II. ADMINISTRATION REPORT (Abu-Gazaleh)
   a. The LACCD Board of Trustees passed West’s facilities master plan, so President Abu-Ghazaleh would like to see the college break ground in a year or year and a half. He encouraged stakeholders to engage with user groups, which will soon be design groups.
   b. The Educational Master plan workgroup is doing a comprehensive job to produce a meaningful product. The plan will impact faculty hiring and other major decisions. He encouraged senators to engage with the Ed Master Plan development process.
   c. West has been doing well at capturing growth. LACCD has asked West to continue to grow next year, but he encouraged everyone to be attentive to how the District budget allocation model impacts the college. West’s budget is projected to grow by 1.46% while other colleges will have larger budget increases.
III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.

a. Alice Taylor announced that the West FELI graduate Community of Practice meeting in Winlock at 3:00 after Senate meeting. All are invited.

b. Nancy Sander asked Alice Taylor to announce that on Thursday, February 20th the first Reading Apprenticeship FIG meeting of the semester will happen in Winlock lounge. RSVP to N. Sander by February 18th.

c. Raymond McDaniel introduced Jelissa Parham from Covered California. She reminded the senators that health is important for students and expressed interest in doing classroom presentations. She sent around a sign-up sheet.

IV. ASO (McDaniel)

a. ASO did a lot during the Winter session. The students partnered with USC for the Covered California initiative. Five Covered California counselors will be in the ASO office doing enrollment all day the week of February 24.

b. ASO has formed a new Academics Committee. The committee will organize study hall events in the second half of the semester. They need faculty members to volunteer to attend the study hall from 7pm to 11pm. Book donations and book exchanges will happen in March.

c. A pep rally is scheduled for February 18 at 1:30: The Hungry Games II Catching Wildcats with fun and food! The athletics committee has also planned a tail gate event for the Santa Monica game on February 22, which is the last game of season.

d. Perk.edu offers a connection to the community and businesses.

e. They will be transforming the pavilion to further welcome international students. Many international students hold positions on the ASO board.

V. OFFICERS’ REPORTS

a. Adrienne Foster – President

1. The DAS adopted CurricUNET

2. Discipline Day is scheduled for February 28 at LA Valley College; one goal will be to streamline courses.

3. Adopting District-Wide Course Outlines of Record is up for review.

4. The LACCD Distance Ed Committee is looking at adopting a single CMS

5. District email accounts are available.

6. The Faculty Professional Development Coordinator position opened at West. The application is due February 24. The state senate is pushing professional development for faculty.

7. A security system committee has formed. It will look at the issues of lighting, doors, entrances, cameras, fencing, etc. The committee will need a Senate rep and an AFT rep. She requested that Senate members contact her if they are interested.

8. The Board of trustees is meeting Wednesday, February 12 at West.

9. The next DAS meeting will be hosted by West Thursday, February 13 at 1:30 on the 4th floor HLRC.

10. She asked President Abu-Ghazaleh for written response for why he did not follow the recommendation of the Senate concerning the Learning Skills division reorganization and more explanation of where faculty are and what collaboration is happening with tutoring.
11. Five replacement FONs are available for faculty hiring; retirements must be filed by March 31 for those spots be eligible for replacements.

12. President Abu-Ghazaleh, in consultation with the FPIP list and Senate president, selected these three positions to start the hiring process: Math (Basic Skills), CNA, and business international studies – hiring committees to be formed. The other two positions are to be determined.

