West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
May 14, 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, de Bord, Sue; District Senator, Bakeer,
Kenyatta; Science, Bahta, Abraha; Computer Science, Chiang, Anna; Language Arts, Bailey-
Hofmann, Holly; Business, Harris, Lartee;

Absent: Senator-at-Large, Boutry, Katherine; Library & Learning Resources & Counseling,
Narez-Acosta, Alma; Adjunct Faculty Senator, Taira, Kenneth; Senator at Large, Butler, Marcus;

Guests: College President, Nabil Abu-Ghazaleh; Hunter, Casey, Counseling; Triviso, Rudy,
Aviation; Taylor, Alice, Accreditation Faculty Chair; Porter, Arnita, Adjunct Assistant Prof.
Business/Real Estate; Brown, Gabriel, ASO; Rouzan, Sherron, Counseling Chair; Evans,
Elizabeth, Child Development Vice-Chair;

Meeting Called to Order at 12:52.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      1. Move Facilities Committee report to be part of the administration report.
      2. Add adjunct rep to special election Noticed Motion
      3. Add chancellor selection committee composition as an issue to the agenda
         MSP as amended
   b. April 23 minutes approved as presented.
      MSP

II. ADMINISTRATION REPORT (N. Abu-Ghazaleh)
   a. N. Abu-Ghazaleh reported that he got a letter from accrediting commission
      inviting him to visit their meeting between June 5 and 7. He will go for the five-
      minute presentation to follow verbally on the written follow-up report.
   b. He has discussed faculty hiring list with VPs and Senate president. He listed the
      ten positions selected: Child Development program director, Aviation, Math
      (STEM), Biology, Dental Hygiene, General Counselor, Library Science, Allied
      Health, and Child Development all on top of the Learning Skills math position.
      He has sent a name to the District for that position. There have been three or four
      late retirements, which the college will have to address next year.
      West may not fill all ten positions, so he may add an eleventh position, Math
      basic skills.
   c. Governor’s May Revise – The state has somewhere between $50 and 100 million
      budget surplus, which will allow for a cost of living increase and enrollment
growth (restoring access). Addressing the issue of California adult education is being postponed for more study.

d. Construction planning – West has a greater need for computer labs than for classrooms or other types of spaces. In 2011, the college agreed on a plan; however, the original TLC doesn’t work well for computer labs. With its current design, the computer labs would be long and narrow. We can accommodate our needs better with a redesigned, smaller building and with extensive cross-campus remodeling. The administrative suite, initially planned for the TLC 7th floor, can be fit into remodeled space. The critical functions are computer labs and division offices. He outlined the two options available with our current budget, but he stressed that to him, Option I is not really an option. Watson 3, 4th floor HLRC remodel, CE building remodel, new HLRC elevators, MSA remodel (floor 1), and SC remodel are all included in Option II. He acknowledged the cost of not building the TLC as designed. We would lose the money spent on the initial design along with contractor costs, but with that TLC we would have rooms we could not use as computer labs. Option 2 maintains some flexibility. We will explore the options within that option. If the college decides on Option 2, architects will conduct a detailed cost analysis.

Discussion: One senator asked how architects will do a cost analysis without our final, detailed decisions. They will spend more time estimating the cost. These concerns have been expressed: Space should be identified for computer science and business division offices. One proposed remodel of classrooms in first floor MSA will eliminate some of the MSA building’s most heavily-used rooms.

One senator observed that external forces have already precluded the possibility of building the TLC as designed and requested that all revised proposals clearly communicate what is lost as well as what is gained. Also, costs of remodeling should be made clear.

The next Facilities Committee meeting is Monday, May 20 at 3:15pm. A. Foster encouraged stakeholders to attend that meeting.

