West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
April 23, 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, Bluestein, Bonnie; Allied Health, Dones, Carmen; District Senator, Young, Helen; Senator at Large, Samilton, Jawell; Senator at Large, Leonard, Fran; Humanities & Fine Arts, Sweeney, Joyce; Health/PE, Smith, Melinda; Social and Behavioral Sciences & District Senator, Barragan, Norma; Aviation, Travel, and Hospitality, Moy, Jack; Senator at Large, Butler, Marcus; Senator-at-Large, de Bord, Sue; District Senator, Bakeer, Kenyatta;

Absent: Senator-at-Large, Boutry, Katherine; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Adjunct Faculty Senator, Taira, Kenneth; Science, Bahta, Abraha; Computer Science, Chiang, Anna; Language Arts, Bailey-Hofmann, Holly; Business, Harris, Lartee;

Guests: College President, Nabil Abu-Ghazaleh; Hunter, Casey, Counseling; Triviso, Rudy, Aviation; Friedman, Judith Ann, Academic Affairs; Matosic, Todd, SLO Coordinator; Kamibayashi, Lisa, FPIP Chair; Braxton, Phyllis, Interim VPSS; Taylor, Alice, Accreditation Faculty Chair

Meeting Called to Order at 12:52.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      1. Move accreditation report to be the first item after the division report. 
         MSP as amended
   b. A. Taylor asked about her statement in the April 9 meeting reflect that the Academic Senate decided that the assessment process could be completed within one academic year, instead of within one semester. 
      April 9 minutes approved as amended. 
      MSP as amended

II. ADMINISTRATION REPORT (N. Abu-Ghazaleh)
   a. N. Abu-Ghazaleh reported that in response to the accreditation recommendations, West continued to develop processes and work to improve them. At last week’s follow-up visit, we presented West as a learning organization that was not just meeting requirements. The visiting team expressed confidence in what West reported. They were reassured that West fulfilled the SLO and other requirements using our current governance structure. A. Foster attended the most meetings (6) during the follow-up visit. The college will get the final report in July. There is more to do over the next year, but we have set the direction. He congratulated and thanked the group. He will go to meet with the commission in June.

III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.
a. Marcela Hernandez- Yasmin Delahoussaye will be on campus promoting Accenture, a workforce-readiness program. The company is providing a pro bono service for students.

IV. ASO (Brown) No Report

V. OFFICERS’ REPORTS
   a. Adrienne Foster – President
      1. The college’s Faculty Obligation Number for this year is 10 + 1.
      2. Commencement is June 4. Regalia rates go up this Friday.
      3. Remember all faculty members must maintain office hours.
   b. Judy Chow – Vice President (No report)
   c. Yvonne Simone – Treasurer
      1. She distributed a report that reflected a budget of $1328.55, which will allow the Senate to meet its four scholarship goal.
      2. Counseling division brought donations toward Senate scholarships.
   d. Clare Norris – Secretary
      1. Asked for electronic versions of Division Reports to post on the Senate web site.

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

Counseling (Rouzan, Jones-Jameson, Banday, Young)
   i. S. Rouzan recognized and introduced several of the counseling faculty members present.
   ii. T. Jones-Jameson talked about the veteran population that West serves, made up of 185 self-identified veterans using the services. She showed a video posted on West’s web site, created by members of the division starring a student who is the president of West’s Veterans’ Club. She also shared that she is presenting a Tech Fair workshop on serving Veterans on May 21.
   iii. H. Young showed resources available on the West web site for students who want to transfer like e-chat, the Transfer Center web page, calendar and list of events, and Transfer Honors program information. She distributed a handout listing numbers of students who transfer from West to different institutions. They are looking to recruit students for the CURSA program. It is a free 10-day residence program. The transfer center has been using the text messaging service to communicate with students.
   iv. P. Banday reported that West’s Student Success and Support Program Task Force is responding to SB 1456 by working with offices across the campus to serve students and develop the West Expressway. She showed the web site describing the steps students must take to participate in the Expressway, including the online orientation, an all-day on campus session, assessment and a meeting with a counselor. P. Banday is working with the Curriculum Committee to put the Expressway into a .5 unit noncredit course. She showed the video of Sonia Ortiz-Mercado describing the new requirements around priority registration, which is
available on West’s web site. In January, the Matriculation office
contacted students on academic probation and close to 100 units to come
start on the Expressway. They are piloting the Expressway with those
groups this month.

1. Accreditation Update (Taylor)
   a. A. Taylor reiterated what N. Abu-Ghazaleh said about the recent site visit. The
      commission has decided to evaluate all LACCD colleges on the same cycle. The
      rumor is that the next District-wide self-evaluation may be due in 2015. West should
      keep track of the recommendations and how we can use them to make our college
      better. The accreditation team will provide another update for Nabil to share with the
      commission in June.

