West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
October 8, 2013
Winlock Lounge

Present: President, Foster, Adrienne; Vice President, Chow, Judy; Secretary, Norris, Clare; Cordova, Luis, Treasurer; Senator at Large, Lin, Ken; Humanities & Fine Arts, Sweeney, Joyce; Social and Behavioral Sciences & District Senator, Barragan, Norma; Aviation, Travel, and Hospitality, Moy, Jack; Language Arts, Alexander, Linda; Senator at Large, Blustein, Bonnie; Allied Health, Dones, Carmen; Adjunct Faculty Senator, Taira, Kenneth; Senator-At-Large, Samilton, Jawell; District Senator, Bakeer, Kenyatta; Adjunct Senate Representative, Porter, Arnita; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Senator-at-Large, Boutry, Katherine; Science, Bahta, Abraha; Business, Harris, Lartee;

Absent: Senator-at-Large, de Bord, Sue; Computer Science, Chiang, Anna; District Senator, Young, Helen; Senator at Large, Leonard, Fran; Health/PE, Hager, Rob;

Guests: Triviso, Rudy, Aviation; Taylor, Alice, Accreditation Faculty Chair; Witucki, Jane, Curriculum; Bailey-Hofmann, Holly, EMP Co-Chair; Kelley, Katy, CDC Director, Boles, Kay, Applied Technologies; Boghos, Yervant, Allied Health; McCracken, Matthew, ASO

Meeting Called to Order at 12: 57pm

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      1. Enrollment Management report is moved up to number 1.
      2. Budget Committee report is moved up to number 2.
      3. Academic Rank report is moved up to number 3.
   b. Agenda approved as amended
      MSP
   c. Confirmation of the minutes.
      1. Facilities motion was missing additional language of the caveat.
      2. Accreditation cycle comment needed rewording.
      September 24 minutes approved as amended.
      MSP

II. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed. NONE

III. ADMINISTRATION REPORT (N. Abu-Ghazaleh)
   a. President Abu-Ghazaleh commented on the yearlong Educational Master Plan update process.
   b. He also announced that Todd Matosic resigned the SLO faculty coordinator position. The position will be filled. Next, he distributed an SLO dashboard handout and stated that SLO assessments do expire and that the college’s goal is to reach 100% SLO assessment.
   c. He invited senators to volunteer at the Taste of Soul on October 19 as an opportunity to promote the college. He encouraged faculty members to invite their colleagues.
IV. DIVISION REPORT (Dance, Health and PE)

a. J. Witucki first described how the division has managed SLO Assessment:
   1. The Health discipline has 1 full time instructor and 8 part time instructors.
      a) Health instructors developed one common quiz to use as a common
         assessment. They assess every semester for continuity.
      b) The division has developed a second assessment, a written assignment.
         For now, only the full time instructor will do this assessment.
   2. The Dance discipline has one adjunct instructor who puts on productions on
      campus. J. Witucki is working with district-wide dance committee to develop a
      rubric for a dance assessment.
   3. The Kinesiology discipline has 2 ½ full time instructors with 12 adjunct PE
      instructors. These instructors implemented a fitness test for their SLO
      assessment, and some PE instructors need support with documentation.

b. The faculty members want access to smart classrooms.

c. J. Witucki will request a full time instructor through the FPIP process. West is
   currently only offering one level of dance because the facilities are inadequate for higher-
   level dance classes.

d. West’s locker rooms need to be updated.

e. J. Witucki went on to describe the division’s Student Success Interventions:

f. Dance, Health, PE instructors, and coaches help and mentor students. They work
   with homeless students who try to use the locker room facilities.

g. She said, “We’ve got some good students. They just need a little bit of help
   sometimes.”

h. A question was asked about SLO assessments. J. Witucki elaborated on the
   division’s process.

i. A question was asked about additional compensation for adjunct dance instructor, and
   B. Sprague responded that he is open to exploring this suggestion.

V. ASO (McCranken)

a. West’s ASO executive committee members participated in parliamentary speaker
   training.

b. They are implementing a scholarship-a-day program posted on the ASO website.

c. Events – Spookfest on October 30; Haunted House on Halloween in the Blackbox
   theater.

VI. OFFICERS’ REPORTS

a. Adrienne Foster – President –
   1. FPIP and Program Review deadline is October 25
   2. Project LEARN students will be holding barbeques on Tuesdays to raise funds
      for study abroad efforts.

b. Judy Chow – Vice President (No report)

c. Clare Norris – Secretary
   1. C. Norris announced that she is working with the Senate Executive Committee
      to do a committee membership review. She said that division chairs and
      committee chairs will get requests from her for lists of faculty members serving
      on committees.

d. Luis Cordova - Treasurer
   1. L. Cordova asked senators to pay their Senate dues and offered to stay after the
      meeting to collect dues.
VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Enrollment Management (Hunter)
   a. C. Hunter reported that the committee discussed West’s reevaluation of its emergency response system.
   b. West’s spring 2014 Open House is scheduled to happen in April, but a specific date has not been confirmed. Parent sessions, discipline booths, tours, possible assessment testing are some of the activities scheduled for that day.
   c. West’s average class size is 39.
   d. Enrollment and section counts are up.
   e. Marcela Hernandez is the faculty co-chair of the committee.
   f. They discussed the committee’s reporting structure and are following up for clarification. The meeting time has changed to the second Thursday of each month from 1:00-3:00pm.
   g. Distance Learning is behind on online adds for late-start classes.
   h. Next meeting is October 10 1:00-3:00pm.

