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3 **WEST LOS ANGELES COLLEGE ACADEMIC SENATE**
4 **WINLOCK LOUNGE**
5 **OCTOBER 14, 2008**
6 **12:45 – 3:00 PM**
7 **Minutes/Approved**

8 **“Developing as Professionals & Producing Better Student Outcomes”**
9

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

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

17 **Guests:** Rebecca Tilberg; Eileen Gnehm, Stefan Stitch; Russel Monroe; Bruce Anders;
18 Paul Zolner
19

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

22 **I. ORGANIZATIONAL ITEMS**

- 23 1. Confirmation of the agenda - MSP
24 2. Approval of the Minutes of September 30, 2008 was postponed until next
25 regular meeting.
26

27 **II. ADMINISTRATION REPORT**

28 WLAC's new Dean of Research and Planning, Rebecca Tillberg was
29 introduced and welcomed. She joins our college staff from Los Angeles City
30 College.
31

32 **III. PUBLIC SPEAKERS**

33 Russel Monroe gave a short talk on recycling and passed out a flyer
34 concerning the on-going efforts for recycling on our campus. WLAC is now the
35 premier recycler in the District and to maintain that status, efforts at recycling
36 must be maintained. All paper is recyclable. The use of the other side of used
37 paper as scratch paper is also recycling. It is anticipated that secured bins for
38 shredding sensitive documents shall be placed around campus soon. For further
39 information about recycling, call extension 4307 or 4309.
40

41 **IV. ASO REPORT TO THE SENATE**

42 The ASO President, Eileen Gnehm announced recent events of the ASO
43 which included a voter registration effort and a Student Success seminar. The
44 seminar will be held this week in the HLRC.
45

1 **V. OFFICERS' REPORT**

2 1. *Rod Patterson – President*

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

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

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

15 The President's written report:

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

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

41 3. **Conferences/Tuition Reimbursement** – Article 23 of the AFT Agreement
42 sets forth the process by which decisions are made on faculty requests for
43 conference attendance and tuition reimbursement. Prior to the development of
44 this article, the Senate President was responsible for approving such requests.
45 However, with the development of Article 23, these requests should be re-
46 directed to the Professional Growth Committee. Eloise Crippens, past

1 president of the Senate, was recently appointed as faculty chair of this
2 committee. Accordingly, I am requesting that the faculty forward these
3 requests directly to Ms. Crippens to avoid any delay in processing your
4 requests. A bi-annual report to the faculty on the use these funds is required
5 by Article 23.

- 6 4. **Committee Appointments** – Members of the Distance Education Committee
7 should be re-appointed for another term unless they no longer wish to serve.
8 With re-appointments confirmed, the committee can continue its work this
9 academic year. Hiring committee appointments arise when a division chair or
10 dean advises me that a Senate representative is needed on a committee. My
11 practice is to notify all Senators of the opportunity and to consider who is
12 available and best suited to serve.
- 13 5. **Commencement** – Betsey Regalado has informed the College Council that
14 commencement will be held on Tuesday, June 9, 2009 at 5:00 PM. Due to
15 construction, changes will be required. If held on the WLAC Athletic field,
16 the number of attendees may be reduced and the processional will be much
17 shorter than in the past. Other possible sites include Veteran’s Memorial Park
18 (Culver City) and Culver City High School. The Senate’s preference is to
19 hold commencement at WLAC.
- 20 6. **Support for SLOs** – Lloyd Thomas has submitted a notice motion on SLO
21 policy. The Senate continues to support these efforts. Please note: faculty
22 who still need to develop program, course or assessment of SLOs should plan
23 to meet with Lloyd and consultant Don Prickel as follows:
24 SLO Workshops with Don Prickel
25 Thursday, October 16, 1 – 4 PM
26 Friday, October 17, 9 – 4 PM
27 Location: TBA (see Lloyd Thomas)
- 28 7. **State Academic Senate Fall Plenary**: The Fall theme is “**Celebrating**
29 **Participatory Governance: Twenty Years After AB 1725**”. It will be held
30 at the Westin Bonaventure Hotel, downtown Los Angeles, November 6 – 8.
31 We should have at least two Senators at the Plenary. Contact me if you are
32 interested in attending.
- 33 8. **Online Program Review Training**: I want to congratulate Fran Leonard and
34 all who participated in the development of the online program review software
35 application that West is implementing this semester.
- 36 9. **Senate Executive Committee, Meeting Schedule** – The following are the
37 agreed upon dates for Senate Executive Committee meetings for Fall
38 semester: 9/24; 10/8; 10/22; 11/5; 11/19; 12/3.
- 39 10. **Building Program Management Committee** – If Measure J is adopted by
40 the voters on November 4th, the college will move quickly to complete the
41 programming of the other buildings that are part of the college’s Master Plan.
42 These buildings include the Teaching Technology Center (TTC), a multi-
43 purpose building that is designed to provide space for all programs and units
44 not accounted for elsewhere in the building program. Rod Patterson and Bob
45 Sprague are developing the preliminary plans for identifying the user groups.
- 46 2. *Aracely Aguiar – Vice President*