13. Questions were asked about the change of the math position from a focus on statistics, which was in the application submitted to the FPIP committee, to a focus on basic skills. A. Foster stated that in meetings with President Abu-Ghazaleh, Vice President Sprague, and others who provided data, the group determined that a faculty member who would also focus on Basic Skills math would be a better choice for the college.

b. Judy Chow – Vice President (No report)

c. Luis Cordova – Treasurer

1. L. Cordova invited faculty members to pay dues after the meeting.

2. The Senate has raised close to $1500 in dues.

d. Clare Norris – Secretary (No report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Library Presentation (Trujillo)

a. Library services are available to promote success.

b. She invited faculty members to book an instruction session, which can include databases, evaluating sources, and practice time.

c. The librarians can provide research guides (print and online) and individual assistance for students.

d. A 24/7 chat service is available on the college library website.

e. The library also offers course reserves, full time computer technician.

f. She requested that faculty members place texts on reserve and invite a librarian to visit classes.

g. If a class is too large for the classroom in the library, which seats 23 students, the librarian will reserve a section of the computer lab that will fit the entire class.

2. Facilities Committee (Considine)

a. The LACCD Board approved West’s facilities master plan.

b. The PE Dance building will be one of the first to be completed and the amphitheater/outside instructional space will be next.

c. The lot that had been used for storage for the Honda dealership will be used for construction storage.

D. The construction layout needs to be clarified. Stakeholder meetings need to be arranged asap. He encouraged faculty members to meet with their chairs and deans.

e. There was discussion of ways to keep everyone informed before the jobs go out to bid.

f. The committee meets the first Monday of the month.

3. Curriculum Committee (Witucki)

a. Many course updates are due.

b. She reiterated A. Foster’s District Discipline Day reminder.

c. The State is requesting district-wide attributes (standardization).

d. Curriculum Committee will meet next on February 24 1-3 SSB 414

e. The next Tech Review meeting is tentatively scheduled for Wednesday, February 18 from 1-3.

f. The BR6200 GE Plan is being developed.
g. A possible District requisite policy is also being examined
h. A question was asked about the Math 123 COR.
i. Another question was asked about Library Science courses. Stand alone course will no longer be allowed when they are up for update. All courses must be part of a certificate or degree.
j. The Board has put in a request for the college to evaluate all certificates we offer. The Curriculum Committee will be discussing these issues.

4. SLOs (Cordova)
a. L. Cordova expressed his excitement in working with everyone to improve student learning at West.
b. The committee is meeting the 4th Monday 3:00-4:30 in Winlock.
c. He distributed an SLO report.
d. Goals: Complete all SLO calendars, post updated SLOs on the syllabus, office of instruction sent SLO list with syllabus reminder. Create new SLOs for courses that have only one SLO.
e. He will hold SLO drop-in hours.
f. He encouraged members of divisions to discuss insights sparked from assessment process to improve student learning.
g. He invited faculty members to participate in the SLO Committee.
h. Spring 2014 meetings: Feb 24, March 24, April 28, and May 26

5. Student Success/ATD Core Team (Norris)
a. C. Norris thanked those in attendance who participated in West’s first annual Spring Summit on February 7th. She passed out programs for the day for Senators who did not attend. She shared that 98 members of West’s personnel attended.
b. The Student Success Committee met on February 5 and discussed its original charge and will likely be bringing revisions to the Senate. The Committee is also working closely with the SSS&P group and the Transfer committee.
c. She announced that seven West team members will attend the ATD DREAM conference in Orlando at the end of February, and she will miss her first Senate meeting since she became Senate Secretary on February 25.
d. Finally, the Committee is looking at dates for the Fall 2014 Semester Kickoff. It wants to attract more students and faculty members, and the group thinks the Friday before Labor Day weekend will not be a good day for participation.

6. Accreditation (Taylor)
a. The new standards will be published by ACCJC July 2014. In the past there has been a grace period for adjustment to the new standards, but that is no longer the case. West is expected to be in compliance with all the standards. Drafts of the standards have been released.
b. One new standard will require colleges to regularly offer any courses that are required for any degrees.
c. The Committee is working on a draft of the midterm report. The goal is to have the last draft complete for Flex Day 2014.
d. Later this week a newsletter will be published on planning and other newsletters are coming up on other recommendations for mid-term report.
e. A question was asked about the timeline for a response to the midterm report.
f. Another question was asked about how to find the Department of Education report.

