West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
November 13, 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; Humanities & Fine Arts, Sweeney, Joyce; Allied Health, Dones, Carmen; Language Arts, Bailey-Hofmann, Holly; 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; Social and Behavioral Sciences & District Senator, Barragan, Norma; Senator at Large, Butler, Marcus;

Absent: Library & Learning Resources & Counseling, Narez-Acosta, Alma; District Senator, Williams, Corey; Mathematics, Bucher, William; Senator at Large, Leonard, Fran; Senator-at-Large, Boutry, Katherine; Senator-at-Large, de Bord, Sue

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; Kamibayashi, Lisa, FPIP Chair; ASO, Searcy, Mister

Meeting Called to Order at 12:50.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
   b. Approval of the October 23, 2012 minutes

II. ADMINISTRATION REPORT (President Nabil Abu-Ghazaleh)
   a. President Nabil Abu-Ghazaleh commended on the passage of Proposition 30, calling it a “sunny day”.
   b. He referenced the chancellor’s November 7th memo in which the chancellor requested that colleges continue to be conservative. West has been fiscally conservative. Although the chancellor recommended that colleges not offer summer or winter sessions, West will likely continue with its plans to offer a summer session.
   c. One senator asked whether West’s summer session will accommodate new students as a summer bridge or will it offer courses for currently enrolled students. President Nabil Abu-Ghazaleh responded that what the college opts to offer will determine which students are served in the summer.
   d. One senator asked this question: Did other colleges strategically choose not to be fiscally conservative anticipating changes in District spending? Did West lose opportunities by being fiscally conservative when other colleges did not?
Another senator asked this: What is the time line for planning the summer session? The college plans to add 20 classes to Spring 2013. We will likely plan summer 2013 separately from Fall 2013.

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

IV. OFFICERS’ REPORTS

a. Adrienne Foster – President
   1. A. Foster reported on the DAS resolutions. The state-wide math committee will need to meet to discuss the math resolution.
   2. Course Identification Descriptor advocated for GE courses. There are concerns about the impact of CIDs on transferability and articulation.
   3. ACCJC has placed City College of San Francisco on Show Cause. ASCCC made a resolution in support of CCSF, and a resolution recommending increased faculty involvement in colleges’ grant-application and acquisition process has been adopted.
   4. A. Foster shared an email from Don Gauthier regarding resources available for Faculty Obligation Number clarification.
   5. She also read a list of names of individuals going to ASCCC leadership academy on Friday, December 1.

b. Judy Chow – Vice President (No Report)

c. Yvonne Simone – Treasurer (No Report)
   1. Twenty-six faculty members have paid dues, enough to support 3 of our 4 student scholarships - $1,050.29.

d. Clare Norris Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Science Division Report (Bahta)
   i. A. Bahta distributed a hard copy of his five-page report.
   ii. He reported that the division is composed of three major areas:
       a. Biological Sciences
       b. Physical Sciences
       c. Earth Sciences
   iii. He listed the science faculty members and all courses.
       a. He acknowledged contributions of Elizabeth Bell, Beraki Woldehaimanot, and others.
   iv. He showed a sample page on the division’s web site, which has been developed by B. Woldehaimanot.
   v. S-STEM Scholarship was awarded to West by the National Science Foundation for academically talented and financially needy students.
       a. Nine students are in the program. The science division puts on workshops and offers mentoring opportunities for the students. The students also are offered special topic classes. A. Bahta distributed another handout describing the STEM program.
b. A discussion ensued about the special topic courses expected to be offered as part of the program and the funding for them, their scheduling, their articulation, and their format.

c. A recommendation was made to post a copy of the S-STEM grant on the web site.

d. TMCs for the sciences were also discussed. The college has not completed these for the sciences. There was a recommendation that TMCs be implemented for West’s science majors.

e. A question was asked about the participation of the computer science division in this program.

f. One senator recommended that whenever the college commits to these types of programs, a counseling element should be included, especially since it is a transfer program. A. Foster observed that the questions raised by this report present an opportunity for colleagues to engage with each other and extend invitations to meetings addressing related topics.

g. A. Bahta also acknowledged a volunteer tutor for the division, the death of an adjunct faculty member, and budgetary concerns.

2. ASO (Searcy)
   i. West’s Halloween fair/Hispanic Heritage Fair was a success.
   ii. ASO Election Rush prior to the November 6th election led to the education of students on the ballot propositions, and the registration of about 50 students to vote.
   iii. M. Searcy announced the upcoming LACCD retreat for student leaders.
   iv. ASO is planning a tentative toy and food drive for November/December.
   v. ASO is also tentatively planning a Los Angeles mayoral debate on campus.

