West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
February 26, 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; District Senator, Young, Helen; Senator-At-Large,
Samilton, Jawell; Business, Harris, Lartee; Senator at Large, Leonard, Fran; Humanities & Fine
Arts, Sweeney, Joyce; District Senator, Bakeer, Kenyatta; Computer Science, Chiang, Anna;
Senator-at-Large, de Bord, Sue; Science, Bahta, Abraha; Health/PE, Smith, Melinda; Library &
Learning Resources & Counseling, Narez-Acosta, Alma; Senator at Large, Butler, Marcus;
Social and Behavioral Sciences & District Senator, Barragan, Norma; Treasurer, Simone,
Yvonne;

Absent: Senator-at-Large, Boutry, Katherine; Adjunct Faculty Senator, Taira, Kenneth;
Language Arts, Bailey-Hofmann, Holly; Mathematics, Bucher, William;

Guests: College President, Nabil Abu-Ghazaleh; Matosic, Todd, SLO Coordinator; Apigo,
Mary-Jo, Dean, Teaching and Learning; Hunter, Casey, Counseling; Taylor, Alice, Accreditation
Chair; Sprague, Robert, Academic Affairs; Williams, Corey, Administration of Justice; Peterson,
Laura, MPTP Faculty; Triviso, Rudy, Aviation; Siegert, Ben, Fed Ex; Plants, Jeffrey, FAA;
Hewson, Douglass, Aviation; Feinerman, Scott, Hospitality and Travel; Friedman, Judith Ann,
Academic Affairs; Aguiar, Ara, Academic Affairs; Taylor, William, HFA/Architecture; Sloan,
Barry, Academic Affairs; Walton, Kathy, Academic Affairs

Meeting Called to Order at 12:54.

I. ORGANIZATIONAL ITEMS

a. Confirmation of the agenda
   1. Move enrollment management to the first item
   2. Add Transfer, DAS, and Discipline Advising reports to Academic and
      Professional Matters

b. February 12 minutes approved as presented.

II. ADMINISTRATION REPORT (R. Sprague)

a. Vice President Robert Sprague announced that the March 7th College Council
   meeting will be converted into a Town Hall for 60-90 minutes to give college
   community members an opportunity to discuss the state of West’s accreditation
   process.

b. On March 8th from the PIE committee will have a retreat to meet and plan and
   prioritize the college budget.

c. The FPIP process and facilities space needs are linked. West is taking seriously
   the link between planning and budgeting.

d. R. Sprague reminded Senators that sometime in March, April, or May West will
   have a 2 or 3-person site visit in response to the follow-up report.
e. R. Sprague also shared the updates to West’s Global Studies positions. Sholeh Khoroosh launched this global studies program development with Middle East studies back in 2010. West’s Arabic and Global Economics courses have emerged from that process. This program development is in anticipation of a time when the college will have more resources.

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

IV. ASO (Brown) NONE

V. OFFICERS’ REPORTS
   a. Adrienne Foster – President
      1. A Foster thanked everyone for the plant on behalf of the senate
      2. Thanks to the Aviation, Travel and Hospitality division for lunch.
   b. Judy Chow – Vice President (No Report)
   c. Yvonne Simone – Treasurer (Report)
      1. The Senate budget is short for the Senate scholarships.
      2. 72 full time faculty members have not paid their $25 per-year Senate dues.
   d. Clare Norris - Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Aviation and Travel (Moy)
   i. J. Moy and Rudy Triviso shared the Aviation portion of the division report.
   ii. Their report covered things like success rates, employment and internship opportunities for students in the program, best practices, and upcoming competitions.
   iii. A recent graduate, Ben Siegert, spoke briefly about the advantages to his graduating from West’s program with an FAA license. He praised West’s program and its help for students to pass the required licensing exams.
   iv. Jeffrey Plants from Fed Ex also presented and praised the improvements in West’s program, the opportunities it provides, and the value it brings to the college.
   v. Scott Feinerman presented on West’s Hospitality and Travel program. He described changes in the program over the years: fewer students and a shift in emphasis from job-creating to entrepreneurial focus. He also talked about the demographics of the students in the program.

2. Enrollment Management (Hunter)
   a. Summer Session
      i. Changes can be made to the published schedule
      ii. Schedule was in response to chancellor’s request to use summer to build full-time student population.
      iii. In consultation with chairs, Academic Affairs developed a morning schedule.
   b. Financial Aid workshops
3. **Division re-organization recommendation – (J. Chow) - ACTION – NOTICED MOTION:**
The Library, Learning Resources, & Education Division recommends that Learning Resources will be moved out of the Library, Learning Resources & Education Division, to function directly under Academic Affairs.

5. **Accreditation Report – (A. Taylor) –**
   a. A. Taylor distributed updated additions to the follow-up report and reminded Senators that they have had access to the report since Friday, February 22.
   b. A. Taylor highlighted a to-do list for faculty in preparation for the site visit.
   c. She used Aviation report as an example of a division that identified a gap in outcomes and filled it.
   d. She also stressed the importance of using the planning process.
e. A discussion ensued about what the Report claims the college has completed or will complete and the accuracy of our claims.

**MOTION:** Accept the WLAC Follow-up Report to the ACCJC.  

MSP

6. Facilities Report – A. Foster reminded Senators that the completion of our construction projects is dependent on the progress of this process.

**MOTION:** To accept the projected growth of academic curriculum by division and overall campus growth projections as proposed by the Facilities Committee.  

MSP

7. Educational Policies and Standards Committee – no report; charged to begin the review of the Educational Master Plan and tying in the Student Services Plan.

8. Student Success/ATD Report – no report (C. Norris) Next meeting March 6, 2:30 in GC210K


10. Academic Rank report – information (J. Chow)

   a. Applications for spring will be accepted until April 9. She emailed the application.

11. Discipline Advising (H. Young)

   a. She emailed a model that the Student Success Support Services Task Force and Counseling Division hope to roll out during Fall 2013.

   b. Questions were asked about mandating advising during office hours and offering flex credit for contractually required office hours.

12. Transfer (H. Young)

   a. Transfer fair – March 27th – 20 RSVPs so far.

   b. H. Young will attend HBCU fair at El Camino.

   c. Transfer workshops are available. Students can RSVP online.

   d. Honors applications due by Monday, March 4

   e. California Community College Research conference is coming up in March

   f. One senator suggested offering a workshop titled “Getting the most for your money” to give students the tools to evaluate their options and the possible repercussions of student loan debt. Another senator mentioned a recent *Los Angeles Times* article on the subject, and another senator mentioned a free online documentary film available on the subject.

   g. Another senator suggested including on-campus programs like Allied Health and Aviation in the Transfer Fair.

13. District Academic Senate

   a. The election will be held on March 14 at LA City College

   b. Kathleen Bimber is retiring.

   c. The DAS discussed adult education.

   d. District email discussion – faculty members will retain their current email addresses and get new district email accounts.

   e. District reserve – each college could get $1.1 million back.

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

1. Divisional reports at Academic Senate meetings – Business

2. Reading Horizons reading program training is happening in the Learning Center from 8:00-3:00 Friday, March 1.
3. Spring break is through April 5.
4. June 4 commencement
5. Request for information from the FPIP Committee. How do they handle potential conflicts of interest?

ADJOURNMENT – 2:52pm
Next meeting: March 12

Respectfully submitted,
Clare Norris