West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
April 22, 2014
Winlock Lounge

Present: President, Foster, Adrienne; Vice President, Chow, Judy; Secretary, Norris, Clare; Cordova, Luis, Treasurer; Humanities & Fine Arts, Sweeney, Joyce; District Senator, Bakeer, Kenyatta; Senator-at-Large, Hunter, Casey; Allied Health, Dones, Carmen; 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; Senator-at-Large, Boutry, Katherine; Aviation, Travel, and Hospitality, Moy, Jack; Computer Science, Chiang, Anna;

Absent: Adjunct Faculty Senator, Taira, Kenneth; Science, Bahta, Abraha; Health/PE, Hager, Rob; Language Arts, Alexander, Linda; District Senator, Young, Helen; Library & Learning Resources & Counseling, Narez-Acosta, Alma;

Guests: Boone, Rick, Brandman University Site Director; Bailey-Hofmann, Holly, EMPW Co-Chair; Kamibayashi, Lisa, FPIP Chair; Witucki, Jane, Curriculum Chair; Tillberg, Rebecca, Dean; Jones, Walter, AA Dean; McDaniel, Raymond, ASO; Young, Larry, ASO; Dees, Kristen, FIDM; Shewfelt, Olga, AFT; Banday, Patricia, SS&SP/Counseling; Trujillo, Susan, Library; Kelley, Katy, CDC; Peterson, Laura, Film Production; Triviso, Rudy, Aviation; Apigo, Mary-Jo, Teaching & Learning; Manner, Kimberly, Language Arts/Professional Development; Braxton, Phyllis, VPSS; Jones, Walter, Dean, Academic Affairs

Meeting Called to Order at 12:53pm

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      Rick Boone from Brandman University was given ten minutes to speak as a public speaker
      The Professional Development report was added as #6 after the SLO Report
      The Learning Skills division report was moved to after 2:30pm  
      Minutes were accepted as presented

II. ADMINISTRATION REPORT (Abu-Gazaleh) - None

III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed. (none)
   a. Olga Shewfelt reported on the contract negotiations
   b. The language will be presented once it is sunshined at the end of semester.
   c. Salary issues are the last issues still left to be discussed.
d. The MOU was generated after counseling faculty members expressed concerns about the requirement for students to be provided with an educational plan to be eligible for BOG fee waivers.
e. One goal of the MOU was to strike a balance between what needs to be done and protection for faculty members.
f. Another goal was preserving the jobs of counselors and have them be leaders.
g. The MOU includes the expectation of the counselors’ willingness to try innovative practices.
h. Limitations on the role of non-counseling faculty or paraprofessionals in counseling and advising within the SS&SP Plan is described in the Spring 2012 ASCCC document.
i. The SS&S Plan will be reviewed every year.
j. She brought the SS&SP budget. $500,000 is designated this year and $1 million next year. The issue of funding is important.
k. It took the guild 2 ½ months to negotiate the MOU, and the MOU is now officially part of the contract.

Brandman University (Boone)
a. R. Boone, West’s Brandman University site director, offered a PowerPoint presentation, introduced himself, and gave some background information about his community college experience.
b. Chapman University branched out with satellite campuses for military personnel.
c. Brandman University separated in 2009 and still reports to the Chapman board.
d. Brandman is designed to serve the adult learner: evening and online classes.
e. His presentation offered details about the various programs, success rate, loan default rate, degrees offered, pathways, services, and class size.

III.ASO (McDaniel)
a. ASO conducted tours of the campus during Open House. They conducted a breakout session on student leadership and promoted PerkEdu.
b. They are supporting a Career Fair scheduled for May 20-21.
c. R. McDaniel promoted the Sidewalk Sale happening during the meeting and introduced a rep from FIDM’s design and merchandising program.
d. An ASO goal is to create more external partnerships.
e. R. McDaniel is working on developing ASO senators, but regrets that it is happening with no advisor.
f. ASO Elections are happening today and tomorrow. He requested that Senators encourage students to vote.
g. He threatened to boycott Café West.
h. He listed career opportunities that he has access to with faculty support.

