

# West Los Angeles College

## COLLEGE COUNCIL

**College Council Chair**  
Fran Leonard (15)

**Academic Senate**  
Adrienne Foster, PhD  
Judy Chow  
Laura Peterson  
Helen Young  
Kevin Considine  
(alternate)

**Administration**  
Phyllis Braxton  
Bob Sprague  
Ken Takeda

**AFT Classified**  
Joann Haywood (14)  
Sheila Jeter-Williams (14)

**AFT Faculty**  
Richard Olivas (12)  
Olga Shewfelt (12)  
Bonnie Blustein  
(alternate)

**ASO**  
Gabriel Brown (13)

**SEIU 721 Stewart**  
Abel Rodriguez

**Teamsters**  
Rebecca Tillberg

**President, Ex-Officio**  
Nabil Abu-Ghazaleh

**College Council Executive**  
Adrienne Foster  
Jo Ann Haywood  
Fran Leonard  
Gabriel Brown  
Olga Shewfelt  
Bob Sprague

**Standing Committee Chairs**

**Accreditation**  
Alice Taylor  
Bob Sprague, ALO

**Budget**  
Ken Takeda

**Enrollment Management**  
Phyllis Braxton

**Facilities**  
Ken Takeda  
Kevin Considine

**Planning**  
Rebecca Tillberg

**Resource Development**  
Bob Sprague

**Technology**  
Vidya Swaminathan  
Bob Sprague

### CC Draft Minutes

April 11, 2013  
1 pm – SSB 414

**Attending:**

Member	Present	Absent
Gabriel Brown		x
Judy Chow	X	
Kevin Considine	X	
Laura Peterson		X
Adrienne Foster	X	
Joann Haywood	X	
Sheila Jeter-Williams	x	
Helen Young	X	
Fran Leonard	X	
Richard Olivas	X	
Phyllis Braxton	X	
Abel Rodriguez	X	
Olga Shewfelt	X	
Bob Sprague	X	
Ken Takeda	X	
Rebecca Tillberg	X	
<b>Ex Officio</b>		
Nabil Abu-Ghazaleh	X	
<b>Standing Com Chairs</b>		
Alice Taylor	X	
<b>Invited Guests</b>		
Allan Hansen	x	

- I. *Confirmation of the Agenda* – the meeting was called to order at 1:20 pm by Fran Leonard. A Council member requested that agenda item 4.A. is not an action item and should be deleted and will be a part of agenda item VI. Standing Committee Reports.
- II. *Minutes of March 7, 2013* – Olga Shewfelt asked to have recorded in the minutes on page 2 that she disagreed with the area of Leiffer Mall being a designated smoking area as it is too open and central to the campus and that West will reevaluate smoking policy in one year. Richard Olivas requested that his objections to the recommendation for the smoking policy be noted as a dubious procedure for the President to receive a recommendation from Council members that he developed and was no discussion with Council

College Council Mtgs. 2012-13 – SSB 414  
1st Thursday of each month from 1-3 pm  
Sep 6, Oct 4, Nov 1, Dec 6, Feb 7, Mar 7, Apr 4, May 2, June 6

*Vision* West – A gateway to success for every student.  
*Mission* West Los Angeles College provides a transformative educational experience.



members previously. This will be a future agenda item at another College Council meeting. Sheila Jeter-Williams reported that she requested a designated smoking area for all classified employees on campus.

The minutes of March 7, 2013 were approved with these additions.

- III. *President's Report* – Nabil Abu-Ghazaleh reported that steps have been made to improve the process of linking planning to budget. West is showing progress on this process this year which is being continuously critiqued and updated. Program Review was folded into the Planning and Institutional Effectiveness Committee last year.

- IV. *Items from Tuesday's Senate meeting re. the Educational Master Plan and FPIP Committee:*

The FPIP Committee became a standing committee of Academic Senate on a Senate-approved motion at its April 9, 2013 meeting. This is a structural change.

