**West Los Angeles College**

Meeting of the Academic Senate

Approved Minutes

November 12, 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; Aviation, Travel, and Hospitality, Moy, Jack; Language Arts, Alexander, Linda; Senator at Large, Blustein, Bonnie; Allied Health, Joy Ogami-Avila (alternate); Senator-At-Large, Samilton, Jawell; District Senator, Bakeer, Kenyatta; Adjunct Senate Representative, Porter, Arnita; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Health/PE, Hager, Rob; District Senator, Young, Helen; Computer Science, Chiang, Anna; Senator-at-Large, Hunter, Casey; Science, Bahta, Abraha; Senator at Large, Leonard, Fran;

**Absent:** Senator-at-Large, Boutry, Katherine; Adjunct Faculty Senator, Taira, Kenneth; Senator-at-Large, de Bord, Sue; Social and Behavioral Sciences & District Senator, Barragan, Norma; Business, Harris, Lartee; Allied Health, Dones, Carmen

**Guests:** Triviso, Rudy, Aviation; Taylor, Alice, Accreditation Faculty Chair; Boghos, Yervant, Allied Health; Apigo, Mary-Jo, Teaching and Learning; Alvaca, Celena, Academic Affairs; Banday, Patricia, SS&SP Coordinator; Witucki, Jane, Curriculum Chair; Kelley, Katy, CDC; Patel, Manish, CSIT; Trujillo, Susan, Librarian; Butler, Marcus, CSIT.

**Meeting Called to Order at 12: 57pm**

I. **ORGANIZATIONAL ITEMS**
   a. Confirmation of the agenda
      1. Budget report added
      2. Articulation update moved to next meeting
      3. Adjunct senator report added
   b. Agenda approved as amended
   c. Confirmation of the minutes.

   October 22 minutes approved as presented.

II. **CSIT Division Report**
   a. Anna Chiang described all the programs and certificates offered in the division: VMware: Virtualization, Web Development, Computer Science (TMC)
   b. She and her colleagues integrated data and student success strategies into the presentation.
   c. Marcus Butler talked about VMware: Virtualization technology, NETLAB, CSIT’s “secret weapon”. He described the student benefits and division benefits.
   d. Manish Patel described the program’s web development offerings.
   e. Ashok Patil talked about the CS degree course sequencing and prerequisite enforcement as well as tutoring services and follow-up actions.
   f. A. Chiang described the faculty dialogue around CS901 SLOs and the division’s SLO assessment calendar.
II. ADMINISTRATION REPORT (N. Abu-Ghazaleh)
   a. President Abu-Ghazaleh commended the Computer Science division for their hard
      work.
   b. He talked about the Academic Senate plenary session, which he attended last
      Thursday, November 7 and mentioned Martha Cantor’s keynote address.
   c. He talked about new standards and the upcoming accreditation report. Members of
      the college community must figure out how to start setting our standards. These
      standards will contribute to the college’s transparency.
   d. He referenced Pierce College’s math initiative and PCC’s College One course as
      opportunities to reflect on our standards.
   e. A question was asked about who sets these standards. He recommended that West
      get out in front of this new requirement.
   f. A question was asked about Spring Professional Development Day, and N. Abu-
      Ghazaleh responded with a somewhat positive response to the idea.
   g. A question was asked about data collection for transfer and certificates and degrees,
      and there was a discussion of “imperfect data”. He referred to the increase in research
      support to the college.
   h. He announced the November 20 board meeting for construction plan.

III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any
     agenda item not yet discussed.
     a. A. Taylor announced the Leadership Retreat.
     b. P. Banday offered updates on West Expressway

IV. ASO (McDaniel) No Report

V. OFFICERS’ REPORTS
   a. Adrienne Foster – President
      1. She posted final resolutions and invited Senators to send questions. Most of the
         resolutions (14) were focused on accreditation.
   b. Judy Chow – Vice President (No report)
   c. Luis Cordova – Treasurer (No report)
   d. Clare Norris – Secretary (No report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION
   1. Curriculum Committee (Witucki)/SLOs (Apigo)
      a. **MOTION:** Approve curriculum committee report. **MSP**
      b. The next curriculum committee meeting is on November 25.
      c. Starting January 1, 2014, stand-alone courses will no longer be approved. If faculty
         members update stand-alone courses now, that will give them more time to decide
         what degree or certificate to attach courses.
      d. On District Discipline Day, faculty members will talk about prerequisites and
         standardizing them.
   2. Student Success/ATD Core Team (Norris)
      a. C. Norris announced the November 18 and 19 ATD coach visit and invited senators
         to participate in those activities.
      b. She also urged faculty members to attend the Friday, November 16 Leadership
         retreat.
   3. Facilities Committee (No report)
      a. A. Foster mentioned the November 20th board meeting.
4. Ed Master Plan (No report)
5. Accreditation (A. Taylor)
   a. Alice Taylor commented on the new deadline of Spring 2016 for West’s next full self-study.
6. Planning and Institutional Effectiveness (No report)
7. Budget (Chow)
   a. J. Chow reported on the District Financial Accountability Measures. Each campus should be financially balanced. Presidents will be held accountable when colleges do not balance their budgets.
   b. Enrollment management meets the second Thursday of each month from 1:00-3:00pm, and the budget committee members discussed the role of budget in enrollment management.
8. Transfer (Young)
   a. CSU and UC reports came out in October, and West’s numbers are down. H. Young suggested that was the result of budget cuts still in effect one year ago before Proposition 30 passed.
   b. West served over 2000 students related to transfer services.
   c. H. Young also reminded Senators about the “Let’s wear it” campaign where faculty and staff members are asked to wear university gear to promote transfer.
   d. West offered a PD 40 class focused on transfer. She is working on tweaking it so that the students’ writing level is appropriate.
   e. There are 30 new transfer honors students for this fall.
   f. She was appointed to the SB1440 IOC.
   g. At the next Transfer Committee meeting, the committee will set goals.
   h. The Committee is working with Michelle Long-Coffee on a Student Success poster campaign using photos of West alums who have transferred.
   i. She is working on articulation with Adriana Martinez to help with collecting data.
   j. A discussion ensued about the promotion of universities and rivalries between universities along with Harvard University’s transfer policy.
9. Enrollment Management (No report)
10. Adjunct Senator Report (Porter)
    a. A. Porter distributed a new adjunct faculty newsletter, “In the K.N.O.W.”
    b. She also promoted the Project L.E.A.R.N. Wednesday workshops.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

1. Spring Professional Development Day is scheduled for Friday, February 7.
2. The SLO Coordinator position announcement has been sent out and letters of interest are due on November 18.

ADJOURNMENT – 2:15pm
Next meeting: November 26

Respectfully submitted,
Clare Norris