West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
June 3, 2014
SSB 414

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; 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; Science, Bahta, Abraha; Language Arts, Alexander, Linda; District Senator, Young, Helen; Adjunct Faculty Senator, Taira, Kenneth;

Absent: Health/PE, Hager, Rob; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Senator-at-Large, de Bord, Sue; Senator at Large, Blustein, Bonnie; Computer Science, Chiang, Anna;

Guests: Matosic, Todd, Business Adjunct; Ludwig, Gerald, Business Chair; Morris, Patricia, Paralegal; McDaniel, Raymond, ASO President; Woldehaimanot, Beraki, Science; Alemayehu, Mesfin, Science; Recht, Tony, Science; Escudero, Lauri, Science; Zuk, Patricia, Science; Duke, Shalomon, Dean, SS; Irie, Alisande; Coleman, Jason, Applied Tech-Travel/West Foundation Kamibayashi, Lisa, FPIP Chair; Witucki, Jane, Curriculum Chair; Tillberg, Rebecca, Dean; Trujillo, Susan, Library; Apigo, Mary-Jo, Teaching & Learning; Taylor, Alice, Accreditation Co-Chair; Velasco, Claudia, TRIOSSS/Allied Health/ASO; White, Janise, HFA, Music; Triviso, Rudy, Aviation; Kelley, Katy, CDC; Olivas, Richard, History; Bailey-Hofmann, Holly, English/EMP; Aguiar, Aracely, Academic Affairs

Meeting Called to Order at 12:54pm

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda

   b. Confirmation of the May 13 2014 minutes.

   c. A. Taylor made a number of corrections.

      Minutes were accepted as amended

II. ADMINISTRATION REPORT (Abu-Gazaleh)

   He expressed his concern about a number of emails that have been sent recently to all faculty. He reminded senators that here is a way for individual faculty members to block certain users in the email system. The Technology Committee will be examining this issue and consider whether to limit who has access to the “all user” list.

   a. Construction: The road is open. We have not started the next construction project and keep pushing back the start date on the project implementation calendar.

   He distributed a hard copy of his emailed response to the two concerns raised by the Senate president about the Learning Skills reorganization and the FPIP list. He listed the positions to be hired this summer: three from the FPIP list, a replacement athletic director, and a theater/cinema instructor.

   b. He offered an explanation for his choice of those two positions. He is confident that West will find a faculty member with the necessary cinema and theater expertise, and that element of the curriculum is important enough to warrant a full time faculty member. He respectfully disagrees with the FPIP committee but does not intend to make a practice of going off the list.
c. A question was asked about whether the theater position is in lieu of another position, and he responded that it is but not in place of any other position in particular. Moving forward there needs to be a conversation about the big picture in the planning for hiring and diminishing the redundant work.

d. The observation was made that the list was approved by the Senate, so he respectfully disagrees with the Senate, not the FPIP Committee.

e. A. Foster reported that two FPIP Committee members have resigned as a result of feeling the process was not respected by the president.

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. He acknowledged Judy Chow for extending library hours.
b. He talked about West Talkback, a student project in which they interview faculty members on camera.
c. The ASO preferred parking proposal was submitted to Work Environment Committee. 300 spaces from various lots will be designated as preferred parking spaces for students who are ASO members.
d. PerkEdu implemented a messaging system so that students can communicate with each other on the app. PerkEdu will be pushed through the Los Angeles student Senate. An ASO retreat will be held June 11-15.

V. DIVISION REPORTS – Business and Science

a. N. Jacobson of the Business division shared a PowerPoint presentation explaining the division’s situation with faculty, curriculum, and degree programs.
b. T. Matosic reported on a teaching conference attended by accounting adjunct faculty members: TACTYC.
c. N. Jacobson introduced Pat Morris, the interim paralegal program director. They are working on meeting the ABA recommendations. P. Morris announced that Saturday, June 7 at 10:00am they are hosting a celebration for graduates and certificate awardees in A9.
d. They are working on creating a “Business Division Hub” in the CE building to centralize the business program.
e. They talked about the SLO work they have been doing.
f. A. Bahta, chair of the Science division, distributed copies of the PowerPoint presentation, and Lauri Escudero presented on SLO assessment. The science division has completed 100% of SLO assessment for 2012/2013 academic year. She showed two sample SLO calendars and described the process. She showed a sample assessment.