IV. DIVISION REPORTS – Learning Skills
a. See below.

II. OFFICERS’ REPORTS
a. Adrienne Foster – President
   1. Buck Stapleton has had a moderate heart attack, and he is in the hospital. The Academic Senate will send a card.
2. A. Foster met with President Abu-Gazaleh, and he has postponed the division reorganization to next year. Curriculum Committee participation in that reorganization is critical.

b. Judy Chow – Vice President
   1. The Academic Rank Committee received 10 adjunct faculty applications and 3 full time faculty applications. The deadline is May 5.
   2. A question was asked about whether changes to the policy for adjunct faculty will be considered.
   3. J. Chow agreed to circulate West’s policy and different policies in the District.

c. Luis Cordova – Treasurer
   1. $1,658 earned this year and $949, which will be available for three scholarships.
   2. There was also discussion of the Foundation policies.
   3. Questions were asked about the spending of the Senate’s money and its connection to the Foundation.

d. Clare Norris – Secretary (No report)

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

1. Joyce Sweeny announced that she had a student whose brother, Ismael Jiminez, was killed in the recent bus crash headed to Humboldt State University.

2. Resource Development (Boutry)
   a. She shared several documents that had been emailed to the Senators.
   b. A number of salaries are being paid through grant funding.
   c. Materials for a number of programs are being paid through grant funding.
   d. West’s total grant revenue is $8.6 million.
   e. Next meeting April 24 1:00-2:30 SC107.

3. Technology Committee (electronic report – M. Butler)

4. Enrollment Management (No report)

5. Curriculum Committee (Witucki)
   a. J. Witucki is preparing approximately 60 updated CORs for the next Curriculum Committee meeting.
   b. There is one more Tech Review meeting this semester on Monday, May 5.

6. SLO Committee (Cordova)
   a. He distributed the most recent newsletter.
   b. Program learning outcomes are being posted in the college catalog.
   c. The committee is looking at different SLO databases for the college to use.
   d. West is at 82% completion rate for 2012-2013 academic year SLO assessments.
   e. Calendars are being submitted. They are working on preparing faculty to complete the cycle.
   f. He listed several current and upcoming interventions helping student learning on campus: faculty members completing the Five-Day Experiential Learning Institute (FELI), Reading Apprenticeship trainings and practices, Accelerating the English sequence.
   g. The committee is planning an SLO symposium for May to focus on dialog and data.
   h. He also invited Senators to volunteer to assess institutional SLOs at the May 14 Poster Showcase Fair. A concern was raised about the fact that all Showcase projects are not capstone projects and that the Institutional SLO assessment is different from judging posters for the poster fair prizes.

7. Professional Development (Manner)
a. The Professional Development Committee wants to look at the process by which we
declare conference funding and to develop a process that is fair, transparent, and
useful.
b. The committee will meet in May. She will let Senators know when a time is set.
c. She announced that the deadline is May 1 for reimbursement for conference
attendance and tuition reimbursement this fiscal year.
d. A. Foster announced that there is an opening on the PD Committee for a Senate rep.

8. Division Reorganization (Foster)
a. A. Foster encouraged Senators to take a look at Article 17.
b. This issue should be addressed as a collaboration between Academic Senate
(academic aspect) and AFT (labor aspect).
c. The Senate’s Ed Policies and Standards Committee would reexamine the policy.
d. O. Shewfelt read an excerpt from the contract reminding the Senators that the college
president can reorganize divisions.

9. Articulation (Martinez) – No report

10. FPIP (Kamibayashi)
a. She will take the recommendations offered by the Senate back to the FPIP
Committee.
b. One senator shared President Abu-Ghazaleh’s offer of an extra position outside of the
FPIP process.
c. Concern was expressed about the justification for positions to support programs that
do not yet exist. Who decides that there will be a new program at West?
d. Concerns were raised about elements of the contract excluded from the policy.
e. L. Kamibayashi explained the Committee’s concern about timing. The committee
feels rushed through the process every semester.
f. The point was made that data is provided to the FPIP Committee about FTES, which
should be included in the application/policy/rubric.
g. An objective in the EMP includes developing a process for starting a new program.
h. The definition of a “program” should be considered in this discussion.
i. Theater and Cinema are programs where the college has no degree, but West offers
the required courses, currently taught by adjunct instructors. That type of information
could be criteria included to justify hiring a full time faculty member.
j. A. Foster suggested that the discussion continue at the FPIP meeting April 23 at 3:30
PCR.