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

a. Sherron Rouzan announced today’s EAP workshop on suicide prevention. Through EAP the college has offered workshops on depression and veterans and PTSD. The largest number of veterans in the nation are projected to return to California. They are likely to continue their education in community colleges.

b. Student services is unable to participate in the Fall Semester Kickoff on its currently scheduled date of August 23, 2013. Unfortunately, having the Kickoff the Friday before the semester begins, prevents student services faculty and staff members from participating.

IV. ASO (Brown)

a. A new full ASO cabinet has been elected.

b. West’s student trustee candidate is polling well.

c. ASO conducted a Ronald McDonald “Change Things” fundraiser and collected over $200.
d. ASO is supporting the Asian Pacific Islander Heritage month event in collaboration with history professor, G. Chee.
e. ASO is also working with H. Bailey-Hofmann on the upcoming student Showcase.
f. Finals Frenzy is coming next with food and other activities to help students manage their final exam load.

V. OFFICERS’ REPORTS
a. Adrienne Foster – President – A. Foster recognized newly tenured faculty members. Selection committees will happen in the summer. She requested senate representatives for the committees. Each position must be posted for six weeks. A discussion ensued about the posting of faculty positions. Retiree recognition planning will happen after this meeting. The next Senate meeting will be held on the HLRC fourth floor. We will look for a new venue for Senate meetings next year.

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

Library and Learning Center (Lin and deBord)

i. S. deBord shared a PowerPoint presentation introducing Learning Center faculty, staff, and services. Their presentation included video footage of students talking about the Center’s services. A question was asked about summer hours for the Center. There will be a partial staff in the Center including reading and writing tutoring. They have reestablished online tutoring set it up through the Etudes platform.

ii. K. Lin showed the 24-hour research help, and a question was asked about student use of this service. He also demonstrated the ebrary research option, downloadable audio books, and other research resources. Campus wifi allows wireless printing in the library or learning center for 15 cents black and white copies and 50 cents for color.

I. Curriculum Committee (Chow)

a. The DAS voted in a new academic standards policy. Academic renewal will happen on an annual cycle instead of a two-year cycle.

b. Noticed Motion: The SLO committee recommends that the SLO assessment dialogue take place as part of regular division reports to the Academic Senate to highlight specific discussion and examples of SLO assessment and changes as a result of assessment.

c. Motion: Approve the report of the Curriculum Committee from its April 29 meeting. 

   i. A senator requested a separate category and description of new courses included in the Curriculum Committee’s reports.

d. Noticed Motion: The Senate Executive Committee approved TMC courses and TMCs during the summer 2013 on behalf of the Academic Senate Curriculum Committee.

2. Student Success/ATD Core Team (Norris)
a. H. Bailey-Hofmann showed the long list of (approximately 350) 2013 Showcase participants. Next year the Showcase team will work to accommodate different media.

b. **ACTION: MOTION:** Approve West’s ATD Annual Reflections as submitted by the Student Success Committee/ATD Core Team for submission to ATD as evidence of West’s Student Success Efforts and their progress.

   C. Norris shared the input she got on the draft Reflection since she sent out a version on May 13.

   **AMENDED MOTION:** Approve West’s ATD Annual Reflections as submitted by the Student Success Committee/ATD Core Team, May 14, 2013 for submission to ATD as evidence of West’s Student Success Efforts and their progress.  

   MSP

c. **NOTICED MOTION:** That West hold a Spring Professional Development Day in line with our annual fall Flex Day starting Spring 2014.

   C. Norris shared that the Student Success Committee has been discussing a variety of professional development ideas to promote student success. Many other campuses hold a professional development day in the Spring semester. Since the college conducts two major professional development events in the fall semester, the Committee felt that a spring event would be a great addition.

d. C. Norris also addressed S. Rouzan’s concern about West’s Fall 2013 Kickoff date. She stated that the Student Success Committee did discuss the issue of the Kickoff date at its last meeting and acknowledged that the Friday before classes start is a busy time for Student Services faculty and staff. In the student survey evaluating the Kickoff, students requested more participation from instructional faculty, and the Committee supposed that instructional faculty would be more available closer to the start of the semester rather than one or two weeks earlier.

e. C. Norris shared that in the initial planning of the Kickoff event the availability of Student Services faculty and staff members was recognized, especially by the counselors present, but the initial planning group intended the event as an opportunity for instructional faculty to interact with students in a new way.

f. It was recommended that the intent of the Kickoff be clarified to the college.

   g. One senator recommended that faculty members be surveyed to see what date would work best for them.

