Los Angeles Community College District
West Los Angeles College at Culver City
Meeting of the Academic Senate
Minutes
February 27, 2007
Winlock Lounge

Senators Present: Crippens, Eloise, President; Patterson, Rod, Vice President; Siever, Patricia, Treasurer; Sweeney, Joyce, Secretary; Blustein, Bonnie; Chow, Judy; DuBois, May; Floyd, Suzanne; Harris, Lartee; Kazahaya, Dianne; Leonard, Fran; Quitschau, Karen; Simone, Yvonne; Taylor, Alice; Zolner, Paul.

Guests Present:

I. Call to order:
   1. The meeting was called to order at 12:55 by Vice President Rod Patterson, since the President, Eloise Crippens was enroute from a meeting at the Chancellor’s office.
   2 Confirmation of the agenda. MSP.
   3 The Minutes from December 12, 2006 were approved as corrected MSP; and the Minutes of January 13, were approved as amended. MSP.

II Administrative Report – None at this time.

II. Public Speakers
   Informational Russel Monroe, on behalf of integrated waste program, spoke of the recycling program that the college has adopted. A hand-out was distributed presenting the procedure to the campus, how to handle recyclable materials. This will be a mandatory policy with a non-compliance clause.

III. Senate Officers’ Reports:
   1. President Eloise Crippens
      None at this time, since the President is still enroute from Downtown.
   2 Vice-President Rod Patterson
      The Black History programs given this month on campus are highly recommended. The ASO shall be commended by the Senate for their leadership in planning and presenting these programs.
      The ASO needs faculty members to serve as advisors for the clubs sponsored on campus through the ASO, as they cannot function without an advisor. These clubs are listed on the ASO website. Mary Jane McMaster will resign as advisor for the Honor Society after many years of service in this capacity, so there is a need there also. Lartee Harris distributed the application for clubs and advisors to encourage faculty participation.

   3 Treasurer’s Report – Patricia Siever
      The treasury funds are now $666.00 with the addition of $120.00 from Behavioral Sciences. A small ad hoc committee, consisting of Patricia Siever, Fran Leonard, and Lartee Harris, shall convene to design a plan for the usage of these treasury funds, emphasizing scholarships for deserving students.

IV. ASO Report
   None at this time.

V. Academic and Professional Matters
1. **Program Review – Informational**

   Fran Leonard, co-chair of the Program Review Committee, introduced Kevin Rodin from KMR Associates. This company designed the program review software currently used by Southwest and Trade Tech Colleges. He gave a presentation of the software and discussed how it can be adapted for use on WLAC’s campus, to make the review process simpler and more efficient.

2. **Noticed Motion** by Fran Leonard – move that the Senate recommend to the College Council that WLAC invest in the KMR Program Review software. MS The discussion following the motion asked that contact be made with schools that have had experience with the program. It is anticipated that fewer workshops will be necessary to understand and use the program, than are currently given to make reports under the system in use now. Strengths pointed out that the data will be standardized and eliminate the manipulation of self-crunched data. Additional information was requested as to the degree of impact to the Info-Tech and researcher there is to be expected. There can be room for departmental response from peers added within the new program. It was recommended that the contact person find out information concerning the additional fees to the initial outlay, if additional portions are needed to customize the software for our use. The noticed motion was postponed to date certain, March 13, 2007, the date of the next Academic Senate.

3. **Curriculum Report –**

   None at this time.

4. **Noticed Motion** by Patricia Siever – move that the Curriculum Committee shall present a formal motion to the Senate prior to Senate action to adopt any new course. A statement of current policy is needed. When an archived course is to be brought back to the current schedule, it shall be treated as a new course at WLAC, needing the full Curriculum Committee examination. When a course is still on the books, but not taught for several semesters, it may be brought back as a current course. It was moved to refer this matter to committee. MS


   A report is going around that WLAC is on probation. This is false information as the college is fully accredited to 2012. Currently, the college is presenting progress reports. It was stated that West Los Angeles School of Law is on probation. There appears to be confusion with the similarity of names of the two institutions of learning.

6. **Noticed Motion** by Rod Patterson – move that all Senator terms ending December 31, 2006 have their termination date extended to the end of the current spring semester in order to provide continuity in all terms of appointment. MSP

7. **Noticed Motion** by Rod Patterson – that Alice Taylor shall be added to the EPSC as regular member to replace Mary Jane McMaster, who has become a resource member. MSP

8. **Faculty appointment**

   Nominations are open for a member to the Budget Committee to replace Jane Wytucki.

9. **Course scheduling**. Eloise Crippens resumed the chair at this point. The question was raised for discussion about the times classes are scheduled. There is a need to create a grid of the times all classes offered at WLAC in a semester, coupled with a
study to determine if WLAC is offering classes at a time when students want the classes.

Few classes are currently being taught at 8 a.m. or in the early afternoon.

**9. Professional Development funds policy** – Paul Zolner

The union contract states that full-time and adjunct faculty may take advantage of funds up to $2000.00 for professional development. Other colleges in the District have a policy that differentiates between full-time and adjunct faculty, the adjunct faculty are prorated to the percentage that they are teaching on that campus. Several questions were raised about the distribution of the money on this campus. Shall WLAC prorate the adjunct for the money? Shall we give monies at date certain every year so that all those applying in a year have equal access? How shall conference monies be distributed to the adjunct? When a new person, either full-time or adjunct, is hired, and the assignment requires special training, should that be considered in the apportionment? Shall reimbursement for courses taken for advancement be given only on successful completion of the course/courses? Shall an individual receive money for professional development or conferences in successive years? There is a need to draw up a list of criteria for the distribution of these funds.

**V. Announcements and Indications of Proposed Future Actions**

There will be a meeting of the Presidential Inaugural Planning Committee, chaired by Marie Montour immediately after this Senate meeting.

If there are ideas for non-credit courses, present them to Lloyd Thomas the the Curriculum Committee for consideration. There is $250 per course to be paid to the preparer of an accepted non-credit course.

**V. Adjournment at 3:10 P.M.**

Next Meeting March 13, 2007

Respectfully submitted,
Joyce Sweeney, Secretary