West Los Angeles College  
Meeting of the Academic Senate  
Approved Minutes  
November 26, 2013  
Winlock Lounge

Present: President, Foster, Adrienne; Secretary, Norris, Clare; Senator at Large, Lin, Ken;  
Humanities & Fine Arts, Sweeney, Joyce; Aviation, Travel, and Hospitality, Moy, Jack;  
Language Arts, Alexander, Linda; Senator at Large, Blustein, Bonnie; Senator-At-Large, Samilton, Jawell; District Senator, Bakeer, Kenyatta; Adjunct Senate Representative, Porter, Arnita; Senator-at-Large, Hunter, Casey; Science, Bahta, Abraha; Adjunct Faculty Senator, Taira, Kenneth; Social and Behavioral Sciences & District Senator, Barragan, Norma; Business, Harris, Lartee; Allied Health, Dones, Carmen

Absent: Vice President, Chow, Judy; Cordova, Luis, Treasurer; Senator-at-Large, Boutry, Katherine; Senator-at-Large, de Bord, Sue; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Health/PE, Hager, Rob; District Senator, Young, Helen; Computer Science, Chiang, Anna; Senator at Large, Leonard, Fran;

Guests: Triviso, Rudy, Aviation; Taylor, Alice, Accreditation Faculty Chair; Boghos, Yervant, Allied Health; Banday, Patricia, SS&SP Coordinator; Witucki, Jane, Curriculum Chair; Trujillo, Susan, Librarian; Butler, Marcus, CSIT; Allied Health, Joy Ogami-Avila; Martinez, Adriana, Articulation; Braxton, Phyllis, Interim VPSS; Kecken, Scott, Teaching and Learning; Kamibayashi, Lisa, FPIP; Aguiar, Ara, Curriculum Dean; Kami, Al, CSIT; Coleman, Jason, Travel/Foundation President;

Meeting Called to Order at 12: 57pm

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      1. Addition of the Foundation president to the agenda
      2. No Enrollment Management Committee report
      3. A. Aguiar will give the articulation update with A. Martinez
   b. Agenda approved as amended
   c. Confirmation of the minutes.  
      November 12 minutes approved as presented.

II. Foundation Greeting - Jason Coleman, Foundation President
   a. J. Coleman introduced himself and said that he is not new to West. He was a student in the Travel discipline about ten years ago.
   b. He wants to raise the profile of the foundation and the college and increase outreach to the community.
   c. He also wants to revive internal grant process with opportunities for faculty members to apply for funding.
   d. The plan is to add staff to the foundation and enhance the scholarship program and move the process online.
   e. The foundation wants to engage the college and increase alumni involvement.
   f. They are planning a 5 and 10K race on campus in June as a fundraiser.
g. Foundation meetings are public and typically meet the second or third Thursday of the month from 6:15-8pm. The agendas include a public comment period. The next meeting is December 12.

h. The board has eight members. The majority of the members’ interests are in scholarships, so they plan to form a scholarship committee. The board is looking to bring more community members on board for increased fundraising.

II. ADMINISTRATION REPORT (Braxton)

a. President Abu-Ghazaleh could not make the meeting.

b. P. Braxton reported that the president is looking to strengthen student success efforts on campus. She talked about the Leadership Retreat and the student panel. Some concerns were raised about the students on the panel only representing the “model” student. President Abu-Ghazaleh wants to address the question of how the college can help non-model students.

c. P. Braxton also reported that the ATD Coach visit occurred last week. The Student Success Committee will be addressing whether the college will continue as a part of ATD.

d. The president’s priority is to increase full time student enrollment and their progress to completion.

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

IV. Allied Health Division Report

a. C. Dones introduced Joy Ogami who used a PowerPoint presentation to share the division’s SLO assessment process. She shared the assessment calendar and showed how the division uses Google Drive to share SLO documents and forms.

b. She showed a sample assessment form and a sample student assignment.

c. The point was made that faculty members who administer exams on Etudes or other ways are vulnerable to students sharing exams.

d. The assessment cycle was discussed. The Allied Health division members have made a lot of changes to the courses based on the dialog. Allied health division programs are subject to outside accreditors who required objective assessment. The form was called “End of course evaluation” and now the division has modified it to fit into the college’s SLO requirements.

V. ASO (McDaniel) No Report

VI. OFFICERS’ REPORTS

a. Adrienne Foster – President
   1. The West LA facilities plan was accepted at last week’s board meeting. She encouraged faculty members to attend board meetings.

b. Judy Chow – Vice President (No report)

c. Luis Cordova – Treasurer (No report)

d. Clare Norris – Secretary (No report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Curriculum Committee (Witucki)
   a. MOTION: Approve curriculum committee report from the November 25, 2013 meeting.  
      MSP
2. Student Success/ATD Core Team (Norris)
   a. C. Norris distributed the November edition of the ATDetails newsletter.
   b. She called the senators’ attention to the piece written by a West student on page 2 of
      the newsletter and the flier for West’s second annual Holiday Happy Hour.
   c. The Student Success Committee/ATD Core Team meets next Wednesday, December
      4 at 2:30 in GC210K and the group will look at the Student Success Scorecard,
      Supplemental Instruction, and what is next for ATD at West.

