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

Present: President, Foster, Adrienne; Secretary, Norris, Clare; Vice President, Chow, Judy; Cordova, Luis, Treasurer; 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; Adjunct Faculty Senator, Taira, Kenneth; Social and Behavioral Sciences & District Senator, Barragan, Norma; Allied Health, Dones, Carmen; District Senator, Young, Helen; Health/PE Alternate, Witucki, Jane

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

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

Meeting Called to Order at 12: 55pm

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
   b. Agenda approved as presented
   c. Confirmation of the November 26th minutes.
      1. Line 28 on the minutes was asked to be struck and the word “to” was added to line 33.
      November 26 minutes approved as amended.

II. ADMINISTRATION REPORT (No Report)

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

IV. ASO (McDaniel)
   a. ASO members want to collaborate with faculty members on the April open house.
   b. He is looking forward to Spring 2014 semester events.
   c. There will be no ASO activities during the Winter 2014 session, ASO will spend that time planning.
d. ASO hosted a popular study hall event last week in the evening after the library closed.
e. They are looking for suggestions from faculty members and he will be reaching out to faculty members.
f. A question was asked about ASO membership. R. McDaniel said that ASO membership is down this semester. They are working on ways to promote ASO membership across campus.
g. ASO has a new technology committee where students are developing apps and a website.
h. A question was asked about the possibility of ASO offering regular study halls. They want to do more, but they need to find a way to do it more efficiently.

V. OFFICERS’ REPORTS
a. Adrienne Foster – President
1. The next District Academic Senate meeting will happen Thursday, December
12. The DAS members will be looking at DCC membership and the adoption of Curricunet
2. LACCD Discipline day is scheduled for February 28.
3. Required elements of a COR is another item on the agenda.
4. A special Board session is on December 18 to discuss Board Rule 8603, priority registration.
b. Judy Chow – Vice President (No report)
c. Luis Cordova – Treasurer
1. $1500 has been raised through Senate dues. He invited any faculty members present to pay their dues to him after the meeting.
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 December 9, 2013 meeting. 
MSP
b. The approval of the report includes approval of course updates and skills certificates.
2. SLOs (Apigo)
a. M. Apigo distributed a table indicating West’s progress on SLO assessments for last academic year. 69% of last year’s courses have been assessed.
b. A comment was made about SLO assessments for math that have not been submitted because the responsible party has retired.
c. M. Apigo also shared ACCJC feedback to LACCD on SLO status report handout. ACCJC reviewed the colleges’ reports and scored them with a rubric. West’s average score of 3.75 is above the Western Region average of 3.44.
3. Student Success/ATD Core Team (Norris)
a. C. Norris thanked those in attendance who attended the second annual Holiday Happy Hour and declared it a success.
b. The Student Success Committee also discussed at its last meeting West’s first Spring Professional Development Day, which will happen on Friday, February 7th. It will be an all-day event with a morning session focused on student success and an afternoon session focused on the college’s Educational Master Plan update.
4. FPIP (Kamibayashi)
a. The FPIP Committee received an appeal from the Business division. They FPIP Committee is meeting tomorrow, December 11 to elect an appeals subcommittee and then to evaluate the appeal.

b. A discussion ensued about what to do about this appeal and the motion on the floor.

c. A. Foster read step 13 of the policy.

d. Discussion ensued about how other positions would be affected and the time that this process and postponing today’s vote would take and the impact on this process.

e. The question was asked about whether other divisions could appeal if the appeal is accepted and other rankings are changed. It was explained that the decision of the appeals committee is final.

f. L. Kamibayashi went over the consequences of not voting on the motion today and reminded Senators of the Committee’s process and diligence.

g. There was discussion of a revised motion that would accept the report provisionally, pending the outcome of the appeal.

h. Someone asked about the FON, and A. Foster responded that West will certainly have 5 replacement slots as a result of 5 retirements.

i. Discussion ensued about how the order list might be affected if the Business division’s position is moved up on the list.

j. MOTION: Accept the report from the FPIP Committee.

k. AMENDED MOTION: Accept the report from the FPIP Committee if there is no change in the ranking as a result of the appeal. If the ranking changes, then the Senators will vote on the new list at its next meeting in February. MSP 2 Oppose

l. Lisa Kamibayashi offered to mentor another faculty member who might be interested in chairing the FPIP committee because her term as FPIP chair will end at the end of spring 2014.

5. Planning and Institutional Effectiveness (C. Dones)

a. C. Dones reported on the Program Review process. Validators are continuing to work on rejecting and approving the submitted Program Reviews, and the deadline is December 13 for rejected Program Reviews. There are still a few overdue Program Reviews that have not been submitted.

6. Enrollment Management (Hunter)

a. The Committee submitted its self-evaluation report to College Council, which would expand the Committee’s charge.

b. Their next meeting Thursday, December 12 at 1:00

c. They will discuss prerequisites and expansion of the POPP program.

7. Academic Senate Executive Committee

a. NOTICED MOTION: Any future decisions on the length of summer sessions should be driven by data.

b. A concern was raised about offering 5-unit summer and winter session courses.

c. In the past, the math division extended a six-week session to 8 weeks to accommodate the 5-unit classes.

d. The point was made that some other considerations go into scheduling classes like budget and facilities.

e. The consensus for Summer 2014 seem to be to offer a 6-week session for classes that are 3 or fewer units and a concurrent 8-week session for 4 or more-unit classes. There will be day and night offerings Monday through Thursday and some Saturday offerings.

f. MOTION: Move that the Academic Senate Executive Committee act on behalf of the Academic Senate from the last day of Fall 2013 to the first meeting of the Academic Senate in Spring 2014. MSP

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

a. Senate Exec Committee will meet on January 14.
b. Spring Professional Development Day February 7

c. LACCD Discipline Day February 28
   i. Discussion ensued about LACCD discipline rep selection at West.

ADJOURNMENT – 1:56pm

Next meeting: February 11

Respectfully submitted,

Clare Norris