

College Council Chair
Fran Leonard (15)

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

Administration
Betsy Regalado
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 Chairs Accreditation

Budget
Ken Takeda
Enrollment Management
Betsy Regalado & Ken Lin

Facilities
Ken Takeda
Kevin Considine

Planning
Rebecca Tillberg

Resource Development
Bob Sprague

Technology
Vidya Swaminathan
Bob Sprague

Minutes
November 1, 2012
1:00 pm – 3:00 pm
SSB 414

Member	Present	Absent
Gabriel Brown	x	
Judy Chow		x
Kevin Considine for Laura Peterson	x	x
Adrienne Foster	x	
Joann Haywood	x	
Sheila Jeter-Williams	x	
Fran Leonard	x	
Richard Olivas	x	
Betsy Regalado	x	
Abel Rodriguez	x	
Olga Shewfelt	x	
Bob Sprague	x	
Ken Takeda	x	
Rebecca Tillberg	x	
Ex Officio		
Nabil Abu-Ghazaleh	x	
Standing Com Chairs		
Vidya Swaminathan		x
Alice Taylor	X	
Invited Guests		
Nick Gusko	X	
Shalamon Duke	X	

- I. *Call to Order*; Fran Leonard called the meeting to order at 1:00 pm.
- II. *The minutes* of October 4, 2012 were approved as submitted with the following correction to VI.B. The votes on the motion to postpone action were tied; 5 yes, no. Olga Shewfelt requested the terms for herself and Richard Olivas as AFT Faculty reps for College Council be changed to 2014. This was approved by the College Council Chair and will be noted in the membership.

VP Ken Takeda of Administrative Services requested the Chair to move agenda item IV. Deputy Team Leader, Nick Gusko, as the first order of business on the agenda. Ken introduced Nick Gusko as the new Deputy Team Leader of College Sheriff's Office to Council members. Nick is here M-Th in the morning and evening. Fran Leonard thanked Karina Weatherly and Vicky Nesia for preparing the farewell refreshments on behalf of Vice President Betsy Regalado of Student Services who will be leaving West to work at the

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

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District on the SIS project for three years. Betsy thanked President Abu-Ghazaleh for the opportunity to leave West and contribute to the SIS project and be able to return to West after the project is completed.

III. *President's Report.* President Abu-Ghazaleh reported on the meeting held at West with Achieving the Dream team members and the status of the ATD project. He also gave an update on the status of the college's SLO consultant, Dr. Matthew Lee, who presented his report on West's SLOs. Dr. Lee reported that West is producing good work on SLO assessment and asked everyone to think thoughtfully and carefully on the progress to meet the standards for next year in March. Dr. Lee stated that West is producing two years' worth of work in one semester and that this is encouraging but sobering at the same time.

IV. *Standing Committees.* Accreditation - Alice Taylor presented the status on Recommendation 13 – a full draft will be presented to the college at the end of November. All working groups are producing data by and receiving drafts back in time for the report to go to the Board in February 2013 before West's spring term starts. The first draft is a position paper and includes supporting documentation. There was discussion about participation and trust. Another Campus Climate Survey will be done next spring 2013. College Council uses data to obtain the percentage of faculty and staff participation. West has high faculty participation. November 8 or 9, 2012 is the second deadline for the second draft instead of November 6, 2012. Fran requested Council members to email her any goals they may have for Recommendation 13. Alice Taylor asked if College Council could bring these goals to the next meeting. A motion was made to vote on goals for college wide participation. The motion was seconded and passed by consensus.

Fran reported that the next College Council meeting is December 6, 2012. The first draft should be online and presented at the Leadership Retreat on November 30, 2012 and be available to the college campus on November 30 as well. Currently six people are working on Recommendation 13. There was discussion of dates for sending the draft to the entire college to respond to Recommendation 13. The date the Accreditation Steering Committee publishes the draft is November 20, 2012

V. *Leadership Retreat Plans* – Alice reported that a meeting on planning the agenda for the Leadership Retreat is planned for next Monday, November 5th in Winlock, from 2-3 pm. The theme will be "Pulling it all Together" and Dr. Lee plans to attend. How does an SLO feed into planning and budget and feed into Achieving the Dream goals? How does this all fit together? Invitations will be sent to all those who participated in the Leadership Retreat last year.

There was discussion of SLOs and the accountability of instructors for providing SLOs. There are varying examples of SLOs and these need to be incorporated into discussion among faculty with thoughtful inclusion of SLOs in teaching. The ultimate goal in SLO assessment is called sustained continuous improvement that will become a habit of continuous improvement & learning. The first challenge is to ask ourselves, do we do a good job of setting good expectations for students?

V. *Designated Smoking Area*

B. There was discussion of how many feet a smoking area may be from non-smoking areas on campus. The smoking area must be 25 feet away. The President stated West is not a smoke free campus yet and students don't know there are designated smoking areas on campus. West does not have a smoking policy yet. Therefore, a no-smoking policy cannot be enforced. This will go back to College Council and will return as an Action Item for the

December 6 meeting. Fran Leonard asked Council members to please read WEC recommendations and email your responses to her before the December College Council meeting.

C. *Budget Report*

Ken Takeda reported that West has received \$210,000 from the District and had a first quarter report with the District Budget team on October 15, 2012. The PIE Committee and Budget Committee can work together on Program Review in response to the accreditation recommendations. Prop. 30 and 32 – the WLAC Historical Perspective was projected on screen. Ken Takeda reported that this is not a budget but what West spent. If Prop. 30 passes, the budget for West will become about \$29 million and the FTES number will become 6,655 - less than last year. There was discussion about FTES. The FTES will be 6,170 if Prop. 30 doesn't pass.

D. *Planning & Institutional Effectiveness Committee, Rebecca Tillberg*

Deciding how to approach recommendations 1, 2 & 7 – next PIE meeting is next Wednesday, November 7, 2012. Rebecca reported the committee needs to assess the effectiveness of our financial resources and hold a joint meeting twice a year with the Budget Committee. A joint meeting could be held in January to assess the college's use of financial resources and another joint meeting held in July to assess the processes. Holding a joint meeting in January 2013 will be good for planning and the program review cycle as the three vice presidents will be prioritizing resource requests in mid-January. The PIE Committee is also keeping track of how other master plans are coming along. Annual goals need to be stated in measurable goals as well. A draft of the student survey from last spring 2012 is out. Departments can refer to this in their program reviews for analysis and reflection. The PIE Committee is also preparing for another Campus Climate Survey to be conducted next spring 2013 and is updating the shared governance and planning handbook

V.E. *Facilities, Ken Takeda* – An update was given by Ken Takeda of the Facilities Committee A project to build a bus turn-around on B Street is underway. This will become a bus road and a special ADA access vehicle road also. This will be done over the winter 2013 break.

- Bungalow A9 will remain
- Staff from A4 are moving to the B bungalows and only A9 will remain
- No work is being done on B bungalow buildings
- A5 has a plan to be moving during winter break to A9. Facilities will send out a map highlighted with buildings being demolished and relocated.

The meeting adjourned at 3:05 pm.