**ACTION: College Council members unanimously endorsed the FPIP Committee as a standing committee of the Senate.**

Rebecca Tillberg reported that the Ed Policies & Standards Committee (EPSC) and the PIE Committee are joining forces to create an updated enhanced Educational Master Plan for West. These two committees will meet together to discuss forming sub groups. Re-assigned time will be considered for the co-chair who will coordinate master planning efforts. Olga Shewfelt moved that College Council support this process. There was consensus on merging the educational effort with the EPSC and PIE Committee. The Master plan gets started first with the other plans to follow to insure that the Educational Plan drives other planning.

**Olga Shewfelt moved that College Council support this plan.**

**ACTION: College Council members endorsed that the EPSC and the PIE Committee combine to form sub-groups to create an updated enhanced Educational Master Plan for West.**

- VI. *Standing Committee Reports*

B. Accreditation - Alice Taylor reported on the status of the upcoming accreditation visit next Tuesday, April 16, 2013. The 2013 follow-up report to the Commission is online at the accreditation website and details what West has accomplished to meet the recommendations. Updates to the 2013 Follow-Up Report to the ACCJC were distributed to Council members. Recommendation 1 of 2012 was reviewed. Discussion of facilities master plan and space needs study followed.

H. Technology Master Plan – This committee is planning a workshop in May to determine whether to update the current master plan or write a new master plan.

Alice Taylor reported that the college has completed a full cycle of program review.

SLOs – Academic Affairs has developed 405 course SLOs and are collecting course assessment for courses taught during fall 2012. 43% of course assessments have been completed. Alice announced that tomorrow, Friday, April 12, there will be an SLO symposium and all division chairs should attend. Todd Matosic, SLO Coordinator, is working on the project of mapping SLOs one to another. He is working through Divisional Council on this project. There are no new SLO addendums to report. Alice is awaiting an update on what has been assessed in Student Services and Administrative Services.

The WLAC college catalog is now current. The Library has received money from the lottery funds and is starting to spend this and has ordered books for their collections.

There was discussion of the 2006 recommendations. The Commission told West to reconsider how we are serving students and how we use new technology.

“West Express Way” is a new system responsive to SB 1456 to get all new students assessed, oriented and to have a student educational plan (SEP). They are identifying students who have an SEP come in and do orientations. This system is connected to registration system.

Recommendation 13 – College Governance Participation was discussed. All college personnel should identify how to participate in college governance There was in-depth discussion of how the college fosters trust throughout the institution. Ways in which the college fosters trust is to continue to meet in committees, posting minutes, holding discussions of what else should be put in responses for actions that have been taken. There is increased organization in shared governance and knowledge of how committees work. The issue of trust is not the responsibility of one person, but of many. (all)

VII. ATD Update, Clare Norris

Clare Norris reminded the Council that one of the implementation strategies on West's ATD Implementation Proposal is Professional Development. Clare shared her experience attending the Academy for College Excellence Program's Experiential Learning Institute in January 2013, and explained that the Student Success Committee wants to bring the one-week Institute to West June 10-14 as part of West's professional development offerings. The Institute's curriculum is based on student curriculum in the ACE program's Foundation Course. This two-week intensive course builds students' non-cognitive skills and targets students that come from low socio-economic backgrounds and trains them to use each other as resources. This opportunity would give West faculty a chance to see whether West wants to adopt this program.

**Olga Shewfelt moved that College Council members support this Institute for West.**

**There was consensus from College Council members to support the Institute for Experiential Learning.**

#### *VI. E. Facilities*

Allan Hansen, Facilities Director, discussed resource requests from the recent comprehensive program review and reported that some of them were incorrect.

*Program Viability* – Rebecca Tillberg reported on the status of this.

The PIE Committee decided yesterday to forward several requests to Academic Senate.

The meeting adjourned at 3:10 p.m.

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