WEST LOS ANGELES COLLEGE ACADEMIC SENATE
WINLOCK LOUNGE
OCTOBER 14, 2008
12:45 – 3:00 PM
Minutes/Approved

“Developing as Professionals & Producing Better Student Outcomes”

Present: Patterson, Rod, President; Aguiar, Ara, Vice President, Sweeney, Joyce, Secretary; Canales, Carrie, Treasurer; Banday, Patricia; Blustein, Bonnie, Barragan, Norma; Chow, Judy; Evans, Beth; Floyd, Suzanne; Ichon, Eric; Leonard, Fran; Morrison, Phyllis; Nicholas, Vanita; Siever, Patricia; Workman, John; Taylor, Alice; Dubois, May; Foster, Adrienne; Floyd, Suzanne; Ulrich, James

Absent: Crippens, Eloise; Jordan, J; Hagar, Robert (exc.); Michels, Margot (exc.); Olivas, Richard, Simone, Yvonne; Elahi, Faz

Guests: Rebecca Tilberg; Eileen Gnehm, Stefan Stitch; Russel Monroe; Bruce Anders; Paul Zolner

After reaching a quorum, the meeting was called to order at 12:50 PM by Rod Patterson, Academic Senate President

I. ORGANIZATIONAL ITEMS
1. Confirmation of the agenda - MSP
2. Approval of the Minutes of September 30, 2008 was postponed until next regular meeting.

II. ADMINISTRATION REPORT
WLAC’s new Dean of Research and Planning, Rebecca Tillberg was introduced and welcomed. She joins our college staff from Los Angeles City College.

III. PUBLIC SPEAKERS
Russel Monroe gave a short talk on recycling and passed out a flyer concerning the on-going efforts for recycling on our campus. WLAC is now the premier recycler in the District and to maintain that status, efforts at recycling must be maintained. All paper is recyclable. The use of the other side of used paper as scratch paper is also recycling. It is anticipated that secured bins for shredding sensitive documents shall be placed around campus soon. For further information about recycling, call extension 4307 or 4309.

IV. ASO REPORT TO THE SENATE
The ASO President, Eileen Gnehm announced recent events of the ASO which included a voter registration effort and a Student Success seminar. The seminar will be held this week in the HLRC.
V. OFFICERS' REPORT

1. Rod Patterson – President

In addition to the written report below which was sent to Senators by Email, Mr. Patterson announced that the Professional Growth Committee with Eloise Crippens as Chair, will handle the distribution of funds for faculty participation in conferences and educational purposes. This is a college committee and currently, there is no list of the committee's members.

Should Measure J on the November ballot be approved by the voters, additional buildings will be scheduled for construction to finish our campus. Any department or college group that has not been accommodated within the current building projects shall be included in the new plans. A Senator requested an information kiosk at the new gateway to the college to help visitors.

The Technology Master Plan Committee held their first meeting with VP Robert Sprague as Administration Chair, and Marcus Butler, Faculty Chair.

The President's written report:

1. Technology Master Plan Committee – The TMPC held its first meeting on October 8, 2008. The governance issue regarding the nature of the committee has been resolved as follows: a) the TMPC will be recognized as a special ad hoc committee of the Senate whose task is to produce an educationally-driven technology plan by January 1; b) the written plan will be approved by the Senate, Accreditation Steering Committee and College Council in February 2009, c) the plan will be submitted to ACCJC as part of the midterm progress report by March 15, 2009, and d) when the task has been completed, the committee will become the college’s new Information Technology Committee under the College Council. Fall 08 semester meetings will be held from 1 – 3 pm on 10/15, 10/22; 11/5; 11/19; 12/3; and 12/10. The faculty co-chair is Marcus Butler (Computer Science Information Technology) and Bob Sprague (Vice President, Academic Affairs) will serve as administrative co-chair.

