West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
March 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, Hager, Rob; Senator at Large, Young, Helen; Senator at Large, Bonnie Blustein; Allied Health, Kamibayashi, Lisa; Learning Center, Timothy Russell; Language Arts, Floyd, Suzanne; Mathematics, Bucher, William; Senator at Large, Butler, Marcus; Library, Learning Resources, and Counseling, Narez-Acosta, Alma; Humanities & Fine Arts, Sweeney, Joyce; Science, Bahta, Abraha (alternate); Social and Behavioral Sciences, Barragan, Norma; Senator at Large, Yan, George; Business, Harris, Lartee; Senator-at-Large Justice, Williams, Corey;

Absent: Science, Haley, Thomas; Adjunct Faculty, Morris, Pat

Guests: Foundation Skills Think Tank, Stone, Kell; Interim College President, Joyce, Dr. Rosemarie; Vice President, Academic Affairs, Sprague, Robert; SLO Coordinator, Matosic, Todd; Physical Education/Athletics Miller, Margaret; Apigo, Mary-Jo; Dean, Friedman, Judith Ann; Atonet, Elizabeth; Mary Anne Gavarra; Considine, Kevin; Rouzan, Sherron; Matriculation, Banday, Patricia; Nicholas, Vanita; Articulation, Crippins, Eloise; Transfer Honors, Block, Richard; Anders, Bruce; Patil, Ashok; Bailey-Hofmann, Holly

Meeting Called to Order at 12:55.

I. ORGANIZATIONAL ITEMS

1. Confirmation of the agenda
   Agenda confirmed as presented
   MSP

2. Approval of the minutes of February 8, 2011 minutes
   Confirmed
   MSP

3. Approval of Feb 22, 2011 minutes
   a. H. Young requested to strike one line from the minutes
   b. Minutes confirmed as amended
   MSP

III. ADMINISTRATION REPORT

1. Dr. Joyce reported that the Culver City City Council Meeting had large participation by the West community. Many Culver City homeowners object to the Culver City busses on campus.

2. The building program management committee has been careful on how to spend the last $21 million. They have decided to recommend that the college go ahead with a scaled down version of the Watson Center and an athletic facility with a dance component. The committee also found ASO a home they are satisfied with

3. This is an important week for the college: Gov. Brown’s tax measure is on the ballot. West does not have balanced budget. The 5% budget reduction is based on the
passage of the tax measure.

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

1. Eloise Crippens expressed concern that The senate cannot process a noticed motion not mentioned at last meeting, motions must be noticed at a meeting before they are presented.

2. Judith Ann Friedman, as the Dean of Transfer, intends to create a comprehensive approach to Transfer including divisional council, transfer dean, inviting participation from Student Services. She is recommending an inclusive process in which all groups meet together to discuss the issue of transfer at West. The following are the meeting dates: Thurs, March 17 1-3 MSA 010, Wed, March 23, Tuesday, March 29

3. Richard Block expressed concern about the noticed motion on the agenda which aimed to move the Transfer Honors director to student services. Transfer Honors has been in academic affairs. It is not included in the overall college Transfer plan but is instead only part of the TAP agreement, which requires that the director be teaching faculty. The Transfer Honors Program is not to be confused with other Transfer areas on campus.

IV. ASO REPORT TO THE SENATE - NONE

V. OFFICERS’ REPORTS
1. Adrienne Foster – President
   i. Sent report via email
   ii. The Senate president made upcoming resolutions available, and she is looking for feedback from Senate. The next Area C meeting is at Moorpark College on March 26. The discipline list and content review process are especially important for faculty to look at.

2. Judy Chow – Vice President (No Report)

3. Yvonne Simone – Treasurer (No Report)
   Pending deposit up to 1036.74 still short of our goal of $1200

ACADEMIC AND PROFESSIONAL MATTERS
1. Curriculum Committee Report (Chow) No report
   a. Tech review March 24
   b. Next meeting March 30

2. Academic Rank
   a. Applications due April 8

3. Educational Standards and Policies Committee Report (Sweeney) No Report
   a. The committee’s first meeting of the semester will occur Friday, March 11 at 9:00am in B. Sprague’s office. The advanced classes issue will be revisited.

