West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
February 22, 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; Senator at Large, Bonnie Blustein; Allied Health, Kamibayashi, Lisa; Learning Center, Timothy Russell; Language Arts, Jacobs, Betty (alternate); Mathematics, Bucher, William; CSIT, Butler, Marcus; Library, Learning Resources, and Counseling, Narez-Acosta, Alma; Humanities & Fine Arts, Sweeney, Joyce;

Absent: Science, Haley, Thomas; Physical Education/Athletics, Smith Melinda; Social and Behavioral Sciences, Barragan, Norma; Language Arts, Floyd, Suzanne; Administration of Justice, Yan, George; Adjunct Faculty, Morris, Pat; Administration of Justice, Williams, Corey; Business, Harris, Lartee;

Guests: Interim College President, Joyce, Dr. Rosemarie; Vice President, Academic Affairs, Sprague, Robert; Umoja Program Co-Coordinator, Banday, Patricia; Umoja Program Co-Coordinator, Evans, Elizabeth; Umoja Program Co-Coordinator, Schen, Glen; Matriculation, Turner, Marty; Matriculation, Waites, Jack; SLO Coordinator, Matosic, Todd; Film Production, Peterson, Laura; Umoja Student, Johnson, Darryl

Meeting Called to Order at 12:55.

I. ORGANIZATIONAL ITEMS
1. Confirmation of the agenda
   Agenda confirmed as presented
2. Approval of the minutes of February 8, 2011 minutes
   Postponed to March 8 meeting

III. ADMINISTRATION REPORT
1. V.P. B. Sprague showed the artwork produced for West’s partnership with Young Black Scholars and praised West’s Tech Fair.
2. B. Sprague distributed a handout to report on how adjunct instructors and administrator positions are funded. Most administrative assignments are SFP (grant funded) assignments, which terminate June 30 of every year. The assignments are reexamined and may or may not be extended. Sprague provided examples of deans whose positions are SFP funded vs. Program 100. West’s extensive grant program was created to help fund administrators and relieve Program 100. An overall downward funding trend is evident on the handout. The state apportionment funded program is in decline.
3. A discussion ensued about FON obligations and off-campus programs. West’s outreach programs are less than ½ of what they used to be. At this point, the FON will not be increased, nor will the college increase retirements. The budget is still $1
million short. The administration may make some exceptions regarding “necessary” positions.

III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.

1. Jack Waites, former ASO president, advocated for the Umoja program keeping tutors in the classroom instead of centralizing all tutors into the Learning Center.
2. Marsha Downing, a Umoja student, takes advantage of tutoring in the classroom. She is a disabled student and a parent and has difficulty making it to the LRC for tutoring.
3. Melvin Collie, another Umoja student, also stressed the importance of tutors in the classroom, especially the immediacy of having a tutor present while students are learning a new skill. He improved his math grade as a result of the tutoring available in the classroom.
4. Thomas Simien, a Umoja student, advocated for tutors in the classroom, who understand the lesson and can reach more students than the instructor on his/her own.
5. Britnee Tubbs, a Umoja student, said that her GPA has improved as a result of having tutors in the classroom. The availability of tutors makes Umoja classes different from the general population.
6. Beth Evans, Umoja co-coordinator, named some specific Umoja students who wanted to be present as public speakers but were unable to make the meeting.

IV. ASO REPORT TO THE SENATE - NONE

V. OFFICERS’ REPORTS
1. Adrienne Foster – President
   i. Thanks to Clare Norris for her leadership on the Black History Month events. Clare Norris distributed the BHM calendar.
   ii. District Academic Senate agenda items: hiring policy for administrators, FON, processes for budget and planning at the district level, registration/consultation, district reserves
   iii. A senate election committee needs to be formed. The DAS is exploring the possible need for two VPs of the Senate.
   iv. A. Foster encouraged divisional participation on the Curriculum Committee. There is a need for full conversations on courses instead of just presentation of courses.
   v. The Curriculum Committee meets tomorrow.
   vi. FPIP committee is not on the agenda. It will meet March 4 or 11. One issue that will be discussed is how faculty members are replaced.
2. Judy Chow – Vice President (No Report)
3. Yvonne Simone – Treasurer (No Report)

ACADEMIC AND PROFESSIONAL MATTERS
1. Curriculum Committee Report (Chow)
   a. SLOs (Todd Matosic) – T. Matosic expressed that he is pleased to accept this position working as part of task force with Kell Stone and Mary-Jo Apigo. He
expects to discuss with division chairs and other faculty where each division stands in the progress of SLOs. He can be reached at x4242 and is looking for office space closer to Academic Affairs. The task force will be looking at all outstanding outlines, and he will be in communication with Eloise Crippins for Articulation.

b. (Chow) **NOTICED MOTION:** The Curriculum Committee recommends to the Academic Senate to approve the Medical Assistant Program, which includes the Administrative Medical Assistant Certificate, the Clinical Medical Assistant Certificate, the Administrative & Clinical Medical Assistant Certificate and the Associate of Science in Medical Assisting.

c. **Discussion:** A senator requested to see the program SLOs. These SLOs were discussed by the Curriculum Committee. The budget for this program was discussed; anything new is grant funded. Some Allied Health programs are taught through Westside Extension. Dr. Joyce commented that if West needs to grow FTES at a later date, this program could be beneficial.