3. **Elections**

   a. **Elections – NOTICED MOTION:** That a special election take place for vacated positions of Senate Treasurer, Senator-at-Large, and Adjunct Senator with names accepted at the May 28, 2013 meeting and voting at Fall 2013 Flex Day.

4. **Division Name change – MOTION:** To recommend that Aviation, Travel, and Hospitality Division name be changed to Applied Technology (A. Aguiar)

   a. One question was raised about whether we want to subsume Aviation into “Applied Technology”.

   b. The concern was also raised that Aviation, Travel, and Hospitality is not an “appropriate” combination.

   c. One response was that division alignment is a separate issue. This change is in anticipation of program growth.

   d. The question was asked whether the urgency to change the name connected to a search for external support? The advisory board has noted that the college can offer composite certificates and other electronics courses, which will make more sense offered as part of an Applied Technology division.

   e. This change provides a chance to recognize other disciplines outside of Aviation like “motorcycle repair”.  

   MSP; 3 opposed

5. **Academic Rank (Chow)**

   a. **MOTION:** Move to approve the Committee’s report.  

   **MSP**

6. **Accreditation Update (Taylor)**
a. A. Taylor distributed a report and highlighted items important for faculty members to address including the assessment of Student Learning Outcomes and the Student Showcase.
b. The SLO committee has recommended moving from the compressed cycle back to a four-year cycle.

7. Pacific Oaks College (E. Evans)
   a. B. Evans shared that Pacific Oaks College is a local option of an institution that can help West students get their bachelor's degrees in Early Childhood Education. Instruction would happen at West’s campus.
   b. She shared that Pacific Oaks wants to make education accessible, especially to women students interested in Early Childhood Education.
   c. West students would get first priority for the campus program. LACCD students get next priority, and community members get third priority.
   d. A question was asked about the tuition. Students pay less when the cohort is larger.
   e. Pacific Oaks will pay $3000 per semester for the space. Classes will be held Monday and Wednesday nights when the Child Development classroom is available.
   f. One senator praised the Pacific Oaks model and asked whether Pacific Oaks was seeking this partnership to help prevent its closure.
   g. E. Evans assured that was not the case. The recent student walk-outs were in response to philosophical concerns.
   h. **NOTICED MOTION:** Move that West move forward the partnership between Pacific Oaks and West.

8. Commencement (Bakeer)
   a. K. Bakeer reminded faculty members of the Commencement date and the need to order their regalia.
   b. Diane Watson will be West’s speaker.

9. Chancellor selection committee composition (Foster/Blustein)
   a. Only two faculty members are listed as members of the selection committee. There has been some concern raised.
   b. New president of LATTC was a former associate of Antonio Villaraigosa.
   c. **MOTION (Emergency):** West’s Academic Senate go on record as supporting the DAS and its request for proportional faculty membership on the LACCD Chancellor selection committee.
      **MSP unanimous**

10. Professional Development (Simone)
    a. Y. Simone distributed a report and a noticed motion
    b. **NOTICED MOTION:** To approve the revised WLAC Policy for Tuition Reimbursement and Conference Attendance

11. Planning and Institutional Effectiveness Committee (Dones) – No report (postponed)

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

1. Selection Committees for probationary faculty hires
2. PBI/LEARN presentation May 28 meeting

**ADJOURNMENT – 3:04pm**

Next meeting: May 28

Respectfully submitted,

Clare Norris