



1 **West Los Angeles College**
 2 Meeting of the Academic Senate
 3 Approved Minutes
 4 April 9, 2013
 5 Winlock Lounge

6
 7 **Present:** President, Foster, Adrienne; Vice President, Chow, Judy; Secretary, Norris, Clare;
 8 Treasurer, Simone, Yvonne; Senator at Large, Lin, Ken; Senator at Large, Blustein, Bonnie;
 9 Allied Health, Dones, Carmen; District Senator, Young, Helen; Senator-At-Large, Samilton,
 10 Jawell; Business, Harris, Lartee; Senator at Large, Leonard, Fran; Humanities & Fine Arts,
 11 Sweeney, Joyce; District Senator, Bakeer, Kenyatta; Health/PE, Smith, Melinda; Social and
 12 Behavioral Sciences & District Senator, Barragan, Norma; Language Arts, Bailey-Hofmann,
 13 Holly; Aviation, Travel, and Hospitality, Moy, Jack; Computer Science, Chiang, Anna;

14
 15 **Absent:** Senator-at-Large, Boutry, Katherine; Library & Learning Resources & Counseling,
 16 Narez-Acosta, Alma; Senator at Large, Butler, Marcus; Senator-at-Large, de Bord, Sue; Adjunct
 17 Faculty Senator, Taira, Kenneth; Science, Bahta, Abraha;

18
 19 **Guests:** College President, Nabil Abu-Ghazaleh; Hunter, Casey, Counseling; Triviso, Rudy,
 20 Aviation; Friedman, Judith Ann, Academic Affairs; Matosic, Todd, SLO Coordinator;
 21 Kamibayashi, Lisa, FPIP Chair; Braxton, Phyllis, Interim VPSS; Taylor, Alice, Accreditation
 22 Faculty Chair

23
 24 **Meeting Called to Order at 12:52.**

25
 26 **I. ORGANIZATIONAL ITEMS**

- 27 a. Confirmation of the agenda
 - 28 1.A. Foster was asked to remove Item #4 College Hour from the agenda
 - 29 2. ATD/Student Success will report,
 - 30 3.Add the two emergency motions to the agenda
 - 31 4.Add curriculum action item,
 - 32 5.Add a brief response to the professional development item brought up at the last
 33 meeting **MSP as amended**
- 34 b. March 26 minutes approved as presented. **MSP**

35
 36 **II. ADMINISTRATION REPORT (N. Abu-Ghazaleh)**

- 37 a. A week from today the accreditation visiting team will arrive. The college still
 38 does not have much information about the visit.
- 39 b. Conversations are happening about the new Student Success Scorecard. Some are
 40 saying it is “the first of its kind.” President Abu-Ghazaleh expressed that the data
 41 presented on the scorecard warrants an explanation.
- 42 c. The District Budget Committee has been talking about budget allocation. A vote
 43 is coming up where a college’s population served will impact budget allocation.
 44 This would not serve West well because many in our service area have access to
 45 educational resources.

46
 47 **III. PUBLIC SPEAKERS:** Speakers may speak no more than 2 minutes per speaker on any
 48 agenda item not yet discussed. NONE

1
2 **IV. ASO (Brown)**
3

- 4 a. ASO elections will happen April 29 and 30.
5 b. ASO is involved in the following upcoming events: May poster showcase, mayoral
6 event, Asian Pacific Islander event on May 17. The new student newsletter is still going.
7

8 **V. OFFICERS' REPORTS**

- 9 a. Adrienne Foster – President
10 1.A. Foster reminded senators of the required 80% TMC compliance by June
11 2013.
12 2.She also reminded the senators that syllabi need to be submitted. Let's get them
13 in before the visit next week. Many senators reported having submitted syllabi
14 and then getting emails saying they had not been submitted. The Senate
15 leadership will work with academic affairs to get a system in place to avoid this
16 duplication.
17 3.A. Foster introduced Phyllis Braxton, West's new acting Interim VP of Student
18 Services.
19
20 b. Judy Chow – Vice President (No report)
21 c. Yvonne Simone – Treasurer (No Report)
22 1.Thanks to the math department faculty members for their \$275 donation toward
23 Senate scholarships. She reminded Child Development and Counseling of their
24 commitmnet
25 d. Clare Norris - Secretary (No Report)
26

27 **VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION**
28

29 Mathematics (Bluestein)

- 30 i. B. Bluestein shared a PowerPoint presentation that included instructor
31 information, student success data, student success issues, district
32 discussions, West's new algebra pathway (Math 123A,B, and C), and
33 math degrees
34 ii. A question was asked about how class size affects success levels. West is
35 an outlier. A 60-student cap is unusually high for math classes. The effect
36 on success rates is difficult to measure because of the many variables.
37
38 1. Motion to add FPIP to agenda **MSP**
39 2. Student Learning Outcomes Committee – report – information (Matosic)
40 a. Every course being offered at West now has at least one SLO.
41 b. As a next step, more courses will need more than one SLO that align with all course
42 objectives.
43 c. One senator said that it would have been nice for faculty to have been told to write
44 more than one SLO per course from the beginning of this process.
45 d. Addenda have not been inputted into the ECD, so if faculty members are looking for
46 the course SLOs, they must check the SLO web site.
47 e. After the college's commitment last semester, 400 courses needed to be assessed.
48 137 have been assessed so far. T. Matosic encouraged chairs to push their faculty
49 members to assess their course SLOs from last semester.

