West Los Angeles College  
Meeting of the Academic Senate  
Approved Minutes  
February 25, 2014  
Winlock Lounge

Present: President, Foster, Adrienne; Vice President, Chow, Judy; Cordova, Luis, Treasurer; Humanities & Fine Arts, Sweeney, Joyce; 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; Social and Behavioral Sciences, Barragan, Norma; Allied Health, Dones, Carmen; District Senator, Young, Helen; Health/PE Alternate, Witucki, Jane; Computer Science, Chiang, Anna; Health/PE, Hager, Rob; Science, Bahta, Abraha; Aviation, Travel, and Hospitality, Moy, Jack; Senator at Large, Lin, Ken; Senator at Large, Leonard, Fran;

Absent: Senator-at-Large, de Bord, Sue; Adjunct Faculty Senator, Taira, Kenneth; Secretary, Norris, Clare; Senator-at-Large, Boutry, Katherine; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Business, Harris, Lar;e;

Guests: Taylor, Alice, Accreditation Faculty Chair; Trujillo, Susan, Librarian; Aguiar, Ara, Curriculum Dean; Uwakwe, Amarchi, Student Health Senator; Hernandez, Marcela, Counseling; Nguyen, Uyen, Multi-cultural Senator ASO; Robertson, Matt, Math Chair; Triviso, Rudy, Aviation; Abu-Ghazaleh, Nabil, President; Witucki, Jane, Curriculum Chair; Tillberg, Rebecca, Dean.

Meeting Called to Order at 12:50pm

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda  
      Agenda approved as is  
      MSP
   b. Confirmation of the February 11, 2014 minutes.  
      February 11 minutes approved as presented.  
      MSP

II. ADMINISTRATION REPORT (Abu-Gazaleh)
   a. The president commended ASO for taking exceptional ownership of student activities.
   b. Accreditation Standards – The president encouraged formulating accreditation standards “rights” in order to increase student equity.
   c. SIS implementation — a lot of work is being done in fall 2014. We will taste elements of this new system soon, and it will change some ways we do things. The existing system is ready to collapse.

III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.
   a. There were no public speakers.
IV. ASO

- ASO requested that faculty voice the importance of the new health care system.
  - Cover California Support will be available to present in the classrooms.
- Health Fair – 3/11 – Focuses on healthy ways of living
- Club Rush – 3/13 and 3/17
- A St. Patrick’s Day is scheduled for February 17

V. OFFICERS’ REPORTS

a. Adrienne Foster – President
   1. LACCD Discipline Day – Friday, February 28, 2014 at LAVC
   2. Student priority registration begins the 1st week in April
   3. ACCJC training for LACCD colleges is on Friday, March 7th
   4. CurricuNET is going to be used by all colleges and funded through a property tax shortfall.
   5. Black Scholars classes prior to Fall 2013 were designated for Umoja. As leadership in Umoja shifted, the college looked to Project LEARN to continue the effort. A small group of faculty from English, math and Counseling are going to meet to talk about the direction of the Black Scholars classes. This direction will hopefully channel the principles of Puente.
   6. Resource Development Committee is trying to schedule a meeting for Spring 2014.
      There is currently a conflict with a major college committee. Dr. Country will share the meeting time and day with the faculty.
   7. Spring Summit video is not available yet for sharing. Dr. Foster will however, provide an executive summary of the activities and objectives for Project LEARN.
   8. Hiring practices concerns - questions regarding the hiring practices were given to me on Feb. 19th. Dr. Foster had to attend an ASCCC Academic Academy from Feb. 20-22 and was unable to address the questions. Additionally, there was a question submitted about the need for a 1.0 articulation officer. We are currently at 1.2 for articulation. The senate will ask President Nabil for a written response to the prior year recommendation on this issue.
   9. Re-assigned time for all faculty has been questioned as to what data and outcomes are expected for them (curriculum, SLO, transfer, articulation, EMP taskforce, student success). The Academic Senate needs to engage in a conversation about these questions.
   10. There will be a Joint DAS/AFT Issues Committee established to help address issues that may require a united front.
   11. BR 8603 (priority registration) has not been acted upon by the Board of Trustees.
   12. LACCD Chancellor Position still unfilled.