7. Planning and Institutional Effectiveness (Dones)
a. 31 college programs completed program review. Two programs did not. Most have been validated.
b. Responses to the faculty survey on IES have been useful. Changes in pipeline to make more user friendly.
c. Joint Planning and budget meetings have been set.
d. The prioritization retreat is scheduled for March 15.
e. The VPs are creating their prioritization lists.

8. FPIP (Kamibayashi) – no report

9. Enrollment Management (Hunter) – no report Next meeting next Thursday, February 13

10. Educational Master Plan Workgroup (Bailey-Hofmann)
   a. H. Bailey-Hofmann distributed the table of preliminary draft strategic directions
   b. She offered ways the group wants to get feedback on the Strategic Directions.
   c. Created out of brainstorming during January retreat.
   d. More brainstorming occurred during the Spring Summit.
   e. She will continue to report to the Senate and College Council and updates on EMP website.
   f. She described the process of the retreat and development of Strategic Directions.

11. Transfer (Young)
   a. Committee is setting goals, which are listed in the submitted report.
   b. They are working on transfer agreements with private institutions and updates to the web site including Student Success Stories.
   c. One District-Wide Committee Goal is to work more closely with instructional faculty members to integrate transfer: connect with programs that already exists, connect with Foundation Skills classes. The committee meets once or twice per semester.
   d. West’s Transfer fair is scheduled for April 1.
   e. Questions were asked about which private institutions the committee is focusing on.
   Concern was raised about for-profit institutions. H. Young stated that the Committee guides students to fully accredited institutions that will meet their needs.

12. Distance Education (Alexander)
   a. Several members of the committee attended the Quality Matters retreat in August to introduce QM to improve distance education.
   b. Several of those same faculty members have taken the QM online course
   c. The next Quality Matters retreat will happen this June in Arrowhead.
   d. Eric Ichon asked L. Alexander to share that online success rates at West are higher than the state average.
   e. B. Bluestein asked a question about that statistic and then offered to lead a workshop on basic statistics for faculty.
   f. QM is a nonprofit organization out of the University of Maryland. Institutions pay for their online courses to be reviewed.
   g. West has a Digital Design studio for faculty members who want to embed technology into their courses.
   h. Mt. SAC offered a MOOC that did not attract Mt. SAC students.
   i. The Etudes conference happens every November. The conference provides a good way for faculty members to stay on top of Etudes updates.
   j. The online instructor handbook is available on the DL web page.
   k. The next meeting is tentatively scheduled for Feb 26 3:00-4:30.

13. Election Committee (Foster)
   a. Election committee will get started and will work on staggering senator-at-large positions.
   b. Elections will happen soon.

14. Academic Senate Constitution (Foster)
   a. She sent out the draft revised constitution.
   b. Pierce College is having issues with its by-laws, which did not address succession.
   c. The officer duties will be listed as “pending ratification of constitution” in the upcoming election.

15. Budget Committee (Chow)
   a. The Committee’s report was emailed campus-wide.
   b. The college will have a lower remaining budget by June.
VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS
   a. New Brown Act rules now require us to record every senator’s vote.
   b. Math and Science will do the February 25th divisional report.
   c. Question was asked about PBI report and other grants reporting or posting reports online.
   d. Concerns were raised about programs appearing on campus without sharing across campus.
   e. We are obliged to communicate to the college about programs. The example was given of the Black Scholars program. The point was made that counselors need to know what these types of programs are so they know how to advise students.
   f. Another concern was raised about hiring practices. What is the recourse for instructors who were hired without the knowledge of their appropriate division?
   g. Several West community members attended an event at Cerritos College on supporting veterans including Norma Barragan, Bonnie Bluestein, Tamara Jones-Jameson, and Sherron Rouzan.

ADJOURNMENT – 3:01pm
   Next meeting: February 25

Respectfully submitted,

Clare Norris