VI. OFFICERS’ REPORTS

a. Adrienne Foster – President

1. Commencement is June 10, and she requested that people report to Student Services if they will attend so we will get the correct number of chairs for the ceremony.
2. She is in the process of negotiating with the college president on release time for the Senate Exec Committee. The Committee will communicate with faculty when a final figure is reached.
3. Janise White, Margot Michels, and Marguet Miller will serve on the election committee.
4. The Educational Policies and Standards Committee will start meeting again next year. She appealed to faculty to join the committee.

b. Judy Chow – Vice President
1. The Academic Rank report was emailed and distributed. Fifteen faculty members have new rankings.

2. Questions were asked about certain faculty members in the BSS division. A recommendation was made that a confirmation of receipt be sent to people who submit applications.

3. MOTION: Recommend approval of the Academic Rank list. MSP

   c. Luis Cordova – Treasurer

   1. Report held until item #7

   d. Clare Norris – Secretary (No report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Senate Exec

   a. MOTION: Extend the terms of current senate executive committee until the election is ratified.

   b. Substitute MOTION: Extend the terms of current senate executive committee and senators until the 2014-2016 election is ratified.

   MSP

2. Planning and Institutional Effectiveness Committee (Dones)

   a. R. Tilberg distributed a handout on Program Review revisions for next year.

   b. 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. MSP

3. Online Education Initiative Steering Committee (Porter)

   a. This initiative is one of three initiatives out to the Chancellor’s office. The steering Committee has 26 members. $57 million over the next three years will go toward these initiatives. The chancellor’s mission to increase number of students who attain degrees and transfer as well as improve retention and success for online students.

   b. The Committee is composed of four workgroups: Consortium: Bylaws and Pilot, Academic Affairs, Student Services, and Professional Development workgroups

   c. Applications are being submitted to participate in a consortium of colleges. Eric Ichon is working on the application for West to participate.

   d. The launch team is meeting tomorrow to evaluation applications to select 12-20 colleges.

   e. The group started with a focus on ADTs.

   f. She encouraged Senators to follow up by checking the web site and asking questions.

4. Educational Master Plan (H. Bailey-Hofmann)

   a. H. Bailey-Hofmann was recognized for her hard work directing the Poster Showcase.

   b. H. Bailey-Hofmann described the process of developing the Strategic Directions, Goals, and Objectives and went through the draft plan.

   c. The complete plan will be formally presented to the Senate in the Fall 2014 semester.

   d. A. Foster encouraged Senators to look closely at the 3.4.2 objective related to program viability since that is a Senate function.

5. Faculty Dues (Cordova) – ACTION – 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.

   a. A question was asked about whether our HR staff had been contacted, and the response was that recommendation goes to the college president.

   b. The treasurer observed that the Senate cannot continue to collect dues and give out scholarships as it has. This is the Senate’s only option for awarding scholarships.

   c. These dues payments will go toward a general fund of faculty scholarships.
d. Questions were asked about specific named scholarship funds, and Jason Coleman, the Foundation president responded that the funds will be consolidated into one general fund.

e. A question was asked about whether the general bucket scholarship could be allocated to certain memorial scholarships.

f. J. Coleman reviewed the rule about a named scholarship requiring $2500 for each year until the amount reaches $10,000. Endowed scholarships require $25,000.

g. Questions were asked about the faculty role in selecting scholarship recipients.

h. There is an established scoring rubric for scholarships. The board is discussing limiting the number of scholarships that any single student can receive.

i. J. Coleman explained the importance of faculty giving for acquiring grants for the college.

j. MOTION: Postpone this motion to the next meeting with the need to gather input from the Foundation and assess the possibility of additional scholarship opportunities. MSP 1 opposed
12. **MOTION** to extend the meeting by 10 minutes to 3:10

13. Accreditation Committee (No report)

14. Student Success/ATD Core Team (Norris)
   a. C. Norris distributed the May 2014 *ATDetails* newsletter. She reminded Senators of the upcoming August 27th Semester Kickoff, thanked those who attended the previous week’s happy hour. She also announced the Friday, May 30 LACCD ATD/SSI retreat that had been attended by nine West team members. She also shared about the tutoring survey that had been distributed to students and thanked faculty members who participated.
   b. **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)

15. Transfer (Young) – No report
   a. Transfer plan was distributed via email

16. Budget Committee – (Lin)

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

**ADJOURNMENT – 3:10pm**

1. Commencement June 10
2. FELI August 18-22
3. Semester Kickoff August 27
4. Flex Day August 28

Next meeting: September 9

**Respectfully submitted,**

Clare Norris