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

Present: President, Foster, Adrienne; Vice President, Chow, Judy; Secretary, Norris, Clare; Treasurer, Simone, Yvonne; Senator at Large, Lin, Ken; Senator at Large, Blustein, Bonnie; Allied Health, Dones, Carmen; 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; Health/PE, Smith, Melinda; Senator at Large, Butler, Marcus; Social and Behavioral Sciences & District Senator, Barragan, Norma; Adjunct Faculty Senator, Taira, Kenneth; Language Arts, Bailey-Hofmann, Holly;

Absent: Senator-at-Large, Boutry, Katherine; Aviation, Travel, and Hospitality, Moy, Jack; Science, Bahta, Abraha; Library & Learning Resources & Counseling, Narez-Acosta, Alma;

Guests: College President, Nabil Abu-Ghazaleh; Apigo, Mary-Jo, Dean, Teaching and Learning; Hunter, Casey, Counseling; Taylor, Alice, Accreditation Chair; Sprague, Robert, Academic Affairs; Tillberg, Rebecca, Dean, Research and Planning; Brown, Gabriel, ASO

Meeting Called to Order at 12:57.

I. ORGANIZATIONAL ITEMS
a. Confirmation of the agenda
   1. Item 8 will move up to become item 4 (Accreditation Report just after PIE report)

b. February 26 minutes approved as presented.

II. ADMINISTRATION REPORT (N. Abu-Ghazaleh)
a. President Nabil Abu-Ghazaleh approved new permanent faculty: Kathy Boutry, Kevin Considine, Carmen Dones, Corey Williams, Adrianna Martinez, Clare Norris, and Beraki Woldehaimanot. He will send a formal letter to each faculty member, and we will have the “proper” celebration.
b. This is the week of March 15, and the college is sending notices to the accrediting commission: Follow-up Report, Annual SLO Report and 2012 Proficiency Report. He thanked everyone for their participation in the process.
c. He shared the college is moving into a new mode. We are looking to start actively recruiting students. Next year we will pursue growth, especially for full time students and international students.
d. College council is working on a smoking policy.
e. Resource allocation process – Last Friday the Planning and Institutional Effectiveness Committee engaged in an all-day effort to review data and make meaningful recommendations on resource allocation. He thanked Rebecca Tillberg for her great work and Bonnie Bluestein for helping with applying the rubric.
f. One senator expressed some concern about sheriffs’ responses to students and others on campus, particularly about an incident where a sheriff drew a gun on a student. Nabil assured senators that the sheriffs’ role is keeping peace. What is the difference between being a non-student on campus and talking as a non-student on campus? He reviewed the LACCD policy, which directs the college in the interest of students. It cannot limit the message, but it can limit the time and place.

g. He was asked about the accreditation visit. He said that he was asked to reserve two dates as potential dates for the visit: April 16 and April 10, but there was no formal announcement.

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 has been meeting and planning club rush, which starts March 13. There will be activities and goods being sold.

b. G. Brown brought a first copy of West’s new student newspaper. He expressed interest in working with campus groups that put out newsletters like ATD and SLOs.

c. The student officer elections are coming in April.

d. High School Day is scheduled for April 19.

e. A. Foster brought up a provocative flyer that was approved by ASO.

V. OFFICERS’ REPORTS

a. Adrienne Foster – President

   1. A. Foster thanked the Business division, especially Lartee Harris for lunch.

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

Business Division Report (Harris)

i. L. Harris shared his report on PowerPoint slides. He talked about the size and growth of the division, number of disciplines, and the ratio of full time to adjunct faculty members.

ii. He also shared the needs of the division, the courses offered in the division, and the degrees offered.

iii. He did an overview of the division’s strengths, weaknesses, opportunities, and threats.

iv. He talked about the international business curriculum along with proposed changes to CE building to increase classroom sizes and changes in course offerings.

v. ABA approval is one of the division’s concerns.

1. Student Learning Outcomes Committee – report – information (M. Apigo)

   a. M. Apigo highlighted the March SLO newsletter. 29% of courses have been assessed. The committee’s new meeting time is the third Monday of the month. Its next meeting is Monday, March 18 in Winlock.
b. An SLO Symposium is scheduled for April 12, featuring Bob Pacheco who works with the RP group.

2. Curriculum Committee – report (J. Chow) – report – District Curriculum Committee update
   a. TMCs – 80% of courses need to be TMC approved by June.
   b. “Personal Development” courses will be changed to “Counseling” courses.
   c. According to the curriculum chair, minimum qualifications will remain the same.
   d. LACCD wants to be more in line with other California colleges in using the Counseling course title.
   e. A. Foster stated that she shared the DAS materials via email, which addressed this issue in the District.