2. DAS Sustainability Summit – The District Academic Senate held its annual summit at Trade Technical College on September 26th with a focus on college efforts to contribute to a “clean energy future”. DAS presented an excellent slate of speakers, including David Freeman, President of the LA Board of Harbor Commissioners. Recommendations to the colleges included: a) create a sense of urgency among the faculty and students in regard to this issue; b) infuse the existing curriculum with content related to solving the problem of carbon emissions that pollute the environment and contribute to global warming; c) create courses like “Sustainability 101”, Environmental Science, Environmental Studies; or d) find out if the college can partner with an industry group in your area who may want to collaborate on a local level.

3. Conferences/Tuition Reimbursement – Article 23 of the AFT Agreement sets forth the process by which decisions are made on faculty requests for conference attendance and tuition reimbursement. Prior to the development of this article, the Senate President was responsible for approving such requests. However, with the development of Article 23, these requests should be redirected to the Professional Growth Committee. Eloise Crippens, past
president of the Senate, was recently appointed as faculty chair of this committee. Accordingly, I am requesting that the faculty forward these requests directly to Ms. Crippens to avoid any delay in processing your requests. A bi-annual report to the faculty on the use these funds is required by Article 23.

4. **Committee Appointments** – Members of the Distance Education Committee should be re-appointed for another term unless they no longer wish to serve. With re-appointments confirmed, the committee can continue its work this academic year. Hiring committee appointments arise when a division chair or dean advises me that a Senate representative is needed on a committee. My practice is to notify all Senators of the opportunity and to consider who is available and best suited to serve.

5. **Commencement** – Betsey Regalado has informed the College Council that commencement will be held on Tuesday, June 9, 2009 at 5:00 PM. Due to construction, changes will be required. If held on the WLAC Athletic field, the number of attendees may be reduced and the procession will be much shorter than in the past. Other possible sites include Veteran’s Memorial Park (Culver City) and Culver City High School. The Senate’s preference is to hold commencement at WLAC.

6. **Support for SLOs** – Lloyd Thomas has submitted a notice motion on SLO policy. The Senate continues to support these efforts. Please note: faculty who still need to develop program, course or assessment of SLOs should plan to meet with Lloyd and consultant Don Prickel as follows:

   SLO Workshops with Don Prickel
   Thursday, October 16, 1 – 4 PM
   Friday, October 17, 9 – 4 PM
   Location: TBA (see Lloyd Thomas)

7. **State Academic Senate Fall Plenary**: The Fall theme is “Celebrating Participatory Governance: Twenty Years After AB 1725”. It will be held at the Westin Bonaventure Hotel, downtown Los Angeles, November 6 – 8. We should have at least two Senators at the Plenary. Contact me if you are interested in attending.

8. **Online Program Review Training**: I want to congratulate Fran Leonard and all who participated in the development of the online program review software application that West is implementing this semester.

9. **Senate Executive Committee, Meeting Schedule** – The following are the agreed upon dates for Senate Executive Committee meetings for Fall semester: 9/24; 10/8; 10/22; 11/5; 11/19; 12/3.

10. **Building Program Management Committee** – If Measure J is adopted by the voters on November 4th, the college will move quickly to complete the programming of the other buildings that are part of the college’s Master Plan. These buildings include the Teaching Technology Center (TTC), a multi-purpose building that is designed to provide space for all programs and units not accounted for elsewhere in the building program. Rod Patterson and Bob Sprague are developing the preliminary plans for identifying the user groups.
Meetings have been held with the movers in order to plan occupancy of the new buildings. Information about how to pack and the assessment of the needs of those going into those buildings was discussed.

3. Carrie Canales – Treasurer

Ms. Canales was having car trouble and not at the meeting in time to present a report in person.