b. Judy Chow – Vice President
   1. The Academic Rank application has been emailed to everyone and is due May5th.

c. Luis Cordova – Treasurer (No report)

d. Clare Norris – Secretary (No report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

a. Math Presentation (Matt Robertson)
   - Student Learning Outcomes results were presented for Math 105. Matt modeled the SLO cycle/assessment process from last semester phase 1.
   - Out of 175 students, 43% met the criterion level (60%) for SLO 1.
c. For SLO 2, 60% met the criterion level (50%).
d. All assessment results were shared with faculty.
e. A Math 105 sub-committee was formed to discuss concerns and solutions raised from the assessment process.
f. There’s a wide range of skill-level in math 105.
g. Efforts are being made to assume low-cost textbooks for students.
h. A concern was raised due to the physical separation of LSK and Math tutoring center which has been disruptive for math 105 students
2. Resource Development Committee (no report)
3. Technology Committee (no report)
4. Enrollment Management (Hunter)

**Review of Goals: 2013-2014:**

a. Increase community outreach in the K-12 system to boost enrollment and interest in West.
b. Address student preparation for courses by involving the college in SB 1456 planning efforts and addressing issues with pre-requisites.
c. Training has taken place: entering pre-requisites
d. Clarifying how pre-requisites will be handled: a process
e. Address student completion by helping to create accelerated pathways to encourage full-time enrollment and wrap-around support services.
f. Update and link EMC plan with other plans.
g. Assess and report out on student demand for classes and make scheduling recommendations that address student needs.
h. Increase efficiency and positive image of West through outreach, and marketing between all programs on campus.
i. Increase access to online student support services for distance education students.

**Enrollment Updates:**

j. Enrollment is up 4% // Paid sections is up 7% // Looking to try and make the FTES count without utilizing SU13 // High School Headcount down 18% // New Students up 11% // Non-resident students up 5% // Returning students down 10% (students who are out for a year).
k. Skill certificates that are not State approved will not be counted in the ARCC report and will not be in the new soon to come system (PeopleSoft). In the academic year 2012-2013 a total of 158 skills certificate that were awarded would not count in the future.
l. Some discussion about Skills Certificates and having the Chairs and Deans over the departments begin to look at what they are offering and adjust/realign, or dissolve. Also, there was some discussion about awarding Certificate of Achievement for IGETC and CSU certifications.

**Review Charge of EMC:**
m. At this time, Enrollment Management Committee is working to be considered a shared governance committee and reporting to College Council.

**Strategic Directions of Ed Master Plan:**

n. Handout: similar to the sheet dispersed during Academic Senate 02/11/14

**Summer Bridge Update:**
o. Projected start is this Summer 2014. The idea is to pair five sections of English and Personal Development courses. The courses that are being considered for pairing are English 021 and 028 with Personal Development 005 and 040, respectively. There was also some discussion about Math courses for Fall 2014 with the next level of English. Priority registration was brought up and will need to be reviewed.

**High School Outreach and Career Pathways**
p. WLAC is partnering with Hamilton High School so their students in their sophomore year can begin to take Business courses which will lead towards a college pathways
completion. As their students complete a prescribe set of business courses with WLAC, the idea is that they will apply to WLAC after they graduate high school and will already have courses completed for their “Certificate in Business Administration.” (According to the handout)

**International Students/Global Studies Initiative Report:**

q. Largest growth in this student population in SP13 (F1 visa holders). The projected headcount target is 350. The most represented countries at WLAC are as followed in order: Japan, China, South Korea, and different countries in the Middle East, namely Saudi Arabia. The most popular major are Business Administration and Aviation Maintenance Technician.

**Other:**

r. What is the status with turning on the pre-requisite switch in the system?

