West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
March 11, 2014
Winlock Lounge

Present: Vice President, Chow, Judy; Secretary, Norris, Clare; Cordova, Luis, Treasurer; Humanities & Fine Arts, Sweeney, Joyce; Language Arts, Alexander, Linda; District Senator, Bakeer, Kenyatta; Senator-at-Large, Hunter, Casey; Allied Health, Dones, Carmen; District Senator, Young, Helen; Health/PE, Hager, Rob; Computer Science, Chiang, Anna; Health/PE, Hager, Rob; Aviation, Travel, and Hospitality, Moy, Jack; Senator at Large, Lin, Ken; Senator at Large, Leonard, Fran; Senator-at-Large, de Bord, Sue;

Absent: President, Foster, Adrienne; Adjunct Faculty Senator, Taira, Kenneth; Senator-at-Large, Boutry, Katherine; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Business, Harris, Lartee; Senator at Large, Blustein, Bonnie; Adjunct Senate Representative, Porter, Arnita; Social and Behavioral Sciences, Barragan, Norma; Senator-At-Large, Samilton, Jawell; Science, Bahta, Abraha;

Guests: Boone, Rick, Brandman University Site Director; Taylor, Alice, Accreditation Faculty Chair; Trujillo, Susan, Librarian; Triviso, Rudy, Aviation; Abu-Ghazaleh, Nabil, President; Witucki, Jane, Curriculum Chair; Tillberg, Rebecca, Dean; Duke, Shalamon, Dean; Harrison, Matthew, Cinema Faculty; Jones, Tamara, Counselor; Apigo, Mary-Jo, Dean of Teaching and Learning; Rouzan, Sherron, Counseling Chair; Vanderpool, Jan, Professor

Meeting Called to Order at 12:57pm

I. ORGANIZATIONAL ITEMS
a. Confirmation of the agenda
   Distance Ed no report
   February 25 minutes approved as presented.

II. ADMINISTRATION REPORT (Abu-Gazaleh)
   a. The president noted that last Friday, March 7th Trade Technical College hosted the official launch of LACCD district-wide self-evaluation for 2016. West is still responsible for a midterm review in March 2015 just one year before the next comprehensive self-study in 2016. New ACCJC standards will not likely include any major changes. At their last meeting, College Council members discussed the concept of “setting standards.”
   West will also be expected to set goals based on data. He expects a “meaningful improvement plan.”

III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.
   a. Susan Trujillo announced that the library needs sample periodicals for student presentations, ideally popular versus academic periodicals on the same topic like copies of Psychology Today and Journal of Applied Psychology.
   b. Rick Boone, the site director for Brandman University introduced himself and invited Senators to talk to him after the meeting.
IV. ASO (McDaniel)

a. West’s Health Fair is happening today, and Club Rush starts tomorrow.
b. The ASO board is getting ready to start working with Betsy Regalado on the new LACCD SIS system.
c. West’s ASO has had steadily decreasing revenue since 2007 until this current administration. The board is looking to bring back the preferred parking program. They are working with the college foundation to create an alumni association in order to create dividends for ASO and to build community.
d. They are also working on developing student ambassador clubs for the community.
e. They want to work with Dental Hygiene department to expand benefits for students.
f. Study hall starts soon to compliment library hours Tuesday and Wednesday 7pm-11pm.
g. They want to bring a food truck on campus from 2-9pm because hot food is not available in the café after 2:00pm. The administration wants to ensure that the vendor compliments the café, instead of competing with it. R. McDaniel said that this is a wise business venture.
h. He thanked Senate members for their support.

V. DIVISION REPORT – COUNSELING DIVISION

a. C. Hunter introduced members of the counseling division present in the meeting: Sherron Rouzan, Tamara Jones-Jameson, Helen Young, and Shalamon Duke
b. He distributed a counseling division overview handout.
c. Counselors provide an atmosphere that is non-judgmental and confidential. Their role includes helping students deal with personal challenges.
d. The following areas are included in the Counseling Division: AB540, athletics, DSPS, Puente, SS&SP, Transfer Honors, Veterans.
e. C. Hunter referred to student responses to internal student online surveys.
f. The Counseling Division is also linked with financial aid. Workshops are offered to help students appeal and get back into good standing.
g. The Counseling Division had over 16,000 student contacts and approximately 2,500-3,000 new students each semester in the 2012-2013 school year.
h. Questions were asked about SLO assessment, about civic responsibility, and articulation mentioned in the written report.
i. H. Young distributed a handout showing transfer-related data and Transfer Center activities.
j. She used a passport to try to count the number of students who attended the Fall 2013 Transfer Fair.
k. The Transfer honors program currently has 88 participants, including 30 new students from Fall 2013.
l. She introduced the LMU transfer program, CURSA, seeking 5 students who are interested research.
m. She shared the Transfer Center SLOs and survey results.
n. Questions were asked about the SLOs, and H. Young mentioned the challenge of
fitting student services into traditional SLOs.
o. S. Duke talked about SB1456 and described the major tasks of orientations, SEPs, and assessment for students to be eligible for priority registration.

p. West gets approximately 3500 new students per semester. To comply with SB1456, students must declare a major after 15 units, and every component carries a percentage of the allocation.

q. 1700 abbreviated SEPs have been completed.

r. S. Duke and K. Bakeer acknowledged P. Banday for the work she has done on this project.

s. A question was asked about the workshops held in assessment center area.

t. A question was asked about students on academic probation. The SSSP team sent emails to students on academic probation and who have more than 100 units, approximately 1500 students. Students are offered an online probation workshop. One element of the workshop is making an appointment with a counselor. Financial aid workshops are very popular with students and include information for students on academic probation. SAP workshops will count as part of the student’s educational planning.

u. A question was asked about how the college can help students who are not meeting the standards of the class.

v. A question was asked about students’ ability to change a major online. A recent change made the major change form available online, and students can submit it via email.