VI. ACADEMIC AND PROFESSIONAL MATTERS

1. Basic Skills Committee Report –

The Committee's report is due October 15, 2008 in Sacramento. Lloyd Thomas, Co-Chair was on vacation and Co-Chair Bonnie Blustein stated that prior reports were from the Administration instead of the committee. Curt Riesberg has been appointed coordinator for all special programs, such as Umoja, FACE, and Puente, and will be writing the Basic Skills report, therefore, there is no Basic Skills report to be submitted today. Ms. Blustein asked about the structure of the whole committee and its charge. It was answered that this is a Senate Committee which meets on the first Wednesday of each month at 1:30 PM. The charge from President Rocha stated that the Student Learning Outcome for this Committee was that all students shall be prepared to enter regular college courses. Basic Skills shall create a pathway to college transfer and career applications for students in all the programs that are included in Basic Skills, with all course planning going through college Divisions. The new Dean of Research and Planning, Rebecca Tilberg, pointed out that the report was intended to be a proposed plan and as such, it was not a mandatory outline. All the information needed for this plan, which is due tomorrow, seems to be in hand and is ready to be submitted. The completed report shall be presented to the committee and brought to the next regular Senate Committee in November. A motion was made to authorize the Senate President with the Executive Committee to review and approve the report prior to the next Senate meeting, if an extension is not approved. The Basic Skills Committee shall also be asked to create a time line for all required report. MSP.

2. Aviation Maintenance Technician Program

Mr. Patterson received an Email from Scott Feinerman, the Chair of this Division, stating all Board Rules related to credit by exam, and credit from unaccredited institutions shall be followed by this program. Therefore, the Senate finds that the issue is moot and no further action is required.

3. Noticed motion – Transportation Plan Proposal (Ichon): “In an effort to make WLAC a more bicycle and pedestrian friendly environment, the Senate recommends completion of a feasibility study regarding the use of up to 10% of the Transportation Plan funding for the development of multi use (bike and pedestrian) paths on campus, designated bike lanes on campus roads, and the installation of additional bike racks throughout campus.” MSP

4. Noticed motion – Transportation Plan Proposal (Blustein) “Assuming that the College transportation plan goes into effect in Spring 2009 as proposed, the Academic Senate strongly recommends that the Vice President for Academic Affairs or his designee take immediate action to ensure the scheduling and
advertising of a coherent program of late-afternoon classes appropriate for high
school students at times consistent with the pick-up and drop-off times anticipated
for the bus routes during that semester.”

5. Noticed Motion – Resolution on SLO Policy (L. Thomas) Whereas, Standard
I B. Improving Institutional Effectiveness of the 2002 Accreditation Standards for
ACCJC specifies that “The institution demonstrates a conscious effort to produce and
support student learning, measures that learning, assesses how well learning is occurring
and makes changes to improve student learning,” and requires the institution not only to
“organize its key processes and allocates its resources to effectively support student
learning” but also to “demonstrate its effectiveness by providing 1) evidence of the
achievement of student learning outcomes and 2) evidence of institution and program
performance,” and

Whereas, Standard II. Student Learning Programs and Services of the 2002 Accreditation
Standards requires colleges “to develop student learning outcomes and strategies for
attaining those outcomes at the course, program, certificate and degree level,” and

Whereas, Standard II of Accreditation further requires colleges to provide “evidence of
assessment of student learning and program outcomes,” and “Evidence of review of
assessment results and utilization for improvement of student learning,” and

Whereas, the Academic Senate of California Community Colleges in its paper, “Agents
of Change: Examining the Role of Student Learning Outcomes,” adopted in Fall 2007,
notes that “…what we assess, acts as a map to direct student learning, guiding them in
their studies and time investment. Black and William (1998) in Inside the Black Box:
Raising Standards through Classroom Assessment provide impressive data that proves
formative assessment is one of the most powerful methods known to improve learning.
The focus of assessment must be directed at the correct venue, the student learner…”

Whereas, the Los Angeles College Faculty Guild Local 1521 Collective Bargaining
Agreement for 2008-includes “Brief SLO language has been included in the Basic and
Comprehensive Evaluation Summary Form to satisfy accreditation requirements:
Evidence must be provided showing that the faculty member participates in the Student
Learning Outcomes Assessment Cycle (including incorporating approved SLOs in class
syllabi) for classroom faculty.”

