West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
February 12, 2013
Winlock Lounge

Present: President, Foster, Adrienne; Vice President, Chow, Judy; Secretary, Norris, Clare; Senator at Large, Lin, Ken; Senator at Large, Blustein, Bonnie; Allied Health, Dones, Carmen; Aviation, Travel, and Hospitality, Moy, Jack; Adjunct Faculty Senator, Taira, Kenneth; District Senator, Young, Helen; Senator-At-Large, Samilton, Jawell; Business, Harris, Lartee; Senator at Large, Leonard, Fran; Social and Behavioral Sciences Stapleton, Buck; Humanities & Fine Arts, Sweeney, Joyce; Language Arts, Bailey-Hofmann, Holly; District Senator, Bakeer, Kenyatta; Computer Science, Chiang, Anna; Senator-at-Large, de Bord, Sue; Science, Bahta, Abraha; Mathematics, Bucher, William; Health/PE, Smith, Melinda;

Absent: Library & Learning Resources & Counseling, Narez-Acosta, Alma; Senator at Large, Butler, Marcus; Senator-at-Large, Boutry, Katherine; Social and Behavioral Sciences & District Senator, Barragan, Norma; Treasurer, Simone, Yvonne;

Guests: College President, Nabil Abu-Ghazaleh; Matosic, Todd, SLO Coordinator; Apigo, Mary-Jo, Dean, Teaching and Learning; Hunter, Casey, Counseling; Taylor, Alice, Accreditation Chair; ASO, Brown, Gabriel; ASO, McDonald, Raymond; Tillberg, Rebeccca, Academic Affairs; Ludwig, Gerald, Business; Goltermann, Michael, Student Services; Sprague, Robert, Academic Affairs; Banday, Patricia, Matriculation; Chee, Grace, History; Williams, Corey, Administration of Justice; Peterson, Laura, MPTP Faculty; Ulrich, James, Math

Meeting Called to Order at 12:54.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      MSP as presented
   b. December 11 minutes approved as presented.
      MSP

II. ADMINISTRATION REPORT (President Nabil Abu-Ghazaleh)
   a. President Nabil Abu-Ghazaleh started his report by talking about the accreditation follow-up report progress and work to be done. He attended the Accreditation Institute last week, and the commission drew everyone’s attention to the federal 2-year rule. He is confident that West will meet this deadline. We must use the effective process we have developed to work on allocating resources.
   b. West’s board of trustees hasn’t fully approved the new master planning processes, and we are still building these processes. He got good feedback on the notion of linking all strategic plans together. We will start with the instruction and facilities plan. The Educational Master Plans outcomes should feed into other master plans. Hopefully some time this spring we can move forward with the building projects.
   c. The board did sweep all funds for satellite centers, including West’s LAX center, but that does not affect the main campus construction.
d. He reported that he attended only one day of the ATD DREAM Conference where he learned about the ACE program and the Experiential Learning Institute. He is taking the institute and the program under consideration.

e. He addressed the motion passed by the Senate to discuss institutionalization of the Student Poster Showcase. He stated that faculty members don’t need his permission to continue the showcase. A. Foster explained that the real issue is funding allocation. He talked about the possibility of building the Showcase into a program review. Holly Bailey-Hofmann suggested that he could support different uses of man power as a resource. He stressed that we need to keep our processes in mind in planning and allocating funds.

f. President Abu-Ghazaleh circulated some photos of the parking lots to demonstrate that although they may not be in the most convenient locations, there are parking spaces available to faculty. He made a note that the parking behind the PE building is slightly closer to the GC and SSB buildings than the parking structure. PE parking goes unused.

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

IV. ASO (Brown)
   a. ASO president, Gabriel Brown acknowledged the accreditation process.
   b. ASO’s first meeting is Thursday, February 14 at 1:00 in A9. They will discuss Club Rush, Women’s History Month, and other upcoming events.

