West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
May 28, 2013
Winlock Lounge

Present: President, Foster, Adrienne; Vice President, Chow, Judy; Secretary, Norris, Clare; Treasurer, Simone, Yvonne; Senator at Large, Lin, Ken; 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; District Senator, Bakeer, Kenyatta; Science, Bahta, Abraha; Computer Science, Chiang, Anna; Language Arts, Bailey-Hofmann, Holly; Business, Harris, Lartee; Senator-at-Large, Boutry, Katherine;

Absent: Library & Learning Resources & Counseling, Narez-Acosta, Alma; Adjunct Faculty Senator, Taira, Kenneth; Senator at Large, Butler, Marcus; Senator at Large, Blustein, Bonnie; Senator-at-Large, de Bord, Sue

Guests: College President, Nabil Abu-Ghazaleh; Triviso, Rudy, Aviation; Taylor, Alice, Accreditation Faculty Chair; Porter, Arnita, Adjunct Assistant Prof. Business/Real Estate; Rouzan, Sherron, Counseling Chair; Kamibayashi, Lisa, FPIP Chair; Matosic, Todd, SLO Coordinator; Alexander, Linda, Communication Studies; Aguiar, Ara, Dean, Academic Affairs; Apigo, Mary-Jo, Dean, Teaching and Learning; Russell, Timothy, Learning Resources; Esmaeli, Farrah, Math

Meeting Called to Order at 1:39PM (following a reception recognizing West’s seven retirees: Yvonne Simone, Vanita Nicholas, Scott Feinerman, Tom Haley, Marty McDonald, Elizabeth Evans, and Judith-Ann Friedman.)

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      1. Move #5, 6, and 13, and add Pacific Oaks motion
         MSP as amended
      b. May 14 minutes approved as presented.          MSP

II. ADMINISTRATION REPORT (N. Abu-Ghazaleh)
   a. N. Abu-Ghazaleh recognized the retirees and thanked everyone for making this a great year from West.

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

IV. ASO (Brown) No report

V. OFFICERS’ REPORTS
   a. Adrienne Foster – President – A. Foster recognized Yvonne Simone for her many years of service to West’s Senate.
   b. Judy Chow – Vice President (No report)
c. Yvonne Simone – Treasurer
   1. Y. Simone read the names of the 4 scholarship recipients.

d. Clare Norris - Secretary (No report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Curriculum Committee (Chow)
   **ACTION: MOTIONS:**
   a. (1) The SLO Committee recommends “SLO assessment dialogue take place as part of regular division reports at Academic Senate to highlight specific discussion and examples of SLO assessment and changes as a result of assessment.”  **MSP**

   b. (2). Recommends that the Academic Senate Executive Committee act on behalf of the Curriculum Committee to approve TMC courses and TMCs between May 29 and the first Curriculum Committee meeting in Fall 2013.  **MSP 1 opposition**

   c. (3). Approve the Curriculum Committee report of course actions (see attached list)  **MSP**

   d. (4) Recommends Jane Witucki as the Curriculum Chair starting July 1, 2013 for three years. – (J. Chow)  **MSP**

2. Student Success/ATD Core Team (Norris)
   a. **MOTION:** That West hold a Spring Professional Development Day in line with our annual fall Flex Day starting Spring 2014.  **MSP 1 opposed**

   Discussion: 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. Questions were raised about whether the Leadership Retreat could be moved to the spring semester in place of a new professional development day. The Committee is recommending an event focusing on faculty professional development, and the Leadership Retreat is a cross-campus activity.

3. Elections
   a. Elections –**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.  **MSP**

   b. Nominations:
      i. Adjunct Faculty Rep       Arnita Porter and Rudy Triviso
      ii. Treasurer              Luis Cordova
      iii. Senator-at-Large      Casey Hunter

4. Accreditation (A. Taylor)
   a. **MOTION:** The Accreditation Steering Committee recommends that the faculty compete SLO assessment for Fall 2012 and Spring 2013 by July 29, 2013. (AFT Faculty Contract Appendix Q List A7. Participate in the SLO Assessment Cycle)  **MSP**

   SLO assessment should not just be for compliance. It should be useful. A. Foster reported that at some LACCD colleges courses are not being offered unless their SLOs have been assessed.
5. Academic Senate Executive Committee **ACTION: MOTION** – Recommends that the Academic Senate Executive Committee act on behalf of the Academic Senate from May 29, 2013 through September 10, 2013.

6. FPIP (Kamibayashi)
   a. **NOTICED MOTION** To approve the revised FPIP Policy.
   b. L. Kamibayashi read the six changes to the process for 2013/2014 academic year identified by the committee.
   c. She requested feedback on the new policy by September 10.
   d. A question was asked about #4, the interview. One senator advocated for the interview process instead of just the written submissions. The committee felt that answers would be more balanced if submitted in writing.

7. Academic Rank (Chow) No report

8. Professional Development (Simone)
   a. **ACTION MOTION**: To approve the revised WLAC Policy for Tuition Reimbursement and Conference Attendance.
   b. Y. Simone highlighted the changes to the policy. **MSP**

9. Academic Senate Constitution and Bylaws
   a. **NOTICED MOTION**: To approve the revised WLAC Academic Senate Constitution and Bylaws.

10. Facilities Committee (Foster)
    a. The committee approved dropping Option 1 and confirmed a version of Option 2.
    b. A question was asked about when the Facilities Committee will have to approve a version of Option 2.

11. Planning and Institutional Effectiveness Committee (Dones)
    a. Program Review, Master Plan, and Scorecard Improvement workgroups have been formed.
    b. The functions of these groups were discussed.
    c. The Committee will bring some revisions to the Senate Executive Committee over the summer.

12. Commencement (Bakeer)
    a. K. Bakeer reported that May 31 is the last walk-through for graduation.
    b. Commencement is at 5:00 on June 4.

13. Resource Development Committee (Foster)
    a. One recommendation going to College Council is that we look at the international student funds and consider supporting that program more heavily. College Council Exec meets Thursday at 3:00.

14. Pacific Oaks College (E. Evans)
    a. **NOTICED MOTION**: Move that West move forward the partnership between the Pacific Oaks and West. **MSP**

15. Distance Education (No report)

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

1. Selection Committees for probationary faculty hires
2. PBI/LEARN presentation September 10 meeting
3. Y. Simone agreed to email out to faculty a list of how West Professional Development funds have been spent.

**ADJOURNMENT – 2:42pm**

Next meeting: September 10

Respectfully submitted,
Clare Norris