Be it resolved that the Academic Senate of West Los Angeles College strongly urges
and supports all faculty in their efforts, through workshops and continuous dialogue to
develop, assess, and refine course, program, and institutional student learning outcomes
and apply the findings on effective teaching methods in order to improve our students’
learning;

Be it further resolved that the Academic Senate of West Los Angeles College strongly
urges and supports all faculty in their efforts to assess student achievement of course,
program, and institutional outcomes in the individual classes that they teach and to participate in collaborative teams to assess student achievement across the board in high enrollment, key major courses such as English 101, History 11 or 12, Political Science 1, Child Development 1, Accounting 1, etc;

Be it further resolved that the Academic Senate of West Los Angeles College strongly urges and supports all faculty in their efforts to post evidence of student achievement of course, program, and institutional outcomes on faculty and divisional WebPages.

This motion was amended to update language in the resolution pending anticipated ratification. MSP as amended

VII. ACADEMIC AND PROFESSIONAL MATTERS

1. Accreditation/College Council Report – (Leonard)

Fran Leonard advised the Senate that the Accreditation Commission is strictly judging all the recommendations that have been made to various other colleges, so it would be best if WLAC addresses all recommendations made to this college and this progress written up in our progress report to the Commission. Fran Leonard also reported to the Senate from the College Council that the Transportation Plan will be brought to a vote at their next meeting. The Leadership Retreat is scheduled at the Pepperdine Center for Friday, November 21st. Excellence shall be the focus. The Senate pledged $300.00 towards this Retreat.

2. Technology Master Plan Report – (Patterson)

This is only a Senate Committee until such time as its Master Plan is written and accepted. After that time, this Committee shall revert to a College Committee. Rod Patterson distributed a hand out concerning technology at WLAC.

With increased enrollment, WLAC is expecting a balanced budget this year. As the representative for the Senate on the Budget Committee, Meric Keskinel should be asked to give a report on the budget to the Senate.

Michelle Long-Coffee reported that the college now has a new seal, logo and mascot, so all former symbols should not be used. But, in the light of our "green" movement, all old stationary and the like should be used in other ways.

3. Educational Policies Committee Report – (Aguiar)

A notice resolution from this committee was presented. "It is the professional opinion of the Academic Senate that to be defined as "advanced", a course should meet all the following measurers

1. Have at least 2 pre-requisites
   a. a prerequisite must be transferable, e.g. non basic skills
   b. a prerequisite must be required for a major, degree, certificate or transfer program, e.g. IGETC
2. Be required for a major, degree, certificate or transfer program, e.g. IGETC.
3. Have a current course outline.
4. Curriculum Committee Report
   A motion to accept the monthly report and recommendations of the Committee was made by Ms. Aguiar.  MSP
5. Announcement of committee appointments – (Patterson)
   The Distance Learning Committee shall meet Wednesdays
   1. Richard Olivas to 2009
   2. Eric Ichon, reappointed to 2010
   3. Alice Taylor to 2009
   4. Helen Young, reappointed to 2010
   5. Vanita Nicholas to 2009
   Judy Chow, alternate
   All terms run through December.
   A report from FPIP committee submitted by Phyllis Morrison stated that the terms of service have expired for all five senate representatives on the FPIP Committee. Faculty willing to serve on the committee are Jack Ruebensaal, Norma Jacinto, Mesfin Alemayehu, Meric Keskinel, and Phyllis Morrison. Senate approval for these individuals to participate as the senate’s representatives is requested. The Senate confirmed appointments
   1. Jack Ruebensaal to 2009
   2. Norma Jacinto to 2010
   3. Mesfin Almayehu to 2009
   4. Phyllis Morrison to 2010
   On October 24, 2008, Dr. Rocha will present to the FPIP Committee his proposals to strengthen the prioritization process. The discussion will focus on adding an enrollment/retention criterion and improving the equity between the areas of basic skills, transfer preparation, workforce preparation, and student support (Library & Counseling).

IX. ADJOURNMENT at 3:05 PM
Next meeting November 11, 2008

Respectfully Submitted,
Joyce Sweeney, Secretary