V. OFFICERS’ REPORTS
   a. Adrienne Foster – President
      1. A. Foster thanked everyone for condolences after the passing of her mother.
      2. Thanks to the Behavioral and Social Sciences (BSS) division for lunch.
      3. Thanks to A. Taylor for her work on the accreditation report.
      4. Thanks to T. Matosic, M. Apigo and faculty members for participating in SLO assessments for the SLO Proficiency report.
      5. LACCD Discipline Day will be held on February 22nd with a focus on TMCs. West needs to be 80% compliant for Fall 2013. We only have 3/18 done at this point.

   b. Judy Chow – Vice President (No Report)
   c. Yvonne Simone – Treasurer (No Report)
   d. Clare Norris - Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION
   Behavioral and Social Science Report (Stapleton)
   a. B. Stapleton distributed his report and started with a humorous anecdote about BSS division in the LAX location.
   b. The BSS division contains 14 disciplines.
   c. Talked about the successes of the partnership with LAUSD and LAPD.
   d. 17 full time faculty members and 86 part time faculty.
   e. He read some excerpts of quotations of “best practices” from faculty members in his division.
f. One senator asked whether the division posts its meeting agendas and minutes online. They do publish the agenda and attendance sheet and notes on any actions.


**ACTION:** SLO Addendums (96), Physics 185 (reinstate)

**Discussion:**
During the break, the Senate Executive Committee voted to accept the report of 96 SLO addenda.

**Discussion:**
Physics 185 is one of several directed study classes part of the STEM grant.

**MSP**

**TMC Update**
By Fall 2013, 80% of majors need TMCs. Administration of Justice, math, and psychology have been completed. We are working on a number of majors like Communication Studies, English, Early Childhood Education, and others. Discipline Day on February 22nd at LA Valley College will cover this topic.

1. Prerequisite Report – information (M. Goltermann)

a. West offers many courses have prerequisites indicated in the catalog, class schedule, and course outlines that are not being enforced. Enforcing these prerequisites is part of the Ed Master Plan goals. Some professors have been driven to enforce the prerequisites on their own, but that is only fair if it’s done uniformly.

b. Students can challenge prerequisite enforcement by taking transcript to a counselor or demonstrating to division chairs that they meet the prerequisites.

c. Running the reports to sweep students out of classes for which they are not eligible takes time and is labor intensive. Faculty must submit grades on time to make the process as efficient as possible.

d. We want to be consistent between the DECK system, the catalog, and the prerequisite enforcement process.

e. Leo Dizon sends reminders to faculty reminding them of the grade submission deadline.


a. The chancellor wants a draft of the full report on February 14.

b. A. Taylor recounted the process of composing the draft. She distributed a timeline of submission from February 1-March 15.

c. By February 26th, the senate must sign off on the report that the Senate has reviewed it. There will be three more drafts between now and that day.

d. Board will see the draft on February 27th. So, even after February 26th, there may be more changes.

e. A suggestion was made that the senate sign off on the report with allowances for the Senate Executive Committee to act on behalf of the Senate to approve any last minute changes that need approval.

f. A. Taylor distributed a summary of the draft, a list of items that everyone on campus should be familiar with.

g. Discussion ensued about the FPIP and Program Review deadlines and the impact of that on the process. The question of whether the committee will only consider applications from divisions that have submitted Program Reviews that have been validated was discussed.

h. Possible wording: All positions on the priority list must be backed by a Program Review.
i. One senator pointed out that it may be unfair to hinge the FPIP application approval on the validation of program review if the discipline has no control over the validators. Incentive to complete program review should fall into evaluations of personnel instead of FPIP requirements.

j. Validation may not be necessary for FPIP.

k. For West to fully fulfill the recommendations, we need to assess this semester every section of every course offered at the college.

l. By June 2014 we should have all SLOs in place for all courses.

m. A. Foster encouraged senators to read the follow-up report.

**NOTICED MOTION:** Accept the WLAC Follow-up Report to the ACCJC. Additional input may be given by the LACCD Institutional Effectiveness Committee and will be incorporated into the final report.

   a. Peter Mitsakos and Douglas Newby are architects contracted by the college to study growth projections and space needs.
   b. In March 2011 the college approved a plan to move forward with construction projects. LACCD took $16 million out of West’s construction budget and required that the college prove it needed the space to build and that the college can afford to maintain that space, which led to the “Moratorium”.
   c. Eventually LACCD ended the moratorium, but still required evidence of need.
   d. Now West must develop a reasonable scenario of expectations for growth. 15,300 students is West’s head count maximum. Space is allocated in terms of student contact hours.
   e. Academic Affairs did a projection assuming the proportions of full time students to part time students holds steady from now to 2022. Next, they looked at all programs on campus and generated a more tailored projection of growth. For example, the computer science program is likely to grow faster than the college average. Health, Dance, PE is less likely to grow.
   f. The group is currently examining the demands on non-instructional services when the college expands course offering.
   g. Once that study is complete, they will come forward with a list of space needs (including renovations).
   h. Then, those needs will be packaged into building projects, which may or may not look like the previous plans.
   i. This report will give the college credibility when seeking resources.
   j. A senator asked about online services and support.
   k. A. Foster appealed to senators to discuss this report with their divisions. The next Facilities meeting is scheduled for 2/26.

