West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
March 25, 2014
Winlock Lounge

Present: President, Foster, Adrienne; Vice President, Chow, Judy; Secretary, Norris, Clare; Cordova, Luis, Treasurer; Humanities & Fine Arts, Sweeney, Joyce; Language Arts, Alexander, Linda; Senator-at-Large, Hunter, Casey; Allied Health, Dones, Carmen; District Senator, Young, Helen; Senator at Large, Lin, Ken; Senator at Large, Leonard, Fran; Senator-at-Large, de Bord, Sue; Senator at Large, Blustein, Bonnie; Adjunct Senate Representative, Porter, Arnita; Social and Behavioral Sciences, Barragan, Norma; Business, Jacobson, Nikki; Senator-At-Large, Samilton, Jawell; Library & Learning Resources & Counseling, Narez-Acosta, Alma;

Absent: Adjunct Faculty Senator, Taira, Kenneth; Senator-at-Large, Boutry, Katherine; Science, Bahta, Abraha; Aviation, Travel, and Hospitality, Moy, Jack; Health/PE, Hager, Rob; Computer Science, Chiang, Anna; District Senator, Bakeer, Kenyatta;

Guests: Boone, Rick, Brandman University Site Director; Gallegos, Dolores, Child Development Instructor; Bailey-Hofmann, Holly, EMPW Co-Chair; Kamibayashi, Lisa, FPIP Chair; Sprague, Bob, VPAA; Golterman, Michael, SS Dean; Taylor, Alice, Accreditation Faculty Chair; Abu-Ghazaleh, Nabil, President; Witucki, Jane, Curriculum Chair; Tillberg, Rebecca, Dean; White, Janise, Music Faculty; Jones, Walter, AA Dean; Stapleton, Buck, Behavioral Social Sciences, Chair; McDaniel, Raymond, ASO; Uyen Nguyen, ASO; Trujillo, Susan, Library; Kelley, Katy, CDC; Boghos, Yervant, Allied Health

Meeting Called to Order at 12:53pm

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
   Move Ed Master Plan to the first item under Academic and Professional Matters followed by FPIP
   Ken Lin will report on Budget Committee
   No report for SLO, Distance Ed, or Student Success MSP

   b. Confirmation of the March 11, 2014 minutes.
   Alice Taylor made a correction to the wording of the Accreditation Report March 11 minutes approved as amended. MSP

II. ADMINISTRATION REPORT (Abu-Gazaleh)
   a. The president reported that he came from the SIS advisory committee and discussed a policy on student fees. He asked the Senate to consider how West will implement that policy effectively. Some elements will be implemented in Fall 2014, and full implementation will happen in Fall 2015. West’s current DEC system is past its prime, and people are waiting to see how LACCD will implement the new SIS. He encouraged Senators to stay on top of SIS updates.

   b. A question was asked about ASO involvement in SIS planning, and he reported that he was pleased by the amount of ASO input that has been offered.
III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed. (none)

IV. ASO (McDaniel)

a. ASO coordinated a “Lunch with Covered” event, which included a free meal on Covered California using a food truck. He reminded the Senators to tell students that the deadline for Covered California enrollment is March 31.

b. Study Hall starts April 1 on Tuesdays and Wednesdays from 7-11. ASO coordinated a Study Hall last year to augment library hours in anticipation of final exams.

c. R. McDaniel was disappointed to report that Claudia Velasco is no longer working as the ASO advisor. Feels like they have had many setbacks, but he keeps pushing.

d. In response to a question asked by a Senator, P. Braxton reported that the two Student Services deans will cover the gap made by the missing ASO advisor.

V. DIVISION REPORTS – Humanities and Fine Arts

a. M. Arata reported that some faculty members in his disciplines meet and some do not. Next, he listed every discipline and briefly reported whether the faculty members met to dialog on SLO assessment:

1. American Sign Language – Faculty members have not met.

2. Arabic – The one faculty member talks to the chair about SLOs. His primary concern is that so many Arabic speaking students take Arabic classes.

3. Art History – The instructors met and agreed that SLOs are being met. They all teach online and express about age of equipment.

