West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
September 10, 2013
Winlock Lounge

Present: President, Foster, Adrienne; Vice President, Chow, Judy; Secretary, Norris, Clare;
Senator at Large, Lin, Ken; Allied Health, Dones, Carmen; District Senator, Young, Helen;
Senator at Large, Leonard, Fran; Humanities & Fine Arts, Sweeney, Joyce; Health/PE, Hager,
Rob; Social and Behavioral Sciences & District Senator, Barragan, Norma; Aviation, Travel, and
Hospitality, Moy, Jack; Language Arts, Bailey-Hofmann, Holly; Senator at Large, Blustein,
Bonnie;

Absent: Library & Learning Resources & Counseling, Narez-Acosta, Alma; Adjunct Faculty
Senator, Taira, Kenneth; Senator-at-Large, de Bord, Sue; Senator-At-Large, Samilton, Jawell;
Senator-at-Large, Boultry, Katherine; Business, Harris, Lartee; District Senator, Bakeer,
Kenyatta; Science, Bahta, Abraha; Computer Science, Chiang, Anna;

Guests: College President, Nabil Abu-Ghazaleh; Triviso, Rudy, Aviation; Taylor, Alice,
Accreditation Faculty Chair; Porter, Arnita, Incoming Adjunct Senate Representative; Cordova,
Luis, Incoming Senate Treasurer; Butler, Marcus, CSIT; McDaniel, Raymond, ASO President;
Rouzan, Sherron, Counseling Chair; Kamibayashi, Lisa, FPIP Chair; Matosic, Todd, SLO
Coordinator; Aguuiar, Ara, Dean, Academic Affairs; Apigo, Mary-Jo, Dean, Teaching and
Learning; Tillberg, Rebecca, Research and Planning; Jack Ruebensaal

Meeting Called to Order at 12:51 pm

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      1. The administration report was moved to later in the agenda for N. Abu-
      Ghazaleh’s delayed arrival.
      2. Add part 2 to the facilities noticed motion
      3. Move FPIP up to first academic and professional matters on the agenda
      4. No Budget Committee report.
   b. Agenda as amended
   c. May 28 minutes approved as presented.

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

III. ASO (McDaniel)
   a. Raymond introduced himself as the new ASO president.
   b. Club Rush is scheduled for Sept 24 and 25 on the SSB lawn. The ASO board and
   members want to use jumpers. They are planning a mini pep rally in anticipation of the
   SMC game on Sept 28th. ASO is also working on ways to generate revenue that day.
   c. He is happy with the ASO council and membership.
d. He is proud of the changes made to Welcome Week. He was glad to meet so many students.

e. A question was asked about ASO’s support for women’s sports. He responded by
affirming ASO’s support of all athletics.

f. General council meeting Thursday, September 12 at 2:00.

IV. A. Foster asked everyone in the room to introduce him or herself.

V. OFFICERS’ REPORTS

a. Adrienne Foster – President –
   1. A. Foster announced the DAS Summit on September 20 at Valley College and
      encouraged senators to pay their dues.

b. Judy Chow – Vice President (No report)

c. Clare Norris - Secretary (No report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. FPIP (Kamibayashi)
   a. The FPIP committee will start this week meeting every Wednesday. N. Abu-
      Ghazaleh wants the prioritized list by February in order to expedite this year’s hiring
      process.
   b. A question was asked about retirement. The deadline for retirement submission is
      March 15. This will not affect prioritization. But in the draft application, there is a
      question about “anticipated retirements”.
   c. We must make note of the AFT faculty guild representative on the committee. J.
      Ruebensaal referred to himself as having “termed out” after serving on the committee
      for 20 years.
   d. FPIP Committee – report/noticed action – MOTION: To approve the revised FPIP
      Policy.

2. Curriculum Committee (Witucki)
   a. The SLO Committee will be posting tech review documents online using Google
      Docs instead of meeting in person.
   b. In ECD almost 500 courses are stuck in various in-boxes. Now the college requires
      11 signatures to approve courses. Let’s work to reduce the number of signatures.
      Only four are required by the state.
   c. A concern was raised about the required librarian signature. A recommendation was
      made that a librarian should serve on the committee instead of a required signature.
      Perhaps we should just require four signatures and on a case by case basis consider
      course approval necessities. A discussion ensued about Math 123b.
   d. J. Witucki will send out an email to all faculty with instructions on how to access the
      tech review Google Docs.
   e. Questions were asked about the process and time line for the recommendations. A.
      Foster recommended that this discussion be held at Curriculum Committee.
   f. Next Meeting: September 30 1:00 CE 104
   g. Ara Aguiara was introduced as the new curriculum dean.

3. SLOs (Matosic)
   a. ACTION: NOTICED MOTION: The SLO Committee recommends the approval of the
      new electronic SLO Assessment Tool with the recommended changes.
b. T. Matosic distributed and explained a hard copy of the form to the senators. A
question was asked about the listing of all SLOs for the course on each assessment
form. The form will strengthen the connection between SLOs and Program Review.
We will use the same form for all four phases of the cycle.

c. Fall 2013 starts a new four-year SLO cycle.