4. Educational Policies and Standards Committee –
   b. The motion aligns with the District stance on this topic.
   **ACTION – Motion:** “To reaffirm West Los Angeles College’s commitment to enhancing student success, the Educational Policies and Standards Committee supports the following: prior to the start of classes, collect and post online all syllabi for course sections being offered and distribute syllabi to students at the first class meetings.”

5. Student Learning Outcomes Committee – report – **ACTION – NOTICED MOTION:** Accept the SLO Proficiency Report. Additional input may be given by the SLO Committee and will be incorporated into the final report. (T. Matosic)
   a. T. Matosic distributed his draft of SLO Proficiency statement.
   b. Every course offered at the college needs to be assessed. Assessments from last semester due Thursday, February 15th. He acknowledged everyone who has worked on SLOs and their assessment. He has recorded 40-45 assessments submitted so far.
c. The accreditation team comes back in March and will scrutinize the assessments.
   New SLO Leaders – Jan Vanderpool, Grace Chee, and Joy Ogami Avila.
d. The final report should be distributed by February 21 so that it can be voted on at the
   February 26th Senate meeting.
e. The ideal is for the college to assess all sections of every course.

6. Student Success/AtD Report – information (C. Norris)
   c. C. Norris distributed the newsletter and thanked people for participating in the Spring
      Semester Kickoff and reported that 38 faculty members participated.
d. She also reported that West had ten team members attend the DREAM conference.
e. Next meeting: Wednesday, February 13th 2:30pm in GC210K.

f. The committee is discussing the restoration of the budgets for two areas on campus:
   athletics (men’s basketball) and science. The college needs a process for the
   restoration of resources.
g. The governor’s proposed budget looks good for West and LACCD.
h. The question was asked whether the summer session offerings have to go through
   academic divisions. The Summer 2013 math course offerings listed in Welcome
   Week Magazine had not been approved by the math chair.
i. The question was asked about the fact that only day classes are listed for the summer
   session. Those questions should be taken up with division chairs and academic
   deans.

8. FPIP report – information – (L. Kamibayashi)
a. The FPIP committee meets Wednesdays from 3:30-5:00. Committee members will
   interview applicants at those meetings.
b. One temporary senate vacancy on the FPIP committee. A. Foster requested that
   interested parties email her their interest and the Senate Executive committee will
   consider the list of interest.
c. According to the division’s chair, the business division submitted its FPIP application
   late because of matters outside of their control and were penalized as a result. A
   discussion ensued about the stringency of the application process.

9. Motion to extend the meeting by 15 minutes.  

10. Academic Rank Report – ACTION
    a. Judy Chow read the list of approved faculty rank increases.  

    Carmen Dones read the Committee’s report.
    Committee’s next meeting is Wednesday, February 13 at 1:00 in Winlock.
    Two new Senate reps: Carmen Dones and Joyce Sweeny.

12. Transfer Committee – information – (H. Young)
    The application open for honors students.
    Eligible applicants must have completed English 28 with an A.
    Students will be able to sign up for transfer workshops online.

a. P. Banday has been sending out Student Success Act Bulletins –Matriculation
   has changed its name to Student Success and Support Services.
b. This is the developmental year. The state has put together five committees:
c. One goal of the Student Success Task Force is to find new paradigms and initiatives. The group is working closely with the ATD Core Team/Student Success Committee. The office is currently offering workshops for students with GPAs below 2.0 and approaching 100 units. They are also working with undecided students on defining their goals.
d. Meetings are typically set for the third week in the month.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

a. Aviation and Travel division will report at the next Senate meeting.
b. The Election Committee is preparing for the Spring 2013 Senate election.

IX. ADJOURNMENT – 3:15pm

Next meeting: February 26, 2012

Respectfully submitted,
Clare Norris