1 Meetings have been held with the movers in order to plan occupancy of
2 the new buildings. Information about how to pack and the assessment of the
3 needs of those going into those buildings was discussed.

4 3. *Carrie Canales – Treasurer*

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

7
8 **VI. ACADEMIC AND PROFESSIONAL MATTERS**

9 1. Basic Skills Committee Report –

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

32 2. \ Aviation Maintenance Technician Program

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

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

43 4. Noticed motion – Transportation Plan Proposal (Blustein) “Assuming that the
44 College transportation plan goes into effect in Spring 2009 as proposed, the
45 Academic Senate strongly recommends that the Vice President for Academic
46 Affairs or his designee take immediate action to ensure the scheduling and

1 advertising of a coherent program of late-afternoon classes appropriate for high
2 school students at times consistent with the pick-up and drop-off times anticipated
3 for the bus routes during that semester.” **MSP**
4

5 **5. Noticed Motion – Resolution on SLO Policy (L. Thomas)** Whereas, Standard
6 I B. Improving Institutional Effectiveness of the 2002 Accreditation Standards for
7 ACCJC specifies that “The institution demonstrates a conscious effort to produce and
8 support student learning, measures that learning, assesses how well learning is occurring
9 and makes changes to improve student learning,” and requires the institution not only to
10 “organize its key processes and allocates its resources to effectively support student
11 learning” but also to “demonstrate its effectiveness by providing 1) evidence of the
12 achievement of student learning outcomes and 2) evidence of institution and program
13 performance,” and
14

15 Whereas, Standard II. Student Learning Programs and Services of the 2002 Accreditation
16 Standards requires colleges “to develop student learning outcomes and strategies for
17 attaining those outcomes at the course, program, certificate and degree level,” and
18

19 Whereas, Standard II of Accreditation further requires colleges to provide “evidence of
20 assessment of student learning and program outcomes,” and “Evidence of review of
21 assessment results and utilization for improvement of student learning,” and
22

23 Whereas, the Academic Senate of California Community Colleges in its paper, “Agents
24 of Change: Examining the Role of Student Learning Outcomes,” adopted in Fall 2007,
25 notes that “...what we assess, acts as a map to direct student learning, guiding them in
26 their studies and time investment. Black and William (1998) in *Inside the Black Box:
27 Raising Standards through Classroom Assessment* provide impressive data that proves
28 formative assessment is one of the most powerful methods known to improve learning.
29 The focus of assessment must be directed at the correct venue, the student learner...”
30

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

37
38 **Be it resolved that** the Academic Senate of West Los Angeles College strongly urges
39 and supports all faculty in their efforts, through workshops and continuous dialogue to
40 develop, assess, and refine course, program, and institutional student learning outcomes
41 and apply the findings on effective teaching methods in order to improve our students’
42 learning;
43