3. Spring Flex Day (Norris)
   a. The Student Success Committee will also discuss at its next meeting West’s first
      Spring Professional Development Day.

4. Student Success and Support Programs: West Expressway (P. Banday & S. Kecken)
   a. P. Banday distributed some handouts listing workshops being offered as part of West
      Expressway and announcing the Expressway.
   b. S. Kecken described the team as being in Phase II in the development of West
      Expressway. The push is for students to go through orientation and get SEPs.
   c. The cards will be distributed to students when they register to invite them to go onto
      the Expressway.
   d. P. Banday shared a PowerPoint presentation listing priorities and actions of the
      Expressway development. Priority registration is the incentive for students to
      participate.
   e. The SS&SP team is making daily contacts with students.
   f. P. Banday is sitting on the Discipline Advising workgroup.
   g. S. Kecken showed the West Expressway portal from the West website. He talked
      about the branding of the Expressway and showed video features on the portal and
      the modules including Financial Aid, Planning, Assessment Prep, Practice, and
      Student Ed Plan.
   h. Over 700 students have participated in Expressway. 350 students have done SEPs.
   i. A question was asked about how developmental students respond to the Expressway
      portal. P. Banday invited faculty members to offer resources for the Expressway.
   j. Reports can be generated to monitor student progress.
   k. A question was asked about students being encouraged to take English and math
      classes first. The suggestion was made that there may be a need to offer more
      English and math classes or a plan B option for students who cannot get into English
      and math classes in their first semester.
   l. There was a commendation of the Expressway on the data collection and the
      inclusion of certificates.
   m. A question was asked about division faculty members producing their own videos for
      the Expressway.
   n. A question was asked about whether the college has enough counselors to support the
      students working on this portal. Support was offered for a well-staffed, active
      counseling division.
   o. The next version of the Expressway will link to the active course list.
   p. Next meeting will be the third Thursday in the month: January 16. All are invited to
      attend. A. Foster encouraged faculty members to attend.
   q. P. Banday closed by sharing that LACCD has not made any decisions about
      matriculation services and how to align colleges.

5. FPIP (Kamibayashi)
   a. She emailed the list out just before the meeting. She described the process of settling
      on the list.
   b. FPIP Policy changes are made in the spring semester.
   c. The Committee will make recommendations for the matrix to the Senate.
   d. **NOTICED MOTION:** Accept the report from the FPIP Committee.

6. Ed Master Plan (Bailey-Hofmann)
a. H. Bailey-Hofmann expressed her gratitude for working with great people.
b. She distributed the Ed Master Plan newsletter.
c. The Workgroup has been and will be soliciting college feedback.
d. She mentioned the special February Leadership Retreat.
e. There was discussion about how the updated plan will be different from the last plan.
   H. Bailey-Hofmann talked about the interest in integrating Student Services into the updated plan.
f. EMP workgroup will hold a Strategic Directions retreat in January.
g. A question was asked about whether the group is making comparisons in its research.
h. A. Taylor presented H. Bailey Hofmann with a prize in response to her giving of prizes for workgroup members completing homework assignments.

7. Accreditation (A. Taylor)
   a. Alice Taylor shared the Accreditation Timeline and updated the Senate on changes.
   b. A complete draft of the midterm report should be ready next semester.
   c. The accreditation steering committee meets on the second Monday of each month.

8. Planning and Institutional Effectiveness (C. Dones)
   a. C. Dones distributed a program review table reporting the progress made on Program Review. December 2 is the deadline to resubmit rejected Program Reviews.

9. Budget (No report)

10. Academic Rank (Lin)
   a. 17 full time applications for rank increase were approved and 9 adjunct applications were approved.

11. Transfer (No report)

12. Enrollment Management (No report)

13. Curriculum (Aguiar/Martinez)
   a. Articulation
      i. Courses have been submitted for UC and CSU transferability.
      ii. A question was asked about whether West has articulation agreements with for-profit online schools. A. Martinez responded that these are typically one-way agreements. Before developing articulation agreements, West looks at colleges’ accreditation.
   b. ADT (Formerly known as TMC)
      i. A. Aguiar distributed a West Compliance Status report. The college has committed to be at 80% compliance Fall 2013 and 100% compliance Fall 2014.
      ii. Some colleges are over 100% in compliance. West has an opportunity to do that by adding Art History and Studio Arts AA-T degrees. The ADT goals are self-imposed.
      iii. A question was asked about who will make the decision about the ATDs. A. Foster recommended that this item of ADTs go on the Curriculum Committee agenda.
      iv. TMC applications are equivalent to ADTs.
      v. Priority CSU enrollment is supposed to be given to students who complete ADTs.
      vi. February 28, 2014 is LACCD discipline day. A. Foster encouraged faculty members to attend and talk about these ADTs and co and prerequisites.
      vii. Adriana Martinez is working on an IGETC certificate

14. WLAC Academic Senate Constitution - NOTICED MOTION: To recommend approval of the revised WLAC Academic Senate Constitution.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

ADJOURNMENT – 2:45pm
Next meeting: December 10

Respectfully submitted,

Clare Norris