2. Budget Committee (Chow)
   a. J. Chow distributed the budget sheet and discussed West’s total revenue.
   b. The committee is looking for a faculty co-chair.
   c. The next Budget committee meeting is the last Thursday of the month at 2:30 in SSB 414.

3. Academic Rank
   a. The Committee received five applications.

4. Curriculum Committee (Witucki)
   a. **MOTION:** Accept the Curriculum Committee report from its September 30 meeting. **MSP**
      i. A question was asked about whether “comprehensive SLOs” have been required for the course updates.
      ii. J. Witucki suggested that these SLO concerns be an agenda item at the next Curriculum Committee meeting.
      iii. Another question was asked about TMCs. The articulation officers have been working with the committee.
      iv. As for SLOs, the planning calendar that each division has been asked to submit includes up to three additional spaces for more SLOs.
      v. One senator requested training on CIDs, TMCs etc., especially for adjunct instructors to ensure that the SLOs align in ways that they need to.
   b. **MOTION:** The Academic Senate approves the change in number and order of signatures needed to approve a course outline of record in ECD, as approved by the Curriculum Committee. **MSP**
      i. A question was asked about the Curriculum dean.
      ii. Another question was asked about the Academic Senate president, who should be on the list of signatures. J. Witucki verified that the absence of that name was a simple error to be corrected.
      iii. Another question was asked about the signatures and the extent to which those who sign the outline review the courses.
      iv. Different signers look at different aspects of the outlines.

5. Student Success/ATD Core Team (Norris) No Report

6. Facilities (Considine) No Report

7. Educational Master Plan Workgroup (Bailey-Hofmann)
a. Student and classified representatives have been added to the workgroup.
b. The group kicked off with encouragement from the college president and the consultant Matthew Lee.
c. The next meeting is tomorrow from 1-3 in SSB 414.

8. Accreditation (A. Taylor)
   a. We are still unclear about when our next self-study will be due.
   b. It is key that we continue to keep up with SLO assessment, maintain the level of engagement with Program Review and continue to improve the process, and that we continue updating our plans.
   c. Rumors from ACCJC that we will have a full evaluation and complete report to write for Fall 2015.
   d. FACCCCTS is an organization puts out publications reporting on what’s happening with accreditation across the state.

9. Planning and Institutional Effectiveness Committee –(C. Dones)
   a. The committee meets at 12:45 on the first Wednesday of the month.
   b. Program Review workshops are happening Fridays from 10-12. So far they have had 66 participants. The workshops are held in HLRC218.
   c. C. Dones listed the committee’s accomplishments from last year and goals for this year.

10. District Academic Senate – No report - (Young)

11. WLAC Academic Senate Constitution and By-laws (A. Foster)
   a. Next Senate Executive Committee meeting will focus on the constitution. Tuesday, October 15 at 1:00 in the PCR. We need to update the 1977 constitution, especially officer responsibilities.

12. Resource Development (Boutry)
   a. K. Boutry sent an email list of the grants the college has submitted applications.
   b. M. Pracher invited faculty members to contact him with grant ideas.
   c. She mentioned the Global initiative project. Jack Ruebensaal will discuss it in more detail at the next Senate meeting.
   d. The next meeting October 23 1:00-2:30.
   e. One Senator asked when the global initiative started and how much money has been dedicated to this initiative? It started about two years ago when J. Ruebensaal presented to the Senate, Divisional Council, and College Council.
   f. This Title V grant (in collaboration with Pierce College) is funding new program areas like Global Studies at West. The project is working with Project LEARN to send students for three weeks to China.
   g. This year the faculty members will go through the curriculum process and then the programs will be reorganized through divisions.

13. Health and Safety Concerns
   a. A. Foster asked senators to submit questions about health and safety issues for Ken Takeda and the sheriff to respond to. They will be at the October 22 meeting.

14. Election Committee
   a. The Senate needs a chair for its election committee. A. Foster asked interested faculty members to contact her.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

1. Email policy
   a. A question was asked about a District policy regarding email and if so, whether it include issues like “Email blasts”?
   b. The point was made that West’s policy should align with the district policy.

2. Global Studies
3. The newly elected Adjunct Senator wants to develop a web site for adjunct instructors to better communicate with them.
4. The Applied Technology division will present the next division report.
5. October 18 is LACCD Discipline Day.
6. October 19 is the next Area C Meeting where accreditation will be the main topic.

ADJOURNMENT – 2:08pm

Next meeting: October 22

Respectfully submitted,

Clare Norris