West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
May 13, 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; Science, Bahta, Abraha; Language Arts, Alexander, Linda; District Senator, Young, Helen;

Absent: Adjunct Faculty Senator, Taira, Kenneth; Health/PE, Hager, Rob; Library & Learning Resources & Counseling, Narez-Acosta, Alma;

Guests: Hernandez, Marcela, Counseling; Kamibayashi, Lisa, FPIP Chair; Witucki, Jane, Curriculum Chair; Tillberg, Rebecca, Dean; Jones, Walter, AA Dean; Banday, Patricia, SS&SP/Counseling; Trujillo, Susan, Library; Apigo, Mary-Jo, Teaching & Learning; Manner, Kimberly, Language Arts/Professional Development; Sprague, Bob, VPAA; Duke, Shalamon, Dean, SS; Taneka Hamilton, ASO; Williams, Corey, AJ; Taylor, Alice, Accreditation Co-Chair; Uwakwe, Amajachi, ASO; Zhang, Dan, ASO; Juan Sebastian Rodriguez, ASO; White, Janise, Music; Watson, Kriesta, ATD Coach; Suarez, Omero, ATD Coach; Jones-Jamison, Tamara, Counselor; Rouzan, Sherron, Counseling; Coleman, Jason, Applied Tech-Travel/West Foundation

Meeting Called to Order at 12:52pm

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      Move curriculum committee presentation up to the first item under Academic and Professional Matters  
      
   b. Confirmation of the April 22, 2014 minutes.
      Minutes were accepted as presented

II. ADMINISTRATION REPORT (Abu-Gazaleh)
   a. He expressed his gratitude for the opportunity to offer another summer session.
   b. He expressed concern about the faculty list that did not start out as a correct list, which contributed to the problems with the Senate election.
   c. The governor’s May Revise reflects the governor’s cautious approach.
   d. It includes a .85% COLA and 2% growth captured
   e. Student Success and Support program funding has been doubled
   f. Most budgets are remaining the same
   g. Facilities improvements are being funded
   h. Technology funding has been boosted.
i. Colleges are moving from being state funded to being state supported.
j. West is bringing in approximately $7 million in grants.
k. Emails regarding a student injured on campus contained inaccurate information. The young man injured was not a West student and was on a county road, not technically campus property.
l. Over 10,000 emails were sent on this topic because the email chain is going to every campus employee. He would like to start a conversation about the campus email policy. This is a conversation to initiate with the Academic Senate and the faculty union.

III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.

a. Alice Taylor announced the student showcase posters available for viewing and judging in the Fine Arts theater.

IV. ASO (4 students)

a. ASO members announced Final Frenzy and need for library and other faculty support this event.
b. West’s Student Poster Showcase was also announced and an invitation extended.
c. ASO’s job fair is coming up. The students invited faculty to look for interns or other positions for students.
d. Revenue has increased this year in ASO.
e. The ASO election has been finalized, and new board members have been selected.
f. The retreat is coming up to induct a new board.
g. Preferred parking has been approved for ASO members to increase ASO revenue.
h. AGS students honored Marcela Franco, a former West student who died at SMC in the campus shooting, with a tree planted in her honor.
i. One topic on the minds of the new ASO board is what to do about skateboards on campus.
j. Work Environment Committee will meet next week, and they will consider a new policy.

V. DIVISION REPORTS – Library and Language Arts

a. Ken Lin and Susan Trujillo from the Library Division presented a Prezi on Information Competency.
b. They connected Information Competency to critical thinking skills that fulfill ACCJC and WASC requirements.
c. They defined Information Competency and explained the resources at the library that can help students develop this skill. They listed areas where students typically struggle and encouraged faculty members to refer students to reference librarians.
d. Chair of the Language Arts Division, Fran Leonard introduced all language arts faculty members in the room.
e. Linda Alexander presented on the SLO assessment process and how it is an inquiry.
f. She read the SLO for Communication Studies 101, and she described the SLO assessment and dialog process for Communication Studies faculty members.
g. Kimberly Manner talked about English 101 assessment and dialog.
h. She also talked about English 21 and the division’s desire to increase success rates and prospective interventions.
i. Nancy Sander shared the ESL SLO calendar, changes faculty members have implemented, and ways ESL instructors use Reading Apprenticeship (RA). She introduced the Reading Apprenticeship framework. Then, she showed a video explaining RA.

j. Luis Cordova closed with a comment on the Student Success Scorecard and the connection to SLOs.

