



1 **West Los Angeles College**  
 2 Meeting of the Academic Senate  
 3 Approved Minutes  
 4 December 10, 2013  
 5 Winlock Lounge

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 7 **Present:** President, Foster, Adrienne; Secretary, Norris, Clare; Vice President, Chow, Judy;  
 8 Cordova, Luis, Treasurer; Senator at Large, Lin, Ken; Humanities & Fine Arts, Sweeney, Joyce;  
 9 Aviation, Travel, and Hospitality, Moy, Jack; Language Arts, Alexander, Linda; Senator at  
 10 Large, Blustein, Bonnie; Senator-At-Large, Samilton, Jawell; District Senator, Bakeer, Kenyatta;  
 11 Adjunct Senate Representative, Porter, Arnita; Senator-at-Large, Hunter, Casey; Adjunct Faculty  
 12 Senator, Taira, Kenneth; Social and Behavioral Sciences & District Senator, Barragan, Norma;  
 13 Allied Health, Dones, Carmen; District Senator, Young, Helen; Health/PE Alternate, Witucki,  
 14 Jane

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 16 **Absent:** Senator-at-Large, Boutry, Katherine; Senator-at-Large, de Bord, Sue; Library &  
 17 Learning Resources & Counseling, Narez-Acosta, Alma; Health/PE, Hager, Rob; Computer  
 18 Science, Chiang, Anna; Senator at Large, Leonard, Fran; Science, Bahta, Abraha; Business,  
 19 Harris, Lartee;

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 21 **Guests:** Taylor, Alice, Accreditation Faculty Chair; Boghos, Yervant, Allied Health; Trujillo,  
 22 Susan, Librarian; Kamibayashi, Lisa, FPIP; Aguiar, Ara, Curriculum Dean; Sprague, Robert,  
 23 Academic Affairs; Apigo, Mary-Jo, Dean, Teaching & Learning; Tilberg, Rebecca, Dean,  
 24 Research & Planning

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 26 **Meeting Called to Order at 12: 55pm**

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 28 **I. ORGANIZATIONAL ITEMS**

- 29 a. Confirmation of the agenda
- 30 b. Agenda approved as presented **MSP**
- 31 c. Confirmation of the November 26<sup>th</sup> minutes.

32 1.Line 28 on the minutes was asked to be struck and the word “to” was added to  
 33 line 33.

34 November 26 minutes approved as amended. **MSP**

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 37 **II. ADMINISTRATION REPORT (No Report)**

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

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 42 **IV. ASO (McDaniel)**

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- 44 a. ASO members want to collaborate with faculty members on the April open house.
- 45 b. He is looking forward to Spring 2014 semester events.
- 46 c. There will be no ASO activities during the Winter 2014 session, ASO will spend that
- 47 time planning.

- 1 d. ASO hosted a popular study hall event last week in the evening after the library
- 2 closed.
- 3 e. They are looking for suggestions from faculty members and he will be reaching out to
- 4 faculty members.
- 5 f. A question was asked about ASO membership. R. McDaniel said that ASO
- 6 membership is down this semester. They are working on ways to promote ASO
- 7 membership across campus.
- 8 g. ASO has a new technology committee where students are developing apps and a web
- 9 site.
- 10 h. A question was asked about the possibility of ASO offering regular study halls. They
- 11 want to do more, but they need to find a way to do it more efficiently.
- 12

## 13 V. OFFICERS' REPORTS

- 14 a. Adrienne Foster – President
  - 15 1. The next District Academic Senate meeting will happen Thursday, December
  - 16 12. The DAS members will be looking at DCC membership and the adoption of
  - 17 Curricunet
  - 18 2. LACCD Discipline day is scheduled for February 28.
  - 19 3. Required elements of a COR is another item on the agenda.
  - 20 4. A special Board session is on December 18 to discuss Board Rule 8603, priority
  - 21 registration.
- 22 b. Judy Chow – Vice President (No report)
- 23 c. Luis Cordova – Treasurer
  - 24 1. \$1500 has been raised through Senate dues. He invited any faculty members
  - 25 present to pay their dues to him after the meeting.
- 26 d. Clare Norris – Secretary (No report)
- 27

