West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
November 27, 2012
Winlock Lounge

Present: President, Foster, Adrienne; Vice President, Chow, Judy; Secretary, Norris, Clare; Treasurer, Simone, Yvonne; Senator at Large, Lin, Ken; Health/PE, Smith, Melinda; Senator at Large, Blustein, Bonnie; Allied Health, Dones, Carmen; Aviation, Travel, and Hospitality, Moy, Jack; Adjunct Faculty Senator, Taira, Kenneth; District Senator, Young, Helen; Senator-At-Large, Samilton, Jawell; Computer Science, Chiang, Anna; Business, Harris, Lartee; Science, Bahta, Abraha; District Senator, Williams, Corey; Senator-at-Large, de Bord, Sue; Senator at Large, Leonard, Fran; Senator-at-Large, Boutry, Katherine; Social and Behavioral Sciences, Yan, George (Alternate)

Absent: Humanities & Fine Arts, Sweeney, Joyce; Language Arts, Bailey-Hofmann, Holly; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Mathematics, Bucher, William; Social and Behavioral Sciences & District Senator, Barragan, Norma; Senator at Large, Butler, Marcus;

Guests: College President, Nabil Abu-Ghazaleh; Matosic, Todd, SLO Coordinator; Apigo, Mary-Jo, Dean, Teaching and Learning; Hunter, Casey, Counseling; Taylor, Alice, Accreditation Chair; Sanchez Guerrero, Eileen, Project Match; Matsahara, Colleen, HPED; Witucki, Jane HPED Chair; Hager, Rob, HPED; Miller, Marguet, HPED; Aguiar, Ara, Academic Affairs; Stapleton, Buck, BHSS Division Chair

Meeting Called to Order at 12:50.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda  MSP
   b. Move division report to after administration report
   c. Approval of the November 14, 2012 minutes
   d. Discussion ensued about the purpose of minutes. Should they just simply report actions or include discussion?
   e. Motion: Table approval of November 14 minutes to next regular meeting and present those minutes with all opinions and discussion struck out.  MSP

II. ADMINISTRATION REPORT (President Nabil Abu-Ghazaleh)
   a. President Nabil Abu-Ghazaleh presented his report.
   b. He urged senators to review and offer feedback on drafts of the accreditation progress report.
   c. He reminded senators of the Leadership Retreat and encouraged senators’ participation.
   d. He invited senators to the “Demolition Bash” of the “temporary” A bungalows on campus on Tuesday, December 11 at 2:30pm. The bus turn-around will also be under construction during the winter break.
III. Dance, Health, and PE Report

a. Jane Witucki, division chair, introduced all of the division’s full time instructors.

b. She announced the Motown Moves concert coming up November 29-December 1 - $5 admission Friday and Saturday evening.

c. HDPE Courses are divided into families.

d. Physical education supports athletics, which is a separate student services program.

e. Melinda Smith is the full time faculty member who teaches health classes. She has traveled to India to study yoga.

f. West offers Health 11, 7, 2, and 12; different levels of yoga, weight training (one women’s only section Tuesday/Thursday 8-9:20), aqua aerobics, fitness center, body conditioning, basketball, volleyball, football, and academic success for the student athlete (taught by Coach Miller).

g. In the 2013 and 2014 school year, the division will be renamed Kinesiology.

h. West’s football team has transferred 65 athletes to 4-year universities.

i. The athletics transfer rate is 67%.

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

V. ASO (No report)

VI. OFFICERS’ REPORTS

a. Adrienne Foster – President

1. A. Foster reported that the selection committee for West’s interim Student Services VP position is being established.

2. There has been discussion in the LACCD DBC about contingency reserve and whether to return a percentage back to the colleges.

3. The DAS Executive Committee will meet with Chancellor La Vista next week and this is an item for discussion. AFT Faculty and DAS are in agreement to return a small percentage to colleges so that course sections can be restored.