II. OFFICERS’ REPORTS

a. Adrienne Foster – President
   1. Consultation with the chancellor happened yesterday. She alerted Senators to be on the lookout for Board rules connected to the curriculum committee. She informed Senators of the September 26 event.
   2. She also mentioned the plan to update West’s Conference Attendance rules with help from West’s Professional Development Coordinator.

b. Judy Chow – Vice President
   1. The Academic Rank Committee is reviewing academic rank applications. They received a number of applications from adjunct instructors.
   2. The Academic Rank committee is considering additional rankings for adjunct instructors.

c. Luis Cordova – Treasurer
   1. L. Cordova introduced West’s Foundation policy change taking place this semester. He explained how it will impact the Senate scholarships.
   2. Jason Coleman, the foundation president, talked about the foundation’s evaluation of practices and procedures and changes that they determined need to be made. The board structured requirements to create a named scholarship. A named scholarship can now be created with $2500.
   3. They want to move to endowed scholarships with a minimum gift of $25,000 and an initial minimum gift of $10,000 required.
   4. Foundation board members explored options with the Senate Executive Committee.
   5. Celena Chee from East LA College explained how East’s payroll deduction program for their Foundation works. She is the Dean of Resource and Institutional Development and is executive director of the foundation. She commended West for the SLO presentation.
   6. East uses payroll deduction for faculty dues for ten months. Faculty members sign and submit the form at Flex Day. For East faculty, 80% of their contributions go to scholarships and 20% go to the Senate. East has a number of named scholarships that faculty members can select for their contributions. They hold an annual scholarship banquet for the Senate and the foundation scholarship recipients. A college’s Academic Senate’s involvement and contributions are beneficial for raising money and grants because grantors want to see faculty investment in their colleges.
   7. West’s Foundation is planning to start a faculty and staff giving society in Fall 2014.
   8. The Senate decides how to disburse the money at East. The Foundation board is more the fiscal manager.
   9. West’s Foundation board is selected by board members. The current eight-member board is starting a recruitment campaign to recruit more board members. Because of their nonprofit status, college foundations are under regulations.
d. Clare Norris – Secretary (No report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Curriculum Committee (Witucki)
   a. Courses approved were sent out via email in the report.
   b. The last Curriculum Committee meeting of the semester will be next Monday, May 19 at 2:00.
   c. MOTION Accept the curriculum Committee Report.  MSP Unanimous

2. Election Committee (Bakeer)
   a. Election Committee – report – MOTION: The Academic Senate Election Committee moves, due to incomplete faculty rosters from the college administration to the Election Committee, to extend voting for the 2014-16 Senate Elections by one (1) week until May 15, 2014 to give faculty members who have not voted an opportunity to vote. Election results will be ratified at the June 3, 2014 Academic Senate meeting. MOTION: Ratification of the 2014-16 Academic Senate Election results.
   b. MOTION: Nullify the election including the resignation of the election committee.
      i. MSP 15 1 opposed
   c. K. Bakeer listed the options for the Senate, nullify the election including nominations.
   d. Discussion ensued, and it was established that the resignation of the election committee members was included in the “nullification”.
   e. A friendly amendment was proposed to “only nullify contested elections” instead of the entire election, but it was rejected by a Senator.
   f. The process was referred to as “flawed”. This point of the semester is late to reopen the nomination process. The consensus was that if the body votes to nullify the election, the current officers will continue and wait to reopen the nomination process at the start of the fall semester.
   g. A question was asked about whether the flurry of is emails part of the official record of the election? The Senate should make sure it reviews the process and its “violations”. One senator expressed concerns that she did not get a nomination form in her box and claimed that the election committee did not respond when she requested one.
   h. Robert’s Rules of Order include a lot of details about how an election committee should count votes, but no one in the meeting was aware of specific guidelines for nullifying an election.
   i. If the timeline permits it’s preferable to redo the election this semester, but if that’s not possible, the fall is acceptable
   j. MOTION: Call for the question.  MSP unanimous.
   k. One senator offered a definition of “nullify” as a complete undoing of the flawed election as though it never happened. The body would treat the election results as though they do not exist.
   l. There was an appeal for more discussion of the process, for more information about the election committee and responsibilities for potential committee members.
   m. Any faculty members interested in serving on the election committee were invited to let the A. Foster know. A. Foster said the Senate should look at establishing by-laws to have more structure for these issues.
   n. Points of Information: Current terms were scheduled to expire.
   o. NOTICED MOTION: Extend the terms of current senate executive committee until the election is ratified.