4. Fine Art – Adjunct instructors for each area feel that they’re meeting qualifications for the outcomes. M. Arata is meeting with LACCD Fine Arts chairs, and they will be looking at changing length of courses from four hours to match the majority of classes to match UCs at six hours. Articulation may become an issue.

5. Chinese – Having just one instructor makes dialog difficult.

6. Cinema – Instructors have neither met nor assessed SLOs. The building’s failed equipment is a concern among cinema faculty.

7. Film Production – The instructors have met several times and decided to implement more contextualized learning in smaller groups. The objectives are being met. They feel they need a new building to expand the program and are working on aligning courses with City College.

8. French – The two instructors disagree on the level of content needed to meet SLOs. These instructors too have complaints about equipment.

9. Humanities – Instructors have not met.


11. Multimedia – As a result of dialog, instructors want to add intermediate course work at beginning levels.

12. Music – Instructors want to improve commercial recording and arts area to meet student demand and expand subject offerings to increase transfer. They also express concerns about equipment and are looking for a textbook that aligns.

13. Philosophy – The one full time instructor engages in dialog with colleagues across the District.

14. Theater – Adjunct instructors have not met.
b. Discussion of the repeatability issue came up. State resolution dates are April 9-11.
c. Questions were asked about SLO assessment and submitting the assessment forms.

**Behavioral and Social Sciences – Child Development**

a. D. Gallegos, K. Bakeer, and B. Stapleton distributed a PowerPoint presentation. They talked about their work on the Child Development TMC, with Pacific Oaks College, ExCEL Pathways, Open House/Advisory Board, SLOs,
b. Child Development faculty members are coordinating SLOs. They are using surveys to assess students’ expectations and interests.
c. D. Gallegos presented her class norms she uses to govern her classroom as an empowering strategy for students and as a model of classroom management to her students who are future teachers. She also showed the new logo for CDC T-shirts drawn by a 4-year-old student.
d. K. Bakeer talked about their work with the Child Development training consortium.
e. K. Bakeer talked about using varied modalities in her classes.
f. She also reported on her participation in the professional development activities including the FELI and 3csn Habits of Mind and announced the second FELI coming up, tentatively scheduled for August 18-22.

**III. OFFICERS’ REPORTS**

a. Adrienne Foster – President
b. Judy Chow – Vice President
1. Thirteen academic rank applications have been submitted.
c. Luis Cordova – Treasurer
1. He reported that he has not collected a lot of dues this semester and invited anyone who has not paid dues to see him after the meeting.
2. A question was asked about the scholarship booklet. The college Foundation has taken over the scholarships.
d. Clare Norris – Secretary (No report)

**VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION**

1. Educational Master Plan (Bailey-Hofmann)
a. The workgroup is still working on the Plan. She outlined the process.

2. FPIP (Kamibayashi)
a. The committee has met twice this semester and has been examining the policy. They have these three questions:
   i. Will the Senate support the FPIP Committee chair having reassigned time?
   ii. Membership: what are the policies around members? Can probationary faculty members serve? Can division chairs serve?
   iii. FPIP Committee is not happy about the president changing their prioritization. They are concerned that the process has been compromised. Never got consultation or report back from President Nabil. They feel their time and effort was not recognized.
b. A task force could be formed to address the first two questions.
c. One Senator described President Nabil’s response to this FPIP list as out of line with past practice of FPIP Committee.
d. A. Foster made some requests to the FPIP Committee like a record of the chair’s time spent on task.
e. One Senator asked that the Senate Exec take on the first two questions.
f. The observation was made that at West Academic Senate by-laws do not exist
4. **NOTICED MOTION**: Academic Senate Executive Committee take charge of questions 1 and 2 from the FPIP Committee.

h. A. Foster will put question #3 for a full Senate discussion of at least 20 minutes on the April 22 Senate meeting agenda.

i. **AMENDED MOTION** Academic Senate Executive Committee take charge of questions 1 and 2 from the FPIP Committee with a response by April 22.

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MSP (unanimous)
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j. Some discussion ensued about state senate procedures.