VI. OFFICERS’ REPORTS
   a. Adrienne Foster – President
   b. Judy Chow – Vice President
   c. Luis Cordova – Treasurer
      a) He reported that he has not collected a lot of dues this semester and invited anyone who has not paid dues to see him after the meeting.
   d. Clare Norris – Secretary (No report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION
   1. Resource Development Committee (no report)
   2. Technology Committee (no report)
   3. Enrollment Management (no report)
   4. Curriculum Committee (Witucki)
      a. The next Tech Review meeting will be held March 17 from 1-3 in CE105A. The Curriculum Committee meets on March 24.
      b. Questions were asked about TMCs. J. Witucki said she has not seen TMCs at Tech review recently. Senators determined that the Senate would like a report on TMCs in the next meeting.
   5. SLO Committee (Cordova)
      a. L. Cordova distributed the latest SLO newsletter.
      b. He is looking for increased division Chair participation
      c. The Committee is emphasizing the new assessment cycle.
      d. Dialog recommendations are included on the newsletter.
      e. SLO calendars should be completed by next week.
      f. M. Apigo reported that ACCJC offers online 2-hour online Accreditation basics course.
   6. Accreditation (Taylor)
      a. A. Taylor explained that the ACCJC will require institutions to set their own standards for student achievement.
   7. Distance Education Committee – No report
   8. Election Committee (Bakeer)
a. K. Bakeer did an overview of the nomination form. Completed forms are due to K. Bakeer's mailbox by Friday, March 28th. All terms begin July 1.

b. Timeline:
   i. March 3-28 call for nominations.
   ii. March 25 and April 22 acceptance of nominations at Senate meeting
   iii. May 1-8 voting.
   iv. May 8 count ballots

c. A question was asked about who can make nominations from the floor. Only senators or anyone? A point was made that the person nominated should be consulted before that person is officially accepted.

d. The Senate Exec will check to see whether only senators can make nominations from the floor or can any faculty member make a nomination from the floor.


10. Student Success/ATD Core Team (Norris)
   a. C. Norris distributed the latest edition of ATDetails, West's source for Student Success news.
   b. She called the Senators' attention to the photos from the ATD Annual Institute on Student Success where six West team members attended.
   c. She also pointed to the StudenTalk piece on p. 2 featuring a student response to the February 7th Spring Summit.

11. Planning and Institutional Effectiveness (Dones)

   a. **ACTION MOTION:** The PIE Committee recommends adopting the following standards for student achievement:
      i. Successful Course Completion Rate: 60%
      ii. Annual number of Degrees: 330
      iii. Annual number of Awards: 445
      iv. Annual number of Transfers: 175

   b. Discussion: Many questions were asked about the standards and how they were set, if they can be changed, and what they mean. R. Tillberg addressed questions and talked about the concept of "continuous improvement." The question came up about where the college will house the discussion of these standards.

   c. Friendly amendment to rephrase the motion so that the language reflects the language in the shaded box on the report.

   d. **ACTION MOTION:** The PIE Committee recommends adopting the following standards for student achievement:
      i. Student Course Completion Rate: 60%
      ii. Annual number of Students Completing Degrees: 330
      iii. Annual number of Students Completing of Degrees and Certificates: 445
      iv. Annual number of Students Transferring to 4-Year Colleges/Universities: 175

   e. Planning and Budget Committee joint meeting happened last Thursday to make sure college processes link. The groups evaluated effectiveness of financial resources to support the college mission and goals.

   f. Resource request prioritization meeting this Friday, March 14 from 8-5.

12. Prerequisite discussion – table for March 25th Michael Golterman should be invited to address questions.

13. Educational Master Plan Workgroup (Tillberg)

   a. Five Strategic Directions have been identified, and the workgroup has moved on to the goals and objectives.

   b. The group aims to finalize a draft by the end of the semester. H. Bailey Hofmann will bring something to the Senate for discussion and approval soon. The plan should go to the board for approval in Fall 2014.
14. Transfer (Young)
   a. ACTION MOTION: To recommend that the Articulation Officer be 1.0 reassigned time.
   b. Concerns were raised about the attention given to articulation in the current model of two articulation officers with .6 reassigned time.
   c. A friendly amendment was recommend that “the college have a single person as articulation officer.”
   d. There was a .6 articulation officer working on TMCs last year. Then, there was an announcement made for articulation officer, and one was hired.
   e. The TMC report to the Senate was brought up again as a response to this concern.
   f. A recommendation was made to table this motion until the Senate gets an update from articulation officers. A report to inform all senators was requested. In the past West’s articulation officer had .4 reassigned time.
   g. Senators requested the rationale for putting two people in place for .6 each.
   h. Senators also requested that the articulation process report be sent out ahead of time.
   i. Motion tabled.

15. Budget Committee – (Chow)
   a. J. Chow distributed the budget committee report.

16. Facilities Development – no report

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

ADJOURNMENT – 2:44pm

Next meeting: March 25

Respectfully submitted,

Clare Norris