3. Planning and Institutional Effectiveness Committee (Dones)
   a. She distributed a handout on Program Review revisions for next year.
   b. NOTICED MOTION: Approve proposed changes to Program Review instrument for 2014-15, including changes to the Modules and Questions, and to the ‘Divisions, Departments and Programs’ that will complete program review.
   c. A question was raised about the fact that the Educational Master plan is in draft form and has not been approved yet is mentioned in the program review document for the 2014-2015 academic year.

4. Educational Master Plan (H. Bailey-Hofmann) – No Report
5. Faculty Dues – **ACTION – NOTICED MOTION:** The Academic Senate Executive Committee recommends that we accept the new WLAC Foundation policy on faculty dues and integrate a voluntary payroll deduction process to pay dues directly into a general faculty scholarship fund.

6. Enrollment Management (Hunter)
   a. C. Hunter shared the time line for the Enrollment Management Committee’s changed name and charge.
   b. The proposed new name is the Student Equity, Access, and Completion Committee.
   c. The SS&SP advisory group would be a workgroup of this committee.
   d. SS&SP Plan and Equity Plans would be developed by these members.
   e. He read the new charge for the committee and the new membership.
   f. He talked about the Student Success Scorecard. He mentioned some intrusive interventions that were discussed.
   g. He listed several state level initiatives that faculty members are invited to join: Distance Education, Education Planning Initiative, Common Assessment Initiative. May 15 is the deadline for West faculty members to apply to participate.
   h. West’s application to serve as a pilot college in the development of a statewide assessment instrument has gone forward. In an effort to minimize the number of instruments being used, the State Chancellor’s office is proposing a single statewide assessment instrument. West may be selected as a pilot college. West’s SS&SP chair is involved with the state task force.
   M. Long-Coffee offered an Open House report to the Committee. The college spent $42,000, and an addition of 11 students would cover that cost. As a result of her aide’s attendance of the Open House and her pleased response, Holly Mitchell will speak at West’s commencement. Culver City High School parents also attended and praised West in social media.
   i. Senate reps participated in the discussion of the new SEAC Committee.

7. SLO Committee (Cordova)
   a. L. Cordova extended an invitation to faculty to attend the SLO symposium this Friday 8:30-1:30 library 4th floor.

8. FPIP (Kamibayashi)
   a. The Committee met on April 23 and discussed incorporating the FPIP process into Program Review.
   b. PDF version of FPIP application has caused limitations.
   c. She distributed a draft of the policy and the Committee meets tomorrow to discuss policy to bring the final version to the June 3 meeting for Senate approval.
   d. A question was asked about the counseling positions requested in the process, including whether an appeal process exists. Is collegiality included in the process?
   e. An appeal process is included in the FPIP process. The Business division took advantage of that appeal process in December and brought that discussion to the Academic Senate.
   f. The counseling division got the impression that they could not appeal the FPIP Committee’s decision.
   g. A recommendation was made that the FPIP Committee make its appeal process more clear and transparent and in writing. The concerned parties were encouraged to attend the upcoming FPIP Committee meeting.


10. Student Success/ATD Core Team (Norris)
    a. C. Norris presented and shared the ATD Annual Reflection draft. She distributed hard copies, and the electronic copy was emailed to all faculty on May 12.
    b. **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.  

MSP Unanimous

c. 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  

MSP Unanimous

d. N. Barragan talked about her experience with colleagues thinking about a service center where students can go to get services.

NOTICED MOTION: The Student Success Committee moves that the Academic Senate request college support for the Student Showcase including:

• one class (.2) of release time for a faculty organizer
• a dedicated budget for refreshments ($250-300), participation awards ($1200), and needed administrative supplies like flyers, printing, envelopes, certificates, prize vouchers, etc. ($250)

11. Accreditation (Taylor)
   a. Flex Day will provide opportunity to get involved with Accreditation and work on the new self study.

12. Transfer (Young) – No report NOTICED MOTION

13. Budget Committee – (Lin) Will send report electronically

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

ADJOURNMENT – 3:04pm

1. Science and Business Reports
2. Helen Young email sent about technology policies coming from District. She encouraged Senators to review the document.
3. Graduation – A. Foster put a call out for faculty marshals. Graduation will be held on June 10 at 5:00.

Next meeting: June 3

Respectfully submitted,
Clare Norris