**MSP Unanimous**

d. The committee has archived numerous courses, and around 500 are still pending with needs for SLOs. The end of March is the target completion date.


**HLRC 218 1-2:30, 200-300**

2. **Academic Rank**

a. Spring 2011 meetings: March 7 and May 23. The committee will decide when to accept applications at its first meeting and review applications at its second meeting.

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 March in B. Sprague’s office. The advanced classes issue will be revisited.

**College Wide Committees**

4. **Accreditation Update Report (Leonard)**

   a. Three accreditation workshops have been held so far.
   b. Standard IIC has submitted a draft.
   c. One workshop focused on Standard IIIB
   d. Workshops give the committees the opportunity to get the perspectives of others.
   e. Y. Simone said the workshop process was helpful to get other perspectives
   f. K. Lin said that the workshop process helped his committee to eliminate jargon and to streamline.
   g. The next accreditation workshop is scheduled for March 15 following the Accreditation Steering Committee meeting.
   h. F. Leonard encouraged faculty to participate.

5. **Program Review (Leonard)**

   a. The committee is still waiting for a Program Review from the Business division.
   b. Just two validations are still outstanding.
   c. R. Tillberg is in the process of generating reports from Program Review
   d. Any needs that are identified through Program Review may be flagged for grant funding.
e. Two validators were present at the last meeting: J.A Friedman and B. Regalado. They offered comparisons of their experiences.

f. Discussion ensued about the program review form for Infotech and the differences between the new form and the old form. Currently, specialized formats exist for each of the major areas on campus (Student Services, Academic, etc.)

6. District Academic Senate Report (Dubois)
   a. West hosts the DAS on March 10.
   b. Student course completion is the highest priority of the District Strategic Plan.
   c. The district policy on collecting money outside of “appropriate” venues on campus was discussed. This issue is relevant to West’s Math division’s book rental program among others.
   d. The proportion of faculty versus administrators on hiring committees was also discussed at the DAS meeting.

7. Planning Committee (None)

8. Student Success Committee (Norris)
   a. NOTICED MOTION: The Student Success recommends to the Academic Senate to move to centralize all tutoring in the LRC effective immediately. –
      i. The committee moved to postpone this noticed motion to March 8
         2 abstain 1 oppose
         MSP
   b. NOTICED MOTION: The Student Success Committee recommends to the Academic Senate to move that the Student Success Foundation Skills Plan have its final reading at the February 22, 2011 meeting. - Tabled
   c. NOTICED MOTION: The Student Success Committee recommends to the Academic Senate to move that all Learning Communities at West participate in program review. Unanimous MSP
   b. (T. Russell) Basic Skills budget report – T. Russell distributed a handout. He announced that PLATO and Reading Plus software workshops are forthcoming.
   c. Discussion ensued about the appropriateness of Basic Skills funds going to general subject tutoring. T. Russell shared an email on the topic from Darryl Kinney, who endorsed the use of Basic Skills funding for General Subject tutoring.


11. Enrollment Management Committee Report (Lin) (Report sent via email)
   a. Baseline research data report
   b. The searchable schedule should go live in late February.

12. Technology (Butler)
   a. The committee met last week and gained a clear understanding of its mission and charter.
   b. The list of recommendations in response to system failures was submitted to the committee
   c. Tech committee has elevated the importance of the issue of system failures and communication with the Academic Senate. A full report is expected from IT by the March 8, 2011 Senate meeting.
d. The Senate President observed that 2-3 instructors are needed for the District Wide Technology Implementation Committee.

13. Umoja Report (Schenk, Banday, Evans)
   a. G. Schenk distributed packet the program distributes to students and community members.
   b. B. Evans presented a power point presentation and Youtube video

14. Transfer Major Curriculum (Young)
   a. H. Young distributed and went through a packet she had prepared.
   b. Trainings are available.
   c. TMC web site needs to be accessed by faculty so faculty can offer feedback.
   d. Betty Jacobs verified that West’s Speech courses fulfills the TMC “Communications Studies” requirement.
   e. West picks what is best for its own campus. This program must be complete by the end of this semester.
   f. Completion of this program guarantees students a spot at their local CSU. Honors program guarantees a student admission to any CSU.
   g. Questions were asked about program review for this new program.
   h. Divisional support in the Curriculum Committee will be vital to the success of this initiative.
   i. One purpose of this initiative is to consider whether the 18-unit transfer/graduation requirement is functional.

Announcements or Indications of Future Actions: How do divisions determine who represents them on the Senate?

IX. ADJOURNMENT 2:55 - Next meeting: March 8

Respectfully submitted,
Clare Norris