11. Election Committee (Bakeer)
a. K. Bakeer opened nominations for Senate.
b. Nominees for president: Nikki Jacobson and Adrienne Foster
c. N. Jacobson withdrew her nomination for president.
d. Nominees for Vice President made during the meeting: Casey Hunter and Holly
Bailey-Hofmann
e. Nominations for president were reopened, and Casey Hunter was nominated.
f. Nominees for Senator-at-large
   i. Fran Leonard
   ii. Ken Lin
   iii. Bonnie Bluestein
   iv. Kenyatta Bakeer
   v. Jawell Samilton
   vi. Alice Taylor
g. MOTION: At-large senators be elected without staggering mentioned, and
staggering will be decided later after senators are chosen to go into effect
immediately.
h. Nominees for District Senator:
   i. Nikki Jacobson
ii. Sue deBord

iii. Holly Bailey-Hofmann

iv. Helen Young

i. Nominees for Adjunct Senator:
   j. MOTION: Ratify the election ballot for 2014-2016
      K. Bakeer read the next steps for the election.

12. Learning Skills Division Report
   a. S. deBord and T. Russell used a PowerPoint presentation to share their SLO
      assessment results. Success rates and enrollments dropped steadily in Learning
      Skills. Students working online from home were more successful.
   b. For Fall 2013, the instructors decided to subscribe to the library and customize
      further.
   c. Learning Skills faculty underwent a philosophical shift to construct conceptual links
      so scaffolding aligns with English and Math classes for support
   d. This redesign follows the trend across the District.
   e. This semester select English 21 and ESL 4a classes have been paired with LSK 50 (in
      both formats).
   f. They are proposing to increase the number of units offered through Learning Skills
      (3-unit classes offered to support students in math and English courses.)
   g. A question was asked about the level of collaboration with English and math faculty
      that has occurred. Collaboration with English/ESL faculty has been extensive, and
      collaboration with math faculty is pending.
   h. A question was asked about the makeup of the 3-unit courses.

13. Educational Policies and Standards Committee – chair needed – updating faculty professional
    standards, and faculty hiring policy and procedures.

14. Accreditation Committee (No report)
   a. MOTION: To recommend that the 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. MOTION: Table the motion until the Enrollment Management Committee presents
      to the College Council.

15. Student Success/ATD Core Team (Norris)
   a. C. Norris distributed copies of the April edition of the ATDetails newsletter.
   b. She shared with Senators about the upcoming Annual reflection due to ATD in May
      and invited them to join the revision of the document during the upcoming ATD
      coach visit May 12 and 13.
   c. She reiterated the announcement of the May 15 Poster Showcase, and mentioned that
      the Committee may notice a motion at the next meeting related to the Showcase.
   d. She announced that the Student Success Committee has vacancies (one CTE and one
      GE) and invited faculty members to join.
   e. NOTICED MOTION: Recommends that the Academic Senate approve West LA
      College’s 2013-2014 ATD Annual Reflection as submitted by the Student Success
      Committee/ATD Core Team for submission to ATD as evidence of West’s Student
      Success efforts and their progress.
   f. NOTICED MOTION (Barragan) Senate support and participate with other
      stakeholders in the facilities planning process to develop dedicated space for veterans
      services, for services for previously incarcerated students, and for centralized access
      to community resources

16. Planning and Institutional Effectiveness (Dones)
   a. C. Dones distributed a report and read the main points.
   b. Questions were asked about funding allocation for division supplies.
c. One recommendation was made that a Budget committee representative requests that the supply line item be reinstituted in the budget process.

d. A concern was raised about whether an item meeting requirements for health & safety regulations or mandates increases the prioritization of a request. Some submitters overlooked that question.

17. Educational Master Plan (Bailey-Hofmann) – No Report
18. Transfer (Young) – No report

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

ADJOURNMENT – 2:48pm

1. Language Arts and Library Reports
2. Transfer Plan will be noticed
3. Community Service
4. Graduation – Faculty marshals, etc.
5. A concern was raised around equipment maintenance

Next meeting: May 13

Respectfully submitted,

Clare Norris