West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
September 24, 2013
Winlock Lounge

Present: President, Foster, Adrienne; Secretary, Norris, Clare; Cordova, Luis, Treasurer; Senator at Large, Lin, Ken; 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; Allied Health, Ogami Avila, Joy (alternate) Adjunct Faculty Senator, Taira, Kenneth; Senator-At-Large, Samilton, Jawell; District Senator, Bakeer, Kenyatta; Adjunct Senate Representative, Porter, Arnita;

Absent: Library & Learning Resources & Counseling, Narez-Acosta, Alma; Senator-at-Large, de Bord, Sue; Senator-at-Large, Boutry, Katherine; Business, Harris, Lartee; Science, Bahta, Abraha; Computer Science, Chiang, Anna; Allied Health, Dones, Carmen; Vice President, Chow, Judy

Guests: Triviso, Rudy, Aviation; Taylor, Alice, Accreditation Faculty Chair; McDaniel, Raymond, ASO President; Kamibayashi, Lisa, FPIP Chair; Matosic, Todd, SLO Coordinator; Apigo, Mary-Jo, Dean, Teaching and Learning; Tillberg, Rebecca, Research and Planning; Jack Ruebensaal; Witucki, Jane, Curriculum; Guzman, Edmond, Aviation Tech; Boles, Kay, Hospitality/Travel; Considine, Kevin, MPTP/Facilities Co-Chair; Peterson, Laura, Film Production

Meeting Called to Order at 12: 52pm

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      1. Joy Ogami is present in place of Carmen Dones as Allied Health division rep.
      2. Todd Matosic is present in place of Lartee Harris as the Business division rep.
   b. Agenda approved as amended
   c. September 10 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. ADMINISTRATION REPORT (NONE)

IV. ASO (McDaniel)
   a. Raymond repeatedly thanked the Senate for its support of Club Rush, which changed formats this year.
   b. He expressed concern about a situation with a club advisor that upset several students.

V. OFFICERS’ REPORTS
   a. Adrienne Foster – President – (No report)
b. Judy Chow – Vice President (No report)
c. Clare Norris - Secretary (No report)
d. Luis Cordova - Treasurer
   1. He will be calling faculty members to pay dues.
   2. One suggestion was made to rebrand the dues as a “scholarship fund”.
   3. A discussion ensued about the function of Senate dues. They are used to pay $300 to the DAS which, in turn, supports each college’s academic Senate with $2500.

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. FPIP (Kamibayashi)
   a. The FPIP application deadline is October 25 at 5:00pm. Program Review and FPIP application process are concurrent. They will offer an application workshop on Wednesday, October 3 in HLRC 218.

2. Curriculum Committee (Witucki)
   a. LACCD will no longer approve any stand-alone courses starting at the end of this year.
   b. The Curriculum Committee meets next Monday, September 30 and will discuss possibly decreasing the number of signatures needed for a course to be approved.
   c. NOTICED MOTION: The Academic Senate approves the change in number and order of signatures needed to approve a course outline of record in ECD, as approved by the Curriculum Committee.
   d. A question was asked about creating a course that fits into a TMC.

3. SLOs (Matosic)
   a. ACTION: MOTION: The SLO Committee recommends the approval of the new electronic SLO Assessment Tool with the recommended changes. MSP 1 Abstain/Present
   b. T. Matosic reminded the Senate of the SLO assessment tool that he emailed last week and showed at the last Senate meeting.
   c. This tool will help with collecting data and generating reports.
   d. A. Foster explained that she met with Olga Shewfelt who will be sending a reminder about all faculty members’ contractual obligation to assess SLOs.
   e. A question was asked about access to the attachments like tests and assessments.
   f. Another question was asked about how this new form compares to what other colleges are using. M. Apigo and T. Matosic assured the senators that it is similar but shorter than its last iteration at West. All of the same cells and content are used by all the LACCD colleges.
   g. The point was made that not all examination questions need to be included in the assessment.
   h. LACCD colleges are at different levels of assessment, and one is reporting that at East some disciplines have developed uniform rubrics.
   i. Eventually, the District may develop more district-wide documents.

4. Student Success/ATD Core Team (Norris)
   a. ACTION: MOTION: To make the Student Showcase Committee a sub-committee of the Student Success/ATD committee. MSP

5. Facilities (Considine)
   a. Facilities Committee – report/discussion MOTION: To accept the Proposed Campus Construction Plan – Parts 1 and 2 with the caveat that programming will occur in consultation with the stakeholders concerned. MSP 1 Objection
b. A. Foster reminded the Senate that this motion is only being used to approve the
“footprint” of the construction project.
c. One Senator responded that Nabil disagreed with the characterization of this plan as a
“footprint”. The Senate is voting on the proposal.
d. The resolution passed by the AFT was to recommend adopting option 2 “with the
caveat that programming will occur in consultation with the stakeholders concerned.”
e. Some senators still felt the motion was not clear about how much the programming
of the space would still be up for negotiation if the motion passed.
f. The Senators were reminded that during this process, the college pays $90,000 per
month to the consultants.
g. Another Senator used the building of the GC building as an example, and implored
the concerned faculty members to be active participants in this process.
h. The facilities committee chair said that this motion would allow the college to go
forth with the planning and construction, but the consultants will have to meet with
the stakeholders in terms of design.

6. Accreditation (A. Taylor)
a. **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. **MSP**
b. We are preparing for the mid-term report for Spring 2015 and for the possibility of
another full self-study in Fall 2015.
c. A. Taylor listed options for operationalization: filling out forms, accreditation
committee educates each committee on best practices.

7. Planning and Institutional Effectiveness Committee – no report – (C. Dones)

8. District Academic Senate (Young)
a. Board Rule 8603 priority registration. The DAS voted in favor of the motion.
b. A District-Wide content management system was introduced.
c. College constitutions and by-laws should be up-to-date.
d. Equivalency issues were discussed
e. The faculty advising proposal was a DAS informational item and, the president asked
that it go back to the campuses for feedback and implementation.
f. The process for next steps is not clear.

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

10. Budget Committee – Next meeting Thursday, September 26 2:30pm SSB 414.

11. WLAC Academic Senate Constitution and By-laws (A. Foster)
a. The constitution will be sent out the Senators again.

12. Academic Rank Committee – no report (J. Chow)

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

1. Dance, Health, and PE Division Report next meeting.
2. Area C Meeting October 19 for full discussion of the resolutions
3. Accreditation Institute on October 7 in La Jolla

ADJOURNMENT – 2:08pm
Next meeting: October 8

Respectfully submitted,
Clare Norris