:30-1:30 (current assessment). The Committee will also offer a combined assessment on Saturday, December 13.

3. Technology (Bailey-Hofmann)
a. The Technology Master Plan workgroup has formed. The first meeting will be December 16 in HLRC 4B.
b. The Committee already did a progress to date analysis. Her intent is that they will be finished and presenting the draft of the Plan to the Senate and College Council by next May.
c. A question was asked about what the Senate is voting to approve today. It turns out that we are, in fact, voting to support the policy and communicate to our District rep to accept the policy or not.
d. **ACTION MOTION:** To approve the District Information and Technology Policies and Procedures. **MSP**

e. DAS meets December 16.

f. **NOTICED MOTION:** To Approve the WLAC Website & Social Media Guidelines

   i. This motion was moved to be part of the Distance Education Committee’s report.

4. Student Success (Norris)

   a. C. Norris distributed the November edition of *ATDetails* and thanked everyone who attended the November 18th ATD coach visit and encouraged Senators to attend the December 11 Holiday Gathering.

5. Resource Development Committee (Boutry) - minutes were sent out electronically

6. Distance Education Committee (Alexander)

   a. **ACTION MOTION:** To Approve the WLAC Website & Social Media Guidelines

   b. **ACTION MOTION:** Postpone the motion. **MSP**

7. Budget Committee – (Takeda) – An electronic report was sent out.

8. Educational Policies and Standards Committee (Bailey-Hofmann)

   a. Next meeting February 11 3:00-4:00pm

   b. The following topics will be tackled by this committee:

      i. Program viability

      ii. FPIP Process

      iii. Professional standards

      iv. Divisional reorganization

      v. EMP will be presented to the Board on December 17.

9. Allied Health BA Degree (Dones)

   a. The team is working on the State chancellor’s application and looking for folks to serve on an advisory committee.

10. Curriculum Committee (Witucki)

    a. **ACTION MOTION:** Approve the Curriculum Committee Report. **MSP**

11. Academic Rank (Chow)

    a. All applicants were approved except for one who did not make the seniority list.

    b. Academic Rank recommendations were sent out online. **MSP**

12. Facilities Committee – no report

    a. A. Foster asked for a liaison between the Senate and the Facilities Committee and J. Witucki volunteered.

13. FPIP Committee (Foster)

    a. The Committee meets next on December 1 at 3:30 in the PCR.

    b. Discussion ensued about the horizontal vs. vertical lists.

    c. The FPIP list will be on the December 9 meeting agenda.

14. Election Committee (Olivas)

    a. R. Olivas read a statement certifying the election results being presented and listing the committee’s challenges.

    b. Committee members thanked Vicky Nesia, Albert Williams, Susi Dovlatian, and Academic Senate leaders.

    c. They distributed the results:

    d. **ACTION MOTION:** Ratification of the special election **MSP**

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

a. WLAC Presentation of EMP to the LACCD BoT, December 17, 2014

b. LACCD District Academic Senate Discipline Day February 27, 2015

**ADJOURNMENT – 2:37pm**

**Next meeting: December 9**

Respectfully submitted, Clare Norris