4. Student Success/ATD Core Team (Norris)
   a. ACTION: NOTICED MOTION: To make the Student Showcase a sub-committee
      of the Student Success/ATD committee.
   b. C. Norris shared the September edition of the ATDetails newsletter.
   c. Helen Young spoke about the progress being made on Discipline Advising at West
      and in the District. She invited people interested in participating in the Student
      Success Committee work group working on Discipline Advising to contact her.

ADMINISTRATION REPORT (N. Abu-Ghazaleh)
   a. He missed the first week of classes and acknowledged the new hires and the hiring
      process.
   b. He mentioned his comments in response to the FPIP process.
   c. Enrollment has gone as planned. We have added 12% more classes.
   d. They are planning the winter session with the completion agenda in mind.
   e. We are starting the new program review process. The college has done well
      acknowledging and using its processes.
   f. He mentioned changes to campus logistics, particularly closure of B and E streets to
cars.

5. Elections
   a. MOTION: That the Academic Senate elect Luis Cordova, Treasurer; Casey Hunter,
      Senator-at-Large; and Arnita Porter, Adjunct Senator by acclamation.
      i. Elections for next fall. We will need a committee.

6. Facilities (Considine)
   a. Facilities Committee – report/discussion NOTICED MOTION: To accept the
      Proposed Campus Construction Plan – Parts 1 and 2.
   b. Part I is funded, and Part II is not funded, but it needs to be approved to show that we
      would continue campus renovation and construction.
   c. One senator expressed concern that the architect met with the math division faculty
      members to share the plan, and the faculty members made requests of him, but they
      have not heard back.
   d. The Senate is only being asked to approve the footprint of the building, not the
      specific program space. The program space will be up for approval in October.
      Perhaps the motion should be worded to reflect this.
   e. A. Foster recommended that this question from the math division be taken to the
      Facilities Committee meeting.
   f. Next meeting: September 16 3:15pm SSB414.
   g. K. Considine requested that people submit questions to him ahead of time for
efficiency’s sake.

7. Accreditation (A. Taylor)
   a. NOTICED MOTION: Move to have each Academic Senate Committee
      systematically consider the implications of its work for accreditation reporting. The
      Accreditation Steering Committee will provide matrices of standards and guiding
      questions and recommends the inclusion of relevant standards in agendas and
      minutes.
   b. We are preparing for the mid-term report for 2015 where we need to show we can
      maintain the fulfillment of the 2012 recommendations. A. Taylor presented a matrix
      that committees might use to demonstrate their fulfillment of the recommendations.
c. A comment was made about duplication of information in meetings and committee self-evaluation for efficiency.
d. Another comment was made that the accrediting commission has been criticized for not clearly distinguishing and prioritizing recommendations.

8. Planning and Institutional Effectiveness Committee – report – (C. Dones)
a. Program Review kicked off on September 3 using the IES system. R. Tillberg will be holding workshops.
b. C. Dones showed the Ed Master Plan web site.
c. H. Bailey-Hofmann will serve as the co-chair of the workgroup.
d. Next meeting: Wednesday, September 11, 2013.
e. A question was asked about deficiencies of the last Ed Master Plan, which expires in 2014. The goal is to make this a broader based plan, particularly by including Student Services.
f. Program Review is due on October 25.

9. Commencement date – NOTICED MOTION: To have Commencement 2014 on June 10, 2014.

10. WLAC Academic Senate Constitution and By-laws ACTION: NOTICED MOTION: To approve the revised WLAC Academic Senate Constitution and By-laws in November 2013
   a. The one with the tracked changes is the version to be revised.
b. It includes the duties and responsibilities of the Senate Executive Committee.

11. Academic Rank Committee – report (J. Chow)
a. Application posted for Fall is due October 10.

12. Academic Senate Executive Committee – MOTION: To suspend the EPSC for the 2013-14 academic year. The Educational Master Plan Workgroup in conjunction with the PIE Committee will lead the development of the EMP during 2013-14 academic year.
b. Motion withdrawn. The Ed Policies committee will work with the Ed Master Plan Workgroup.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

1. Dance, Health, and PE Division Report next meeting.

2. The issue of thefts on campus needs to be addressed.
   a. Management met last week with sheriffs and facilities to develop strategies to address this issue.
b. Communication has improved between the college and the sheriff.
c. These problems with security might be considered for West’s new construction. Cameras were discussed.

3. Another concern was raised about students using inappropriate language on campus that may be making other students uncomfortable.

4. A discussion ensued about student behavior and security.
   a. Anyone assigned to teach in a classroom can have a key issued for that room.
b. Division chairs holding a stash of backup keys was suggested.

ADJOURNMENT – 2:42pm
Next meeting: September 24

Respectfully submitted,
Clare Norris