3. Student Learning Outcomes Committee – report (T. Matosic)
   i. T. Matosic distributed the latest SLO newsletter.
   ii. He reminded the senators of his SLO hours from 1-3 Mondays and Wednesdays.
   iii. We have committed that every course West offers will include a course level SLO.
   iv. The next Curriculum Committee meeting will be on November 19, and he expects to reach about 40% of course SLOs complete.
   v. Assessing outcomes is next. The SLO committee will offer workshops on assessment this month.
   vi. Accreditation recommendation 3 is nearly resolved.
   vii. T. Matosic reviewed the process of developing course SLOs.

4. Curriculum Committee – report (J. Chow)
   i. MOTION Approve forty-six SLO addendums for courses listed, which were accepted at the October 31 Curriculum Committee meeting. MSP
   ii. Next meeting November 19, 2012

6. Accreditation and Leadership Retreat (Taylor)
   a. A. Taylor distributed a timeline for West to meet the commission’s recommendations.
b. Various committees are working on their related recommendations.
c. On November 30th she will publish a complete draft of the follow-up report.
d. The December 11th Senate meeting will be an opportunity to discuss the full report.
e. She will edit the report in January.
f. West’s planning process has been revised and enhanced to respond to the recommendations. It is designed to promote more extensive dialog.
g. One senator proposed that members of the ACCJC are invested in privatization, which explains why the commission is coming down hard on so many colleges. The Accreditation Chair responded that she hopes that the ACCJC is not invested in privatization.
h. The leadership retreat planning committee is meeting immediately following today’s Senate meeting.

7. Tuition Reimbursement and Conference Attendance Policy (Simone)
   a. A. Foster found a policy submitted to the Academic Senate in October of 2007, which Y. Simone would like for the Senate to adopt with minor updates.
   b. The process of faculty members soliciting donations of professional development funds from colleagues is challenging for the chair to keep organized.
   c. Changes from current practice proposed in the 2007 policy: decreases the number of donations from five donors to four, further limits the donations adjunct instructors can receive from colleagues.
   d. Y. Simone reported that one adjunct instructor expressed concerns about these new limitations.
   e. An updated version of this 2007 policy will be presented to the Senate for approval at the November 27th meeting.
   f. One suggestion was offered that the policy include a timeline. Y. Simone responded that a time line is available on the second page of the professional development fund request form.
   g. Another senator suggested that the responsibility for documenting offers of donations in writing be with the applicant, not the professional development chair.
   h. The policy should also make clear that the funds available are on a first come first served basis.
   i. Perhaps a signature page declaring that faculty members are not collecting more money than the cost of their tuition from any number of sources should be added to the tuition reimbursement process.

8. District Academic Senate
   a. The BR 8603 Registration recommendation calls for a 2-week period for each college’s local students to get priority in enrollment.
   b. LACCD students opposed this recommendation.
   c. A discussion ensued to clarify the proposed registration prioritization time line, including populations that already have priority registration like DSPS students, EOPS students, and veterans.
   d. The 2012 Student Success Act also addresses priority registration.
   e. Noticed for next meeting BR8603
   f. The next DAS meeting is December 13

9. Technology (no report)
10. Enrollment Management (C. Hunter) (no report)
11. Resource Development (No report)
12. Planning and Institutional Effectiveness Committee (F. Leonard) – no report
13. Educational Policies and Standards Committee – no report
14. Transfer Committee (Young)
   a. University shirt day every Wednesday of November.
   b. Transfer workshops will be held all month.
15. Budget Committee - no report (K. Takeda)
16. FPIP Committee (Kamibayashi)
   a. The FPIP application deadline has been postponed to December 6. The committee will meet during finals week, and ranking will start in February. As a result of the postponement of the deadline, the FPIP list will come out later than usual, maybe at the end of March.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS
   a. November 27 Health, Dance, and PE Report
   b. PBI evaluation report
   c. Concerns were raised about resource development committee. Can the Senate revisit the Senate’s role on that committee? Perhaps the Senate should look more closely at the membership and faculty participation and consider how best to implement the state senate resolution related to grants.
   d. Enrollment Management committee composition should be considered as well.

IX. ADJOURNMENT – 2:46pm

Next meeting: November 27, 2012

Respectfully submitted,
Clare Norris