West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
February 8, 2011
Winlock Lounge

Present: President, Foster, Adrienne; Vice President, Chow, Judy Secretary, Norris, Clare;
Treasurer, Simone, Yvonne; Senator at Large, Leonard, Fran; District, Dubois, May; Senator at
Large, Lin, Ken; Health/PE, Miller, Marguet and Hager Rob (alternates); Senator at Large,
Young, Helen; Social and Behavioral Sciences, Barragan, Norma; Senator at Large, Bonnie
Blustein; Allied Health, Kamibayashi, Lisa; Learning Center, Timothy Russell; Language Arts,
Floyd, Suzanne; Science, Bahta, Abraha (alternate); CSIT, Butler, Marcus; Administration of
Justice, Yan, George; Adjunct Faculty, Morris, Pat; Administration of Justice, Williams, Corey;
Business, Harris, Lartee;

Absent: Science, Haley, Thomas; Library, Learning Resources, and Counseling, Narez-Acosta,
Alma; Humanities & Fine Arts, Sweeney, Joyce; Physical Education/Athletics, Smith Melinda

Guests: ASO President Ahmed Mohsin; Dean, Research and Planning, Rebecca Tillberg; SEIU,
Abel Rodriguez; Planning Committee Rep, Holly Bailey Hoffman; Interim College President,
Joyce, Dr. Rosemarie; President, Academic Affairs, Sprague, Robert; Umoja Program Co-
Coordinator, Patricia Banday; Umoja Program Co-coordinator, Elizabeth Evans; SLO
Coordinator, Todd Matosic; Title 5 Director, Mary-Jo Apigo; Dean, General Education and
Transfer, Judith Ann Friedman; Chair, Language Arts, Betty Jacobs

Meeting Called to Order at 12:55.

I. ORGANIZATIONAL ITEMS
   1. Confirmation of the agenda
      The Senate president requested to . . .
          Agenda confirmed as amended          MSP
   2. Approval of the minutes of November 9, 2010 meeting
      Approved as submitted                   MSP
   3. Approval of minutes from November 30, 2010 meeting
      Approved as submitted                   MSP

III. ADMINISTRATION REPORT
   1. Dr. Joyce passed out Innovations Abstract handout entitled “Preparing Students for a
          Global Economy”. She was pleased to report that the information in the handout
          verifies that West is preparing students with a toolbox of skills.
   2. Dr. Joyce expressed appreciation to faculty for their participation in committee work
          and other campus activities during the winter break.

III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any
    agenda item not yet discussed.  NONE

IV. ASO REPORT TO THE SENATE
1. ASO President Ahmed Mohsin – ASO wants to increase student awareness of ASO and its purpose. Ahmed read an excerpt from a draft of an information sheet that will go into the ASO newsletter.

V. OFFICERS’ REPORTS – 5 MIN

1. Adrienne Foster – President
   i. Thanks to Bruce Anders for his long-term contributions to the Senate.
   ii. West needs good representation at the March 11, 2011 Math conference sponsored by the District Academic Senate.
   iii. The Senate President announced the upcoming SLO Symposium.
   iv. Helen Young volunteered to represent the Senate on the College Council.
   v. The Senate president called for a volunteer to serve on this year’s Commencement Committee. No volunteers came forward.
   vi. The Enrollment Management Committee needs a co-chair with VP B. Regalado
   vii. The Senate President introduced Todd Matosic, West’s new SLO Coordinator. By the end of Fall 2011 West should have SLOs identified for all courses and SLO assessments should have begun.
   viii. Lisa Kamibayashi is taking over FPIP chairmanship.
   ix. College Boulevard has opened.

2. Judy Chow – Vice President (No Report)

3. Yvonne Simone – Treasurer
   The Senate’s current balance is $1011.74, a little short for the Senate’s four annual student scholarships.

ACADEMIC AND PROFESSIONAL MATTERS

1. Curriculum Committee Report (Chow)
   a. Committee approved eleven Medical Assistant courses; J. Chow moved for the Senate to approve the eleven courses – MSP
   b. Details on how the Medical Assistant courses work and is funded were discussed briefly.

2. Academic Rank
   a. Academic Rank approvals are posted online.
   b. The committee will meet twice this semester

3. Educational Standards and Policies Committee Report (Sweeney) No Report
   a. The committee’s first meeting of the semester will occur on the first Friday of the month

College Wide Committees

4. Accreditation Update Report (Leonard)
   a. F. Leonard entertained questions after submitting her report electronically.
   b. She will be setting up Spring semester Accreditation workshops.

5. District Academic Senate Report (Russell)
   a. Submitted in writing

6. Planning Committee (Bailey-Hoffman)
   a. Planning committee agreed on and listed 12 principles for making budget decisions. The report submitted listed those principles.

7. Student Success Committee (Friedman)
a. JA Friedman distributed a draft of the revised Foundation Skills Plan for the senators’ first reading. The plan will be an action item for the Feb. 22 Senate meeting. The draft of the plan will also be sent electronically by the end of today.

