

College Council Chair

Fran Leonard (15)*

Academic Senate

Adrienne Foster (14)*

Judy Chow (14)

Laura Peterson (14)

Helen Young (14)

Kevin Considine
(alternate)

Administration

Phyllis Braxton

Bob Sprague *

Ken Takeda

AFT Classified

Joann Haywood (14)*

Sheila Jeter-Williams (14)

AFT Faculty

Richard Olivas (14)

Olga Shewfelt (14)

Vidya Swaminathan (14)

ASO

Stephen McCracken 15)

SEIU 721 Steward

Vacant

Teamsters

Rebecca Tillberg

*CC Exec Member

Ex Officio

President

Nabil Abu-Ghazaleh

Standing Committee

Chairs

Accreditation

Alice Taylor

Bob Sprague, ALO

Budget

Ken Takeda

Olga Shewfelt

SEAC

Phyllis Braxton

Marcela Hernandez

Facilities

Ken Takeda

Kevin Considine

Planning

Rebecca Tillberg

Carmen Dones

Resource Development

Bob Sprague

Kathy Boutry

Technology

Vidya Swaminathan

Bob Sprague

APPROVED MINUTES

Meeting of October 2, 2014

1:00 pm-3:00 pm

SSB-414

Attending:

Title/Role	Name
Academic Senate	Adrienne Foster
Academic Senate	Helen Young
AFT Faculty	Olga Shewfelt
AFT Faculty	Richard Olivas
VP, Academic Affairs	Bob Sprague
VP, Administrative Services	Ken Takeda
VP, Student Services (Interim)	Phyllis Braxton
Dean, Research and Planning, Administrative Co-Chair	Rebecca Tillberg
AFT Classified	JoAnn Haywood
AFT Classified	Sheila Jeter-Williams
SEIU 721	Antoinette Simpson
Teamsters Representative	Rebecca Tillberg
ASO Representative	
Ex Officio	
President	Nabil Abu-Ghazaleh
Chair, College Council	Fran Leonard
Guests	
<p><i>Jorge Mata, Chief Info Tech Officer, District</i> <i>Nick Dang, Info Tech</i> <i>Alice Taylor, co-chair, Accreditation Steering</i> <i>Holly Bailey-Hofmann, Ed Master Plan WkGrp</i> <i>Marcus Butler, Info Tech</i> <i>Richard Flowers, Info Tech</i> <i>Ken Lin, Library</i> <i>Tracy Pham, Info Tech</i> <i>Michael Tesfai, Info Tech</i></p>	

- The meeting was called to order at 1:06 p.m. by F. Leonard.
- Draft minutes of the meeting of September 4, 2014 were approved.
- President's Report - the President addressed Council members about the need for continuing Student Success initiative efforts, including finding comprehensive ways to benefit the students collectively and individually. Engage in the classroom experience, the physical environment, get to know who our students are and what they need, and pay attention to conversations on campus.
- District IT Policy – J. Mata, Chief Info Tech Officer, presented the District IT Policy Guidelines,

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was a collaborative effort between the District and the colleges. He shared a portion of a video on how to guard against opening phishing emails. The District is trying to protect our students first which is a shared responsibility between the District and West. District General Counsel will be running several training sessions on campus next Winter 2015. Some recommendations were offered for security: Don't carry sensitive data on your cell phone if possible and save data on a flash drive that belongs to your organization, **not** your own. If your computer is no longer acting normally, contact District IT to check on this.

5. Recommendations – for Consideration and Possible Action

A. To approve the Educational Master Plan (EMP) – H. Bailey-Hofmann asked Council members for their approval and if they had any questions. It was confirmed that the Academic Senate has approved the Master Plan. **ACTION: College Council approved the the EMP by consensus and recommends it to the President.**

B. From the Technology Committee – Social Media Policy

B. Sprague addressed Council members on this policy and stated this needs to be vetted in some way so that the entire college can review, provide input, and approve the policy. Council members were urged to take the time to take the policy to their constituencies, review it carefully and, if needed, formally revise the policy,

Discussion followed about guidelines for using appropriate discussion in online classes. Disciplinary action was discussed related to Etudes. This policy will be on the meeting Agenda for November 6, 2014.

C. Approve the SS&SP Plan

P. Braxton reported that this plan is still in flux. There was discussion about the budget for this plan. The state just released SS&SP funding statewide and the District has not been able to provide the budget information yet. West will only approve the plan.

MIS (Management Information Systems) is the data that is provided to West. There was discussion about the definition of new students who have returned after 10 years.

Discussion followed about how student workers have provided services to students in assessment, orientation, and counseling services. CGCA's functions have become more complex due to the expanded services of West Express Way. A classified staff representative voiced concerns about the programs' proposed use of ten student workers in SS&SP in place of hiring a few classified staff. A Council member suggested the conversation about the staffing for the SS&SP plan continue but move forward for adoption of the plan. **ACTION: The SS&SP plan was approved and will go forward to the President.**

D. Noticed for the November meeting: The Student Equity Plan

6. Leadership Retreat – the next planning meeting is October 16, at 12:00 pm in the PCR.

Panelists include Dr. Dawn Person, Professor of Education at Cal State Fullerton, Avis Ridley-Thomas and Dr. Tyrone Howard of UCLA and author of *Why Race and Culture Matters in Schools: Closing the Achievement Gap in America's Classrooms*. Breakout sessions focus on the theme of Social Justice in Action. All are invited to attend this 13th annual Leadership Retreat, Friday, November 21, 2014.

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7. Standing Committee Reports

- A. Accreditation - A. Taylor distributed the production timeline for the midterm report and the spring 2014 visit. October 12, 2014 is the deadline for submitting comments for the draft of the midterm report. The draft midterm report will turn into a final midterm report after October 13 and November 10, 2014.
A meeting was hosted by West last week with the college presidents and the ALOs from Harbor and Southwest Colleges attending. One of the president will meet with Bobbi Kimble, Vice Chancellor of Educational Services and Institutional Effectiveness Division at the District.
- B. Budget – Draft minutes of the last Budget Committee were distributed earlier. K. Takeda said that the minutes misstated the reduction in the college’s ending balance from FY2012/13 to FY 2013/14. The balance fell from about \$2.4 million (not \$4 million) to roughly \$1.2 million.
- C. Facilities - the minutes of September 25, 2014 were distributed to members for review.
- D. PIE Committee Report – R. Tillberg announced that program review is going well and the deadline to complete program review is October 24, 2014. The committee looked at the gap data and is incorporating new equity measures and updating the college manual.
- E. Resource Development Committee – B. Sprague announced that this committee is in dire need of faculty membership. Co-chair Kathy Boutry is reaching out to College Council members if they would like to serve or know of anyone who would be able to serve.
- F. SEAC Committee – P. Braxton led a discussion about the Educational Master Plan (EMP). There is a lot of work to be done as specified in the EMP. The SS&SP plan was presented. The committee is trying to figure out how enrollment management links with students who are completing.
- G. Technology Committee – N. Dang announced there will be training for Kentico next week for employees who will be working on the new web site.

There was a request from A. Foster if reports could be drafted and sent to her from SEAC, Resource, and Technology Committees so they could be brought to Senate meetings.

8. West LA Foundation – Alumni Walk Proposal – J. Coleman, WLAC Foundation President, addressed Council members on this proposal. Discussion followed and it was decided that the proposal will go to the Facilities Committee for review first.

The meeting was adjourned at 3:20 p.m.

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