5. Curriculum Committee (Witucki)
   a. The following action Items were Approved:
   b. Course outlines updated, edited, new, archived or reinstated approved.
   c. “Department Chairs will be responsible for tracking and issuing Skills Certificates for their area starting July 1, 2014.”
   d. “The Curriculum Committee approves the IGETC and CSU Certificates of Achievement”
   e. “The Curriculum Committee advises the Academic Senate to accept the changes to E-66 as attached. “
   f. “The Curriculum Committee advises the Academic Senate to accept the changes to BR 6200 as attached. “

6. SLO Committee (Cordova) – No report

7. Student Success/ATD Core Team (Norris) – No report

8. Accreditation (Taylor)
   a. In preparation for that visit, the Accreditation Steering Committee is publishing a monthly newsletter. We begin with a series focusing on areas for which the entire college bears responsibility:
   - February: Planning (Recommendations 1 and 2)
   - March: SLOs (Recommendations 3 and 4)
   - April: Budgeting (Recommendation 7)
   - May: Participation (Recommendation 13 of 2006)
   Our goal is to foster deeper understanding of the issues across the college community; to elicit feedback for a fully representative Midterm Report; and to help sustain the improvements the ACCJC recommended in 2012 and recognized in 2013. Accreditation Matters will augment the work of West’s standing committees in involving students, staff, administrators and faculty participation in the work of making West a college that provides a transformative Educational experience.

9. Distance Education Committee – No report

10. Educational Policies and Standards Committee – chair needed – updating faculty professional standards, and faculty hiring policy and procedures.

11. Planning and Institutional Effectiveness (Dones)

   1. Institution-Set Standards for Student Achievement Measures
   a. The ACCJC Annual Report requires the reporting of data and ‘institution set standards’ for successful course completion, program completion, transfer (and last year, for retention rates). The Annual Report required institution set standards for the first time in 2013. PIE Committee developed an understanding about the meaning of the new term: the level below which a college does not want to fall. The standard is not an aspirational target that the college strives to achieve. Rather it represents an alarm; if a measure falls below the standard, it is cause for concern, needs to be investigated, understood and remedied.
b. The handout shows the 10 years of data used by the PIE Committee to develop the proposed institution set standards which were adopted last year.
c. The current ACCJC Annual Report is due March 31. PIE will review the previously-set standards in light of new data and current definitions, and propose standards to use in the report at the next PIE meeting on March 5. The proposed standards will be presented to Senate at its next meeting for review and approval.

II. Educational Master Plan Update Progress
a. Strategic Directions development – Feedback on the preliminary strategic directions has been compiled from the Spring Summit and from the Strategic Directions survey, and will be further reviewed at the EMP Workgroup meeting 2/26/14.
b. Goals and Objectives – The group has begun work on the Goals and Objectives to support the Strategic Directions, and will conduct a focused brainstorming session at its meeting tomorrow. The attached diagram is a conceptual map that illustrates the general relationship between the strategic directions, goals, objectives and action plans.

III. Program Review
a. VPs are currently creating prioritized lists of resource requests for their areas.
b. PIE Prioritization Retreat scheduled for March 14.

IV. Joint Meetings of Budget Committee and PIE Committee
a. Planning/Budgeting Process Evaluation – March 6
b. Effectiveness Evaluation – April 3
12. Educational Master Plan Workgroup (Bailey-Hofmann) – No report
13. Transfer (Young)
a. Notice Motion: that senate asks Academic Affairs that Articulation becomes 1.0 rather than 1.2. Concern was raised that two people are doing the job, which is resulting into 1.2 release time. Others campus have a .8 or 1.0 for articulation.
14. Technology Committee – No report
15. Resource Development – No report

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS
a. Implementation of pre-requisites is necessary and urgent. Currently, there are only three people who can enter pre-requisites. It was recommended that every division looks at its pre-req’s and remove any unnecessary ones in order to avoid excessive data inputting.
b. Item will be discussed in curriculum.
c. Adrienne Foster recommended making pre-req’s enforcement a primary agenda item.

ADJOURNMENT – 2:44pm
Next meeting: March 11
Respectfully submitted,
Luis Cordova