8. Building Program Management Committee Report (Witucki) (Report sent via email)

   a. West faces a budget reduction of 5% as a result of the $400 million state cut to community colleges. The chancellor intends to reinstate growth monies.
   b. The 5% cut is based on the assumption that the $12 billion deficit tax increase gets on the ballot. The cut may be more than 5%.

10. Enrollment Management Committee Report (Lin) (No report)

11. Distance Ed. (Taylor) No Report

12. Technology (Butler) No Report

13. FPIP (Sprague)
   a. Vice President B. Sprague explained the prioritization of the FPIP list and the committee’s most recent process and the long-term process adopted by the Senate.
   b. Discussion ensued about the term length of the list – This list will be in effect for one more semester (F11 hires), but the FPIP list can be extended to a second year in consultation between college president and Academic Senate president
   c. FPIP Committee meeting dates will be publicized
   d. Dr. Joyce contributed that based on the preliminary budget, there will be no hiring because the Faculty Obligation Number has been suspended.

The Senate President moves to accept the FPIP list. Seconded. 1 Opposition MSP

SENATE NOTICED MOTIONS

The Senate moves that the commencement date is changed to June 8 to ensure that commencement does not interfere with Election Day.

B. Blustein made the following motion as per her email sent to the Senators on Monday, February 2:

The Academic Senate recommends that the budget for Administration be cut by the same percentage as the reduction in class offerings, until the College can return to its full academic program including Winter and Summer sessions.

Rationale: West’s course offerings have been depleted while administration remains constant, which creates a “top heavy” campus. Administration should figure out how to cut back on administrative expenditures. Administrators could be tasked with one teaching assignment each in their respective fields. The decrease in course offerings is in particular a disruption to vulnerable adjunct faculty. Administrative expenses should be cut in proportion to course cuts.

Discussion: Discussion ensued about the ratio of administrative staff vs. student population.
Administration is not aware of any official required ratio. Over the next several years course
offerings will decline. The administration recommends that the Senate might take note of how
college staffing is affected by the budget situation. There have been hiring freezes that affect all
staff including administrators.

In favor 3  Opposed 6  Abstain 6  MSF

The Senate Student Success Committee submitted the following motion:
The Student Success Committee recommends that the Academic Senate to move to
centralize all tutoring in the LRC effective immediately.

Discussion: Several faculty members advocated for West tutors to be able to continue tutoring
students in the classrooms within the college Learning Communities like FACE and Umoja,
which serves over 100 students, along with other programs like Allied Health and athletics.
Faculty pointed to the advantages of having tutors available at times when the Learning Center is
closed. Judy Chow gave figures of how much money was spent on tutors within each program
($34,000 by Umoja) and advocated for tutoring to be centralized in the Learning Center. The
discussion continued on how much funding each program was allocated. The reality of actual
funding needs to be made available to the Senate. Umoja coordinators provided some history of
the program to support their advocacy of keeping tutors in Umoja classrooms and maintaining
the Basic Skills funds for the program and other resources specifically targeting Basic Skills
students.

S. Floyd moved to defer the vote until Feb 22 so that accurate budget information can be
provided to the Senate. Seconded by Y. Simone

The Senate executive committee will take responsibility for providing Basic Skills funding and
line items.

One final comment was made about the current status of tutors on campus. The hiring of tutors
has been consolidated through Learning Center because the state requires that tutors get college-
approved training. Budget management is an issue. There should be two full time faculty
members in the Learning Center who take charge of the Basic Skills budget and consult with the
Student Success Committee.

The Student Success Committee recommends to the Academic Senate to move that the
Student Success Foundation Skills Plan have its first reading at the Academic Senate
meeting on February 8, 2011 and final reading and adoption at the February 22, 2011
meeting.

Friendly amendment by S. Floyd and seconded by F. Leonard:
“Discussion and possible action” replace “adoption”

The Student Success Committee recommends to the Academic Senate to move that the
Student Success Foundation Skills Plan have its first reading at the Academic Senate
meeting on February 8, 2011 and final reading for discussion and possible action at the
February 22, 2011 meeting.
The Student Success Committee recommends to the Academic Senate to move that all Learning Communities at West participate in program review.

Discussion: The past Basic Skills committee’s practices were discussed along with the fact that Learning Communities offer courses from different disciplines. The Puente Project completed a program review report in Fall 2010. Program Review is a mechanism to assist with institutionalization for the Learning Communities. Enrollment data for Learning Communities would be extrapolated separately in the Program Review process. Examples of other programs that complete program review like ACT, and Athletics etc were mentioned. Senators expressed the desire for a clear definition of a “Learning Community” and a list of such communities that exist at West.

The Student Success Committee recommends to the Academic Senate to move that all Learning Communities at West participate in program review.

1 abstention, MSF

ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS:
Umoja Report, TMC ASB 1440 – H. Young

IX. ADJOURNMENT 2:28 - Next meeting: February 22
Respectfully submitted,
Clare Norris