



West Los Angeles College Academic Senate Meeting
Tuesday, September 25, 2007
12:45 – 3:00 PM
Winlock Lounge
Minutes

Senators Present: Crippens, Eloise, President; Siever, Patricia; Treasurer, Sweeney, Joyce, Secretary; Aguiar, Ara; Bucher, William; Blustein, Bonnie; Canales, Carrie; Chow, Judy; Floyd, Suzanne; Froloff, Cathy; Hagar, Robert; Leonard, Fran; Morrison, Phyllis; Simone, Yvonne; Taylor, Alice; Titus, Clyde; Workman, John; Zolner, Paul; Foster, Adrienne.

Senators Absent: Patterson, Rod (excused); Harris, Lartee; Jacobson, Nikki; Jordan, John; Michels, Margot; Quitschau, Karen, Olivas, Richard;

Guests Present: Rocha, Mark; Kaplow, Richard; Banday, Patricia; Thomas, Lloyd; Nichols, Vanita

I. Call to order:

The meeting was called to order at 12:50 P.M. By President Eloise Crippens after a light lunch was served.

II. Organizational Items

1. Confirmation of the agenda. With Rod Patterson ill, the items that he would have presented are postponed until the next regular meeting. **MSP**
2. Minutes of September 11, 2007 were corrected and approved. The minutes of the May 22, 2007 meeting will be review at the next regular meeting. **MSP**

III. Public Speakers

Patricia Banday from the Matriculation Office reported that over 3000 encouragement letters had been sent students this semester, which resulted in increased enrollment. Dr. Banday commended Cathy Froloff and the library staff for having the library open Fridays during special times, which also helpee students and the increased enrollment.

IV. Administration Report – President Mark Rocha

Dr. Rocha began his remarks with special thanks to Patricia Banday and Matriculation for work well done. WLAC's Educational Master Plan was presented to the District's Board of Trustees, who will be using it as a model throughout the District. Dr. Rocha spoke of classroom work as of utmost importance at the college and added his deep and profound appreciation for the work the faculty does for the student in the classroom. He made special mention of faculty's encouragement of students with their long-term goals.

The Distance Learning Committee is working to bring their enrollment in total compliance with the contract for best academic quality; and also to bring the program into alignment with WLAC's Educational Master Plan. At the next Basic Skills Committee meeting, the statement of the committee's charge will be

considered. There is a lot of money available for basic skills improvement, so clarification is needed.

There is an ongoing reorganization in Academic Affairs. Dr. Stansbury is on personal leave from the college and a search for two Deans – Academic and Educational Services and Faculty Development – is in progress. The Vocational Education programs are now being served by Dean Mateo. After the new Deans are in place, divisional alignment will be examined under the purview of the union and the Academic Senate.

V. Senate Officers' Reports

1. President's Report – Eloise Crippens

Ms. Crippens reported that faculty member, Gwen Thomas' father had died, and requested that flowers be sent to her from the Academic Senate. As of August 16, 2007, students shall be able to take a class three times (the original class and two repeats) if the grade received is a D or lower. Ms. Crippens again reminded Senators to read the e-mails that she forwards to them as they contain important information, mentioning in particular the new Title 5 guide lines have been forwarded. WLAC will be able to send 12 people to the up-coming DAS summit, to be held at the Marina. Each discipline will be holding a summit meeting on November 30, 2007.

2. Vice President's Report – Rod Patterson

No report, Mr. Patterson is absent due to illness.

3. Treasurer's Report – Patricia Siever

Ms. Siever reported \$1,390.24 as the new balance in our account. There is about \$200 still due from IOU's presented by faculty members at Flex Day.

VI. Academic and Professional Matters

1. Curriculum Committee Report – Lloyd Thomas

The next Curriculum meeting, September 26, 2007, shall have a brief explanation and training on Stand-alone courses. Committee members must attend this meeting if they wish to vote on courses in the committee for the following year.

2. FPIP – Phyllis Morrison

Dr. Morrison had sent the written report to Senators via e-mail. The motion to make changes in the current plan to reflect the new Educational Master Plan was then heard. There was no discussion and the noticed motion was unanimously accepted. **MSP**

3. ESPC – Rod Patterson

Motions from the Committee were presented by Ms. Siever in Mr. Patterson's absence. 1. The Office of Academic Affairs will ensure that no course whose outlines are out of date will be placed in the Schedule of Classes for Spring 2009 which will be prepared by October 2, 2008. **MSP** 2. Courses whose outlines are more than two years out of date shall be archived by the Curriculum Committee within six months. 3. The college administration shall provide resources for updating course outlines for those disciplines that have no full-time faculty to complete the work.

Lloyd Thomas requested that courses that are to be updated, go through the initial review but not be presented to the Committee as a whole, to help facilitate the process. Discussion of the motions followed with the need stated that the

curriculum system have "teeth" since articulation must be taken into consideration. If the course has not gone through the updating process, it should not be taught. Also, the need for a scheduled time line should be set. Seventy-two courses in one division, alone, need to be updated. The status of all courses is published on the Curriculum Committee web page. This information may be found by going to the college website and clicking on Curriculum.

Motions 2 and 3 were referred to the Ed Policies Committee. **MSP**

4. Committee Appointments

Merrick Toscanel was nominated for the Budget Committee; Paul Zolner was nominated as Senate representative to the College Council; Richard Block was nominated to the Ed Policy Committee. **MSP**

5. Academic Rank Committee – Rod Patterson

Postponed to next regular meeting.

VII. Announcements and Indications of Proposed Further Actions

It was reported that a student had requested a statement from the Academic Senate about dress policy for students at WLAC. This matter was referred to the ASO as the proper place to discuss and handle such a topic, since it is not an academic and professional matter. It was further noted that students seem to monitor and regulate themselves.

There is WLAC Social Justice Alliance now on campus. If students wish to talk in class about this, we are asked to let them.

Cathy Froloff announced that WLAC's library now has African-American information available on its web page from Oxford University Press. This is an important addition to our library's resources.

A request was made for information concerning reimbursement of adjunct faculty members for courses taken and conferences attended. Paul Zolner is the Senate contact person and the policy has not been changed.

Food for the Senate was provided for this meeting by Eloise Crippens. Fran Leonard and Alice Taylor offered to provide lunch for meetings in October.

Expressions of gratitude were extended to these members for their thoughtfulness.

VIII. Adjournment was at 2:15 P.M.

Respectfully submitted,

Joyce Sweeney, Secretary

Next general Senate meeting – October 9, 2007