3. Division re-organization recommendation – (J. Chow) - ACTION – 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.

   Motion to substitute:

   ACTION: SUBSTITUTE MOTION: "The Library, Learning Resources & Education Division recommends that Learning Resources & Education will be moved out of the Library, Learning Resources & Education Division to function directly under Academic Affairs"

   Motion to postpone this motion to the March 26 meeting. MSP

   A. Foster recommended that senators send inquiries to J. Chow.

4. Planning and Institutional Effectiveness Committee – report (C. Dones)
   a. C. Dones thanked committee members for their participation in the retreat and shared the report.
   b. She shared the program review process and calendar, major changes, as well as the final prioritized list.
   c. B. Bluestein described the process of the committee applying the rubric. She also shared that some important requests didn’t go through program review.
   d. The nature of the rubric led the committee to deprioritize infrastructure requests.
   Possible future changes in the process include – Classified staff hiring prioritization, coordination of the PIE Committee’s prioritization process and the FPIP process, emergency resource requests, etc.
   e. MOTION: Senate moves to accept the PIE Committee report. MSP

   a. A. Taylor showed the completed follow-up report.
   b. Three accreditation priorities: SLOs, Planning, and Library.
   c. She has planned a “Play Date” for Friday, March 15, which will apply visualization of planning cycle (using three dimensional tools like blocks) in the childcare center. Breakfast and lunch will be provided.
   d. The accreditation Steering Committee meets on March 17th at 1:00.

6. Facilities Report – NOTICED MOTION: To accept the established type and quality of spaces required by campus support services and programs as required to implement the projected growth of instructional programs.
7. Process for the Development of Class Schedules (N. Barragan)

a. N. Barragan expressed some concerns about the summer 2013 schedules at the February 26 meeting. She is concerned that there is a pattern of administrators scheduling classes without consulting with faculty members.
b. Faculty members described their experiences with the development of the Summer 2013 schedule development:
   i. The Math division had not been adequately consulted before the schedule was published in the Welcome Week Magazine. They eventually submitted changes to Academic Affairs which was accepted.
   ii. Academic Affairs communicated with Computer Science about summer offerings since January.
   iii. Fine Arts worked collaboratively with Academic Affairs with no problems.
c. N. Barragan advocated for the divisions to create schedules and offer them to Academic Affairs instead of the other way around.
d. A. Foster reiterated the importance of documenting division meeting agendas and minutes.
e. A concern was raised about the college not offering evening classes and online classes in the summer.
f. The issue was raised about developmentally appropriate times to offer classes.
g. A question was asked about the listed “seat limit” English Composition courses should have a seat limit of 40. R. Sprague responded that a composition seat limit should be 40.

8. FPPI Report – (L. Kamibayashi)
   a. Interviews with divisions will be completed on March 20.
   b. The ranking process is completed and will be submitted to Academic Senate on April 9.


10. Book Rental Program – information (L. Packham) postponed to March 26

11. Educational Policies and Standards Committee – report – Draft EMP


   a. C. Norris reminded senators that the Student Success Committee/ATD Core Team’s report is in the form of the newsletter ATDetails. Copies were available.
   b. She also reminded senators that one of the strategies included in West’s ATD Implementation Proposal is Professional Development. The ATD Core Team/Student Success Committee intends to support and promote the Experiential Learning Institute being offered at West in June. C. Norris shared information about the Institute and about the affiliated ACE Program. She distributed and briefly explained an article describing the program titled “Supporting the Students of the Future” from Change magazine.
   c. Questions were raised about the ACE program and the value of training faculty and students in the affective domain rather than offering students access to practical services they need like food, housing, and transportation.
   d. Another question was raised about the reliability of the data presented in the article.
   e. C. Norris invited senators to attend the Brown Bag Roundtable to discuss the Institute on Thursday, March 14 and to attend Diego Navarro’s talk on April 25.
13. Fracking seminar – **MOTION**: To support the Fracking Seminar on March 23, 2013 hosted by the AFT Faculty Guild

14. Enrollment Management Committee – no report (C. Hunter)

15. Budget Committee – electronic report

16. Distance Education Committee – no report

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

1. Divisional reports at Academic Senate meetings – Humanities and Fine Arts

**ADJOURNMENT – 2:47pm**

Next meeting: March 26

Respectfully submitted,

Clare Norris