- 1 f. Division meetings are good times to work on the Assessment.
- 2 g. He listed the three SLO leaders on campus.
- 3 h. Many programs have been mapped.
- 4 i. He announced this Friday's SLO Symposium.
- 5 3. Curriculum Committee –report (J. Chow) – report
- 6
- 7 e. **MOTION** Approve the streamlined form to replace the three forms for course outline
- 8 addenda.
- 9 f. J. Chow reminded senators that the admissions office will be enforcing prerequisites and
- 10 co-requisites starting Fall 2013.
- 11 g. One senator reminded others that for disciplines that will be enforcing prerequisites
- 12 newly, they will need to have a prerequisite challenge process in place.
- 13
- 14 4. Accreditation Report (A. Taylor)
- 15 a. A. Taylor followed up on N. Abu-Ghazaleh's report that the team is coming next
- 16 week for the follow-up visit.
- 17 b. She also listed key issues that the team is likely to request.
- 18 c. West will send a final update to the team on Friday, April 12.
- 19 d. She reminded the senators that the Academic Senate decided that the assessment
- 20 process could be completed within one academic year.
- 21 e. A. Foster asked about the possibility of distributing a handout to ensure that members
- 22 of the college community are informed and updated.
- 23
- 24 5. Planning and Institutional Effectiveness Committee – No report
- 25 a. Meeting tomorrow at 1:00
- 26 b. The committee is looking for a faculty co-chair.
- 27 c. The committee will look at the new Student Success Scorecard
- 28 d. Emergency **MOTION**
- 29 i. The Educational Policies and Standards Committee of the Academic Senate
- 30 in conjunction with the Planning and Institutional Effectiveness Committee
- 31 will create a revised Educational Master Plan that encompasses Student
- 32 Services and guides all planning.
- 33 e. One senator asked about resource and program development and its relationship to
- 34 planning.
- 35 f. Another senator asked about whether the college can just connect the existing plans
- 36 rather than rewriting the plans.
- 37 g. AFT and senate leadership formed this motion after yesterday's accreditation
- 38 meeting.
- 39 h. This is an opportunity to incorporate grants and resource development.
- 40 i. The Ed Master plan is an academic and professional matter, so the academic senate
- 41 should maintain a leadership role in its revision.
- 42 The Educational Policies and Standards Committee of the Academic Senate in
- 43 conjunction with the Planning and Institutional Effectiveness Committee will create a
- 44 revised Educational Master Plan that encompasses Student Services and guides all
- 45 planning. **MSP**
- 46 6. Technology Report--No report --(Butler)
- 47 7. Educational Policies and Standards Committee –no report – Draft EMP
- 48 8. Student Success/ATD Report –(C. Norris)
- 49 a. C. Norris reported that *ATDetails* newsletter will be out tomorrow and that West's
- 50 ATD coaches would be on campus Wednesday and Thursday April 10 and 11. One
- 51 of the items on the coach visit agenda is to work on the upcoming Year-End
- 52 Reflection due to be submitted to ATD by May 15. She distributed copies of the
- 53 Reflection for Senators to look over and offer feedback.



- b. C. Norris reminded the Senate that Diego Navarro will be on campus on Thursday, April 25 to speak at 1:00pm and answer questions about the Experiential Learning Institute to be offered at West June 10-14 and the ACE program.
- c. C. Norris expressed concern about a change in the way instructors can communicate with their students. The LACCD Instructor System switched from using students’ personal email addresses to using LACCD email addresses mid-semester without warning instructors.
- d. H. Young offered to send information to faculty including the tutorial explaining how students can automatically forward their LACCD emails to their personal email accounts.

9. Professional Growth (Y. Simone)

- a. Y. Simone distributed a handout – copy from the AFT contract that describes the membership on the Professional development committee and how the amount of money each college is allocated is determined.

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

11. FPIP – (L. Kamibayashi)

- a. L. Kamibayashi distributed the FPIP prioritization list.
- b. The Senate will vote on the list at the next meeting.
- c. The committee is meeting to evaluate process at the end of this month and will bring its revised policy to the Senate.
- d. One senator suggested that we might incorporate the list from the previous year into the next cycle. L. Kamibayashi said that could be added to the selection criteria.
- e. The FON now is at seven.
- f. Other colleges have already started hiring.
- g. Emergency **MOTION**
 - i. According to Article 32.3G of the AFT Faculty Guild Contract, it states that “a college shall establish a faculty position hiring prioritization committee equivalent under: 1)the auspices of its Academic Senate; or 2) its shared governance Committee with the consent of its Academic Senate to recommend hiring prioritization for tenure track faculty positions and temporary replacement faculty positions. AFT representation shall be included. It is therefore recommended that the FPIP Committee become a standing committee of the Academic Senate.
 - ii. Friendly amendment – “as of April 9, 2013.” **MSP**

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

- 1. Divisional reports at Academic Senate meetings – Counseling
- 2. Student Wellness Fair tomorrow 10:00am-2:00pm
- 3. Mental health symposium 10:00am-3:30pm
- 4. Discipline Input Group May 3rd TMC

ADJOURNMENT – 2:45pm

Next meeting: April 23

**Respectfully submitted,
Clare Norris**