West Los Angeles College  
Meeting of the Academic Senate  
Approved Minutes  
March 26, 2013  
Winlock Lounge  

Present: 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; 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; Aviation, Travel, and Hospitality, Moy, Jack; Science, Bahta, Abraha;  

Absent: President, Foster, Adrienne; Senator-at-Large, Boutry, Katherine; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Computer Science, Chiang, Anna;  

Guests: College President, Nabil Abu-Ghazaleh; Hunter, Casey, Counseling; Sprague, Robert, Academic Affairs; Guzman, Edmond, Aviation; Triviso, Rudy, Aviation; Hewson, Douglas, Aviation; McCaskill, Terri, Business; Peterson, Laura, MPTP; Rouzan, Sherron, Counseling/Personal Development; Hernandez, Marcela, Counseling; Arata, Michael, HFA; Friedman, Judith Ann, Academic Affairs.  

Meeting Called to Order at 12:52.  

I. ORGANIZATIONAL ITEMS  
a. Confirmation of the agenda  
b. Move the professional development item #13 to #3 MSP as amended  
c. March 12 minutes approved as presented. MSP  

II. ADMINISTRATION REPORT (R. Sprague)  
a. Vice President Sprague addressed upcoming changes in California’s Adult Education programs. Governor Brown wants to shift adult education from school districts into community colleges. He has proposed to reduce the budget from $1 billion to $300 million starting July 1, 2013.  
b. Chancellor La Vista has selected a group of 25-30 District to discuss this issue. The group has met three times so far.  
c. He distributed a brainstorming sheet to share information.  
d. AFT leadership is discussing how adult education faculty would move into LACCD. Curriculum is also being discussed and how this fits into the college’s mission and educational master plan, etc.  
e. He also addressed the question of what will happen to adult education facilities. Even Evans Community Adult School with its renowned ESL program is in danger.  
f. Adult Education currently has 10 missions. It will likely shift to focus on the top 4: ESL, noncredit job training, basic skills, and disabled students services.
g. The Sunday LA Times has been covering this story. Many Community colleges in LA County like PCC and Long Beach CC have had adult education programs.

h. A question was asked about the wording of the new law. The response was that California community college districts will be responsible for taking charge of California’s adult education programs.

i. City College of San Francisco was brought up. Jack Daniels (president of LA Southwest College) and another member of this LACCD team will visit City College of San Francisco. The ESL faculty members at that college are active in their AFT chapter.

j. The FPIP interviews are complete, and by Wednesday the prioritization recommendations should be released. R. Sprague distributed a list of all tenure track faculty members who have been hired since July of 2007 and the breakdown between Student Services hiring and Academic Affairs hiring.

k. R. Sprague suggested that the college might add Global Initiatives to our college mission. The college has hired curriculum development specialists. The business division is close to developing something in international business. He visited Las Vegas Community College, which has a Global Studies and travel tourism program.

l. The grants development committee meets tomorrow, March 27 and developed a matrix to show how each grant fits inside educational planning.

m. A question was asked about summer session. When will the final schedule be established and by whom?

n. Another question was asked about adult education equipment. What will happen to adult education program equipment such as that held by the North Valley Occupational Center? There is some resistance to the governor’s plan from LAUSD, so these answers are yet to be seen.

o. A question was asked about the summer schedule and the composition class seat limits. R. Sprague assured senators that the seat limits will be set at 40 students.

p. A question was asked about the exclusion of ESL from summer offerings. The chancellor has advised colleges to focus on full time or transfer students.

q. West is likely to have a summer session in 2014, slightly smaller and likely more programmatic, with day and evening, online and face-to-face class offerings.

r. One senator asked whether these decisions are going through the Senate’s Ed Policies committee. The plan was to take these decisions through the Enrollment Management Committee, but R. Sprague agreed that these decisions could go through Ed Policies if that is the Senate’s desire.

III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.

a. Fran Leonard announced Project Match mentor opportunities. Project Match is looking for excellent mentors who range across all disciplines.

b. Jack Moy shared that some of West’s Aviation students participated in a competition in Las Vegas and got first prize in one event. West ranked #4 in the school category.

IV. ASO (Brown) No report

V. OFFICERS’ REPORTS

a. Adrienne Foster – President (No Report)
b. Judy Chow – Vice President
   1. Academic rank applications are due April 9.

c. Yvonne Simone – Treasurer (No Report)
   1. The senate only has funds to give three scholarships this year.
   2. The Math division may collect money for the scholarship instead of the Senate lunch.
   3. The Child Development discipline offered to give $100 toward the senate scholarship, and the Counseling division committed to match Child Development.

d. Clare Norris - Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

Humanities and Fine Arts (Arata)
   i. M. Arata reported that the creative economy is the 4th largest in Los Angeles.
   ii. His goal is to dispel the myth that artists are “a bunch of flakes”.
   iii. A question was asked about the loss of jobs in the arts and tech sector.
   iv. M. Arata distributed a report listing the disciplines and described trends in the division and expressed interest in further developing programs like multimedia and foreign languages.
   v. A question was asked about whether the college is getting federal funds for offering Arabic and Chinese. The response was that we are not.
   vi. He described West’s arts-related outreach programs, student clubs, contract education courses, and art shows.