2. Professional Development (Simone)
   a. Y. Simone distributed a memo from Jeanette Gordon, LACCD, CFO. It includes the
      distribution of the professional development funds across the district. Of West’s
      portion 65% goes to conference attendance and 35% goes to tuition reimbursement.
   b. A question was asked about whether the Committee has revisited the policy, and Y.
      Simone responded that they started to open the issue, and now the committee is
      readdressing the issue. The Senate Executive Committee invited faculty members to
      attend the meeting where the committee was considering revising the policy.
   c. One senator commented that West includes adjunct instructors in the pool. Now that
      the policy has been brought to everyone’s attention, this is a good time to reevaluate
      it.
   d. Adjunct faculty members complained when the Committee considered changing the
      allocation to a tiered system so that adjuncts would potentially get lower priority in
      the distribution.

3. Curriculum Committee (Chow)
   a. Action item approve 19 course addenda
      
      MOTION Accept the report form the curriculum committee accepting 19 course
      addenda from the April 15, 2013 meeting. MSP
   b. J. Friedman – West has 3 TMCs and 11 in progress:
      i. Physics
      ii. Anthropology
      iii. Business
      iv. Communication Studies
      v. Early Childhood Education
      vi. English
      vii. Music
      viii. Kinesiology
      ix. Studio Arts
      x. Sociology
      xi. Computer Science
   c. A question was asked about where to send concerns about TMCs. The
      recommendation was to send them to the District working group through the dean.
   d. A corrective memo was distributed to communicate that colleges can keep their local
      degrees. CSUs will still give priority to students with TMCs.
   e. Discipline CID day is coming up. The information has been distributed.
   f. A. Foster reported that a .4 Curriculum Chair assignment will be advertised soon.

4. Planning and Institutional Effectiveness Committee (Dones)
Viability studies were requested by the Library, Learning Center, and Education division and the Aviation, Travel, and Hospitality division. A joint committee meeting will be held in June.

b. The PIE committee selected a sub work group to look at evaluation of the PIE process from this semester.

c. An LACCD IES was held meeting yesterday (April 22) to evaluate the system.

d. MOTION – Accept the PIE Committee’s report.  

5. Division Name Change (Aguiar)
   a. The Aviation, Travel, and Hospitality division wants to change its name to Applied Technology.
   b. A. Aguiar listed other colleges who use the Applied Technologies title.
   c. She also addressed the idea that the Travel and Hospitality discipline may not obviously fit into “Applied Technology”
   d. One senator recommended that she include division realignment in the motion or add Travel and Hospitality to the name.
   e. A. Foster moved to table the motion until the next Senate meeting, May 14.

6. Technology Report -- No report -- (Butler)

7. Educational Policies and Standards Committee -- no report -- Draft EMP

8. Student Success/ATD Report -- (C. Norris)
   a. C. Norris encouraged Senators to read the April edition of ATDetails.
   b. West’s Annual Reflection is due to ATD on May 15. The Student Success Committee/ATD Core Team will work on that document at its May 1 meeting. Then, the document will come to the Senate for approval at the May 14th meeting.
   c. She announced the upcoming Fall 2013 Semester Kickoff, scheduled for August 23.
   d. She announced the Spring Happy Hour scheduled for May 30.
   e. She encouraged Senators to attend Diego Navarro’s Tech Fair keynote address on Thursday, April 25.

9. FPIP -- (L. Kamibayashi)
   a. The Committee’s next meeting is tomorrow (April 24) at 3:30. The Committee will working on revising its policy.
   b. A question was asked about the criteria to rank applications. These criteria will be discussed as they review the policy.
   c. The Math division suggested that the policy should take into account who was next on the list in the previous year. Faculty members had the primary responsibility for ranking positions with the vertical list. The FPIP Committee could turn the 3-category list into a vertical list and submit it that way to the Senate and to the president.
   d. ACTION – MOTION: To accept the FPIP Prioritized List of Faculty MSP

10. Commencement Committee (Bakeer)
    a. The committee discussed facilities, traffic flow, revising fall graduation list, honors chords, graduation reception, president’s reception, which will be held in GC130, music, sound, ceremony, etc.
    b. The Committee also discussed recruiting faculty members to be marshals and selecting a bearer of the mace.
    c. One senator expressed concern that SSB is still open the day of commencement, so having the reception in front of SSB might be a problem.
    d. One faculty member suggested keeping track of how many faculty members participate in commencement as engagement data.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

1. Divisional reports at Academic Senate meetings – Library, Learning Skills, Education
2. Discipline Input Group May 3rd TMC
3. PBI/LEARN presentation May 28 meeting
4. Resolutions for retirees
5. Child Development department and Pacific Oaks collaboration information item for discussion
6. FA/Humanities Division hosting Molly Burns to speak in connection with art careers 12:30-3:00 tomorrow, April 24.
7. Tomorrow, April 24 is denim day.
8. Next Transfer Committee meeting Thursday, May 16 at 1:00.
9. One senator raised the fact that students sit on the stairs between CE and HLRC as a safety issue. Sheriffs claim to have been discouraged from too much policing of that area.
   a. One faculty member suggested that faculty members take responsibility for asking students not to sit on stairs.
   b. Perhaps we need more seats and tables in the area. A. Foster said she would take the issue to work environment and/or facilities committee.

ADJOURNMENT – 2:45pm
Next meeting: May 14

Respectfully submitted,
Clare Norris