3. Resource Development Committee (no report)
4. Technology Committee (no report)
   a. Concerns were raised about who will report to the Senate from this Committee. B. Sprague offered to submit a report in writing.
5. Enrollment Management (Goltermann)
   a. M. Golerman reported that at its last meeting, the EMC created a membership that aligns with College Council requirements, and is proposing a name change to the Student Enrollment, Equity and Completion Committee (SEECC)
   b. The proposal includes three workgroups reporting to the committee: Enrollment Management Working Group, Student Success and Support Programs Working Group, and Equity Work Group
   c. Questions were raised about the new committees, and discussion ensued.
   d. What is the procedure by which a College Council committee changes its charge?
   e. Are the working groups ad-hoc? Can they “take action” on their own? How will policy be determined?
   f. A. Foster brought up policies that the SSSP plan includes connected with the Academic Senate’s 10 plus 1.
   g. An example was given of math assessment policies.
   h. P. Braxton reported that the SSSP group met today and discussed and supported Senate input on its policy-related decisions.
6. Curriculum Committee (Witucki)
   a. The Committee did not have a quorum for the March 24 meeting, so the committee could not take any action on approving courses.
   b. There will be one LACCD plan instead of two (A and B). This issue will be an action item on the next LACCD Curriculum Committee meeting. Next meetings: Tech Review April 17 and Curriculum April 24.
7. SLO Committee (Cordova) – No report
8. Accreditation (Taylor)
   a. **NOTICED MOTION** To recommend that SSSP workgroup should report to the Student Success Committee of the Academic Senate, and SSSP workgroup membership should be established by the Academic Senate.
   b. A. Taylor distributed a newsletter focusing on SLOs with an Accreditation timeline. She went over the timeline.
   c. Comments were made in response to the newsletter.
9. Distance Education Committee – No report
10. Election Committee (Bakeer) – No report
    a. K. Bakeer did an overview of the nomination form. Completed forms are due to K. Bakeer’s mailbox by Friday, March 28th. All terms begin July 1.
11. Educational Policies and Standards Committee – chair needed – updating faculty professional standards, and faculty hiring policy and procedures.
12. Student Success/ATD Core Team (Norris) – No report
13. Planning and Institutional Effectiveness (Dones)
    a. Budget and PIE Committee had their joint meeting.
    b. The March 13 prioritization retreat went from 8-3:30. They started by norming the rubric and prioritizing in small groups.
14. Prerequisite discussion—(Golterman)
a. West is two weeks away from enforcing prerequisites in the DEC system.
b. A question was asked about the procedure that is required for divisions.
c. It will be effective for this upcoming Summer and Fall 2014 registration period.
d. We should review the challenge process for division chairs in anticipation of increased numbers of challenges.
e. A. Foster will report this issue to Divisional Council.
f. The admissions office will be in charge of clearing prerequisites for students, but in some cases the content expert will need to be consulted. A temporary evaluator was hired to help manage the deluge.
g. If the prerequisite challenge is not answered in five working days from the time the form is submitted, the student has the right to be let into the class until the .

15. TMCs (A. Aguiar)
a. A. Aguiar distributed the list of provisionally approved and fully approved TMCs and TMCs in process.
b. Faculty members must complete a template and a narrative for each TMC.
c. The report includes a list of recommended (but not required) TMC degrees that West currently offers the necessary courses.
d. The question was asked about who will step in to take D. Olvera’s place now that she is on leave, but it was too soon to have an answer since D. Olvera had just announced her leave on March 24.
e. The State Chancellor has called president Nabil in regard to West’s spot on the TMC list.

16. Transfer (Young)—No report

17. Budget Committee—(Lin)
a. K. Lin summarized the report that was emailed and reported that Maureen O’Brian is leaving the college.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

ADJOURNMENT—2:48pm

1. Business and Learning Skills Reports
2. West’s Transfer Fair is happening next Monday, April 1
3. A request was made to discuss Nabil’s response to the FPIP policy.

Next meeting: April 22

Respectfully submitted,

Clare Norris