2. Curriculum Committee – report (J. Chow) – report
   a. Proposed policy change in Open Entry for Learning Skills courses ACTION
      i. Limit students to two classes for credit
      ii. Credit courses not repeatable for credit
      iii. Open entry – can only add up to midterm point of the semester
   S. deBord reported that students will still have access to the services. This is designed to prevent students from “padding” their schedules with Learning Skills classes. Students who carry three or more Learning Skills classes tend to fail the third.  MSP 1 opposed

b. IGETC advising and CSU GE Plan forms ACTION – Courses will not be listed on the IGETC Advising & CSU GE Plan forms until approved.

c. Friendly amendment - replace the word “approved” to “articulated”. MSP

d. Courses approval ACTION
   i. Travel 305 (Scott Feinerman)
   ii. Computer Science 942 Discrete Structure
   C-ID Designation Comp 152 aligned with CSU Comp 152 to meet the requirement of TIMC degree in Computer Science. MSP

e. NOTICED MOTION F. Leonard submitted a draft of a streamlined form for course outline addenda.

3. ACTION: 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”
a. J. Chow reported that other colleges have removed learning centers from the library.
b. S. deBord reported that academic support centers are functioning in outreach models
   instead of intake models, which are standard for libraries. She also talked about
   appropriate hours of operation which do not typically align between libraries and
   academic support centers.
c. A question was asked about the reporting structure and to whom would the learning
   center report? There was no clear answer given.

4. Professional Development Policy (H. Young)
a. H. Young distributed Article 23 “Professional Growth” from the AFT contract.
b. She expressed concern that faculty members at other campuses are allotted more
   professional development funds than members of West faculty. Faculty members at
   Trade Tech get $1500 and at ELAC get $750.
c. According to the professional development chair, in 2007 $150 per faculty member
   was designated at West. Today, many of West’s adjunct faculty members use their
   funds and have funds donated by colleagues. That issue was addressed in the senate
   several months ago, but the Senate did not change the policy.
d. One senator asked these questions: Where do the professional development funds
   come from? Can we see a report of how the money is spent at West?
e. According to the contract, tuition reimbursement and professional development are
   separate.
f. Y. Simone agreed to provide a report on this issue at the April 9 Senate meeting.
g. West has $10,000 available for professional development and $5000 for tuition
   reimbursement.


6. Facilities Report – 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.
   a. Move to table this motion
   MSP 3 opposed

7. Planning and Institutional Effectiveness Committee – No report

8. Technology Report (Butler)
   a. Each program’s need for equipment must be specified in Program Review.
   b. The PIE committee recognized that some needs might come up outside of the review
      cycle. It is working on a process to address those needs.


10. Student Success/ATD Report – no report (C. Norris)

11. Enrollment Management Committee – report (C. Hunter)
   a. Eighty-four degrees have been awarded so far this academic year.
   b. Additional funding from Proposition 30 increased target FTES. This spring semester
      the college is underperforming.
   c. Priority enrollment for Summer 2013 begins April 8. Most classes will start at 8am or
      10:10am. The college is adding 35 additional sections, mostly online.
      i. The Language Arts division went through a process to suggest hybrid and
         online classes.
ii. The Personal Development division was not contacted by the dean regarding summer offerings.
iii. The Library division has also not been contacted by the dean.
v. A concern was raised by senators that division faculty members were not adequately consulted about the summer schedule.

d. The Committee discussed how class offerings were determined.
e. The Committee also discussed “A Day at West” (formerly “High School Day”). The following high schools will attend A Day at West: Hamilton, LA, Dorsey, Culver City, and Westchester. Counseling, Aviation, Allied Health, Sciences and other divisions will participate in the day’s activities.
f. The committee also discussed implementation of SB1456.

12. District Academic Senate – (H. Young)
   a. H. Young announced the shift to a district-wide model for accreditation in 2015.
b. There was also a discussion of monuments on campuses.
c. A concern was raised about equivalency – district faculty members working without minimum qualifications. Cross listing should be called to the Curriculum Committee’s attention.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

   1. Divisional reports at Academic Senate meetings – Mathematics

ADJOURNMENT – 2:46pm

Next meeting: April 9

Respectfully submitted,
Clare Norris