## 28 VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

- 29 1. Curriculum Committee (Witucki)
  - 30 a. **MOTION:** Approve curriculum committee report from the December 9, 2013
  - 31 meeting. **MSP**
  - 32 b. The approval of the report includes approval of course updates and skills certificates.
- 33 2. SLOs (Apigo)
  - 34 a. M. Apigo distributed a table indicating West's progress on SLO assessments for last
  - 35 academic year. 69% of last year's courses have been assessed.
  - 36 b. A comment was made about SLO assessments for math that have not been submitted
  - 37 because the responsible party has retired.
  - 38 c. M. Apigo also shared ACCJC feedback to LACCD on SLO status report handout.
  - 39 ACCJC reviewed the colleges' reports and scored them with a rubric. West's
  - 40 average score of 3.75 is above the Western Region average of 3.44.
- 41 3. Student Success/ATD Core Team (Norris)
  - 42 a. C. Norris thanked those in attendance who attended the second annual Holiday
  - 43 Happy Hour and declared it a success.
  - 44 b. The Student Success Committee also discussed at its last meeting West's first Spring
  - 45 Professional Development Day, which will happen on Friday, February 7<sup>th</sup>. It will be
  - 46 an all-day event with a morning session focused on student success and an afternoon
  - 47 session focused on the college's Educational Master Plan update.
- 48 4. FPIP (Kamibayashi)



- 1 a. The FPIP Committee received an appeal from the Business division. They FPIP
- 2 Committee is meeting tomorrow, December 11 to elect an appeals subcommittee and
- 3 then to evaluate the appeal.
- 4 b. A discussion ensued about what to do about this appeal and the motion on the floor.
- 5 c. A. Foster read step 13 of the policy.
- 6 d. Discussion ensued about how other positions would be affected and the time that this
- 7 process and postponing today's vote would take and the impact on this process.
- 8 e. The question was asked about whether other divisions could appeal if the appeal is
- 9 accepted and other rankings are changed. It was explained that the decision of the
- 10 appeals committee is final.
- 11 f. L. Kamibayashi went over the consequences of not voting on the motion today and
- 12 reminded Senators of the Committee's process and diligence.
- 13 g. There was discussion of a revised motion that would accept the report provisionally,
- 14 pending the outcome of the appeal.
- 15 h. Someone asked about the FON, and A. Foster responded that West will certainly
- 16 have 5 replacement slots as a result of 5 retirements.
- 17 i. Discussion ensued about how the order list might be affected if the Business
- 18 division's position is moved up on the list.
- 19 j. **MOTION:** Accept the report from the FPIP Committee.
- 20 k. **AMENDED MOTION:** Accept the report from the FPIP Committee if there is no
- 21 change in the ranking as a result of the appeal. If the ranking changes, then the
- 22 Senators will vote on the new list at its next meeting in February. **MSP 2 Oppose**
- 23 l. Lisa Kamibayashi offered to mentor another faculty member who might be interested
- 24 in chairing the FPIP committee because her term as FPIP chair will end at the end of
- 25 spring 2014.
- 26 5. Planning and Institutional Effectiveness (C. Dones)
- 27 a. C. Dones reported on the Program Review process. Validators are continuing to work
- 28 on rejecting and approving the submitted Program Reviews, and the deadline is
- 29 December 13 for rejected Program Reviews. There are still a few overdue Program
- 30 Reviews that have not been submitted.
- 31 6. Enrollment Management (Hunter)
- 32 a. The Committee submitted its self-evaluation report to College Council, which would
- 33 expand the Committee's charge.
- 34 b. Their next meeting Thursday, December 12 at 1:00
- 35 c. They will discuss prerequisites and expansion of the POPP program.
- 36 7. Academic Senate Executive Committee
- 37 a. **NOTICED MOTION:** Any future decisions on the length of summer sessions
- 38 should be driven by data.
- 39 b. A concern was raised about offering 5-unit summer and winter session courses.
- 40 c. In the past, the math division extended a six-week session to 8 weeks to
- 41 accommodate the 5-unit classes.
- 42 d. The point was made that some other considerations go into scheduling classes like
- 43 budget and facilities.
- 44 e. The consensus for Summer 2014 seem to be to offer a 6-week session for classes that
- 45 are 3 or fewer units and a concurrent 8-week session for 4 or more -unit classes.
- 46 There will be day and night offerings Monday through Thursday and some Saturday
- 47 offerings.
- 48 f. **MOTION:** Move that the Academic Senate Executive Committee act on behalf of
- 49 the Academic Senate from the last day of Fall 2013 to the first meeting of the
- 50 Academic Senate in Spring 2014. **MSP**

51 **VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS**

- 52 a. Senate Exec Committee will meet on January 14.



- 1                   b. Spring Professional Development Day February 7
- 2                   c. LACCD Discipline Day February 28
- 3                    i. Discussion ensued about LACCD discipline rep selection at West.
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5 **ADJOURNMENT – 1:56pm**

6                   Next meeting: February 11

7 **Respectfully submitted,**

8 **Clare Norris**