4. Ken Taira wants to start a Faculty Inquiry Group to consider the possible use of MOOCs (Massively Open Online Classes) at West. He described his ideas for how this type of class might be used at West.

5. Alice Taylor will submit the draft accreditation report for the December 11 Senate meeting where we will discuss that draft.

b. Judy Chow – Vice President (No Report)

c. Yvonne Simone – Treasurer (No Report)

d. Clare Norris - Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Student Learning Outcomes Committee – report (T. Matosic)

   i. T. Matosic described the mapping and review process that courses must go through on their way to the Curriculum Committee.

   ii. 55% of West’s course SLOs have been developed.

2. Curriculum Committee – report (J. Chow)

   i. MOTION: Approve 124 SLO addendums for courses listed, which were accepted at the November 19 Curriculum Committee meeting.

MSP
ii. **MOTION** Recommendation that we move forward in the completion of an SLO cycle that includes the development, assessment, discussion, identification of changes and implementation of changes for newly created course SLOs by March 15, 2013.

iii. Friendly amendment: change “an” to “the current” and strike “newly created” replace “Course SLO” with “at least one course SLO in each course”

iv. **MOTION** (final wording) Recommendation that we move forward in the completion of the current SLO cycle that includes the development, assessment, discussion, identification of changes, and implementation of changes for at least one course SLO in each course by March 15, 2013.

   As amended **MSP one abstention**

v. **MOTION**: Approval of graduation plans A and B changes **MSP**

vi. **MOTION**: Recommendation to enforce prerequisites and co-requisites effective Fall 2013.

   a. Friendly amendment: “based on the course outline of record”.

   **MSP one abstention**

vii. Discussion ensued around co-requisites and students’ awareness.

viii. A. Foster recommended that the Senate invite M. Golterman to an upcoming Senate meeting to address these issues.

ix. J. Chow encouraged divisions to work on their TMCs.

x. Next meeting November 28, 2012

6. Academic Senate Exec Committee (Foster)

   **MOTION**: Move that the Academic Senate authorizes the Academic Senate Executive Committee to act on behalf of the Academic Senate between the end of Fall 2012 and start of Spring 2013. Tentative date for the Academic Senate Executive Committee meeting is January 22, 2013 at 10:00 AM, location to be determined.

   **MSP one abstention**

7. Student Success/ATD Report (Norris)

   a. C. Norris directed Senators to read her report that was emailed to Senators and look out for the upcoming newsletter.

8. New Diversity and Events Council representative – information (Foster)

   a. President Nabil Abu-Ghazaleh will be asked for clarification on the role of this new council.

9. BR8603 Priority Registration – ACTION

   **Motion**: Move to approve the LACCD BR 8603 Proposal.

   The LACCD made a recommendation to the District Chancellor and is not willing to revisit this discussion.

   **MSF**

10. Accreditation and Leadership Retreat (Taylor)

   a. A. Taylor presented her report.

   b. She established a new December 3 deadline for the completion of the draft report.

   c. Leadership Retreat - November 30

11. Technology (no report)

12. Enrollment Management (C. Hunter) (no report)


   a. K. Boutry distributed a handout of revenue/income projections.
b. College council has been tasked with reexamining the membership of this and other committees.
c. Minutes for the RDC meetings are posted
d. Mark Pracher and Bob Sprague can be asked to report to the Senate to provide more information.
e. A. Foster reminded the senate of the DAS resolution regarding faculty involvement with college grant development.

14. Planning and Institutional Effectiveness Committee (F. Leonard)
a. A research analyst has been hired to offer support to Rebecca Tillberg.
b. PIE is looking at its composition and membership.
c. Program Review is underway.

15. Educational Policies and Standards Committee – no report
16. Transfer Committee (Young) – no report
17. Budget Committee - no report (K. Takeda)
18. FPIP Committee (Kamibayashi)

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS
a. Behavioral and Social Sciences will give the next division report on February 12.

IX. ADJOURNMENT – 2:15pm
Next meeting: December 11, 2012

Respectfully submitted,
Clare Norris