44 **Be it further resolved that** the Academic Senate of West Los Angeles College strongly
45 urges and supports all faculty in their efforts to assess student achievement of course,

1 program, and institutional outcomes in the individual classes that they teach and to
2 participate in collaborative teams to assess student achievement across the board in high
3 enrollment, key major courses such as English 101, History 11 or 12, Political Science 1,
4 Child Development 1, Accounting 1, etc;

5
6 **Be it further resolved that** the Academic Senate of West Los Angeles College strongly
7 urges and supports all faculty in their efforts to post evidence of student achievement of
8 course, program, and institutional outcomes on faculty and divisional WebPages.

9
10 This motion was amended to update language in the resolution pending anticipated
11 ratification. **MSP as amended**

12
13
14 **VII. ACADEMIC AND PROFESSIONAL MATTERS**

15 1. Accreditation/College Council Report – (Leonard)

16 Fran Leonard advised the Senate that the Accreditation Commission is
17 strictly judging all the recommendations that have been made to various other
18 colleges, so it would be best if WLAC addresses all recommendations made to
19 this college and this progress written up in our progress report to the Commission.

20 Fran Leonard also reported to the Senate from the College Council that the
21 Transportation Plan will be brought to a vote at their next meeting. The
22 Leadership Retreat is scheduled at the Pepperdine Center for Friday, November
23 21st. Excellence shall be the focus. The Senate pledged \$300.00 towards this
24 Retreat.

25 2. Technology Master Plan Report – (Patterson)

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

30
31 With increased enrollment, WLAC is expecting a balanced budget this year. As
32 the representative for the Senate on the Budget Committee, Meric Keskinel should be
33 asked to give a report on the budget to the Senate.

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

37
38 3. Educational Policies Committee Report – (Aguilar)

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

42 1. Have at least 2 pre-requisites

43 a. a prerequisite must be transferable, e.g. non basic skills

44 b. a prerequisite must be required for a major, degree, certificate or
45 transfer program, e.g. IGETC

1 2. Be required for a major, degree, certificate or transfer program, e.g.
2 IGETC.

3 3. Have a current course outline.

4 4. Curriculum Committee Report

5 A motion to accept the monthly report and recommendations of the
6 Committee was made by Ms. Aguiar. **MSP**

7 5. Announcement of committee appointments – (Patterson)

8 The Distance Learning Committee shall meet Wednesdays

9 1. Richard Olivas to 2009

10 2. Eric Ichon, reappointed to 2010

11 3. Alice Taylor to 2009

12 4. Helen Young, reappointed to 2010

13 5. Vanita Nicholas to 2009

14 Judy Chow, alternate

15 All terms run through December.

16 A report from FPIP committee submitted by Phyllis Morrison stated that the terms of
17 service have expired for all five senate representatives on the FPIP Committee. Faculty
18 willing to serve on the committee are Jack Ruebensaal, Norma Jacinto, Mesfin
19 Almayehu, Meric Keskinel, and Phyllis Morrison. Senate approval for these
20 individuals to participate as the senate’s representatives is requested. The Senate
21 confirmed appointments

22 1. Jack Ruebensaal to 2009

23 2. Norma Jacinto to 2010

24 3. Mesfin Almayehu to 2009

25 4. Phyllis Morrison to 2010

26 On October 24, 2008, Dr. Rocha will present to the FPIP Committee his proposals to
27 strengthen the prioritization process. The discussion will focus on adding an
28 enrollment/retention criterion and improving the equity between the areas of basic skills,
29 transfer preparation, workforce preparation, and student support (Library & Counseling).

30

31 **IX. ADJOURNMENT at 3:05 PM**

32 **Next meeting November 11, 2008**

33

34 **Respectfully Submitted,**

35 **Joyce Sweeney, Secretary**