College Wide Committees
4. Accreditation Update Report (Leonard)
   a. F. Leonard will be at College of the Desert next Thursday as part of the Accreditation Steering Committee looking at the college’s self study report.
College of the Desert devoted many resources to SLOs and what happened as a result.

b. She anticipates coming back and sharing with T. Matosic and other faculty.
c. At West’s upcoming March 28th Town Hall meeting F. Leonard will highlight areas of accreditation that faculty should be informed about.
d. F. Leonard mentioned the Los Angeles Times articles about the LACCD building plans. Should they be mentioned in the Accreditation Self Study?
e. The Accreditation Team can stop faculty members and ask about SLOs and committees.
f. Discussion ensued about the goals of SLO assessment, and F. Leonard responded that student learning is the priority of SLOs. For example, College of the Desert assesses for writing and reading, but West does not. One challenge of many students is in vocabulary. F. Leonard praised the math departmental exam SLO assessment that was presented to the Senate Spring 2010.
g. Todd Matosic - SLO Coordinator – Prof. Matosic is in the process of meeting with faculty to look at syllabi. Office in CE 213 x4242.

5. Program Review (Leonard)
a. West is engaged in updating our comprehensive program review for annual review.
b. Program review gives the opportunity for programs to identifying needs. Program review requests go to the Resource Development Committee, which can identify external funding sources.

6. District Academic Senate Report (Dubois) No report
a. West hosts the DAS on March 10 at 1:30
b. Cash transactions will be discussed

7. Planning Committee (None) (No report) Meeting scheduled for March 28 and moved to 3:00 to avoid conflict with Town Hall meeting

8. Transfer and Articulation Issues – (Young)
H. Young took the motions off the floor, but opened the issue up for discussion.
a. **Discussion opened on the former Noticed Motion** that the Senate direct the Educational Policies and Standards Committee to research the Senate By-Laws regarding the current faculty representation/voting member on the Academic Senate with regards to Counseling, Child Development and the Library and report back to the Senate on these findings.

Discussion
This issue has been referred to the Ed Policies Committee
West has a Constitution, not by-laws.
b. **Discussion opened on the former Noticed Motion** that the Senate move to recommend that the Academic Senate support that the current vacant Articulation Officer Position to remain under the management and supervision of the VP of Student Services.

Discussion
Articulation has been between Student Services and Academic Affairs over the years.
E. Crippens gave a history of the position of Articulation Officer at West.
Articulation deals (partly) with course content, textbooks, etc, which seems like an academic function.
The counseling division looked at all 8 campuses across the district, and only Trade Tech has a similar concern. All other campuses the articulation officer reports to Student Services or the Dean of Counseling.

Articulation officers develop course by course relationships across many campuses. Perhaps this could be addressed in Program Review. Counselors use articulation as a tool to help students.

The articulation officer works with division chairs and other faculty members to match West courses with courses at other colleges. The articulation officer needs access to documents like course outlines that are stored in academic affairs.

S. Floyd moved to limit the discussion of articulation issues to ten more minutes or less. 

The Articulation Officer position is actually a hybrid position, which entails shared responsibility between academic and non-instruction. Articulation officer works with graduation unit. E. Crippins is currently helping with transition and discussion of the position. Articulation works with counselors to fix problems that the counselors catch. Tension between administration spilling into faculty forum. Senate President requested motion or recommendation from the discussion.

N. Barragan moved that Articulation remain in academic affairs. 

Discussion opened on the former Noticed Motion that the Senate move to recommend that the Academic Senate support that the position of Director of Transfer Honors be assigned under the management and supervision of the VP of Student Services.

Rationale: H. Young: Articulation is connected to counseling and should be under the same area as counselors.

The history of the Transfer Honors Program was discussed and the possible impact of removing a faculty directory.

Recommendation: B. Sprague endorsed the College wide comprehensive and inclusive group introduced earlier by J.A. Friedman to examine all aspects of transfer.

Discussion ensued about the role and title of this group and the role of the Senate in this group. F. Leonard moved that the senate designate member(s) to attend the meetings and report back to the Senate. 

H. Young and B. Jacobs volunteered to attend the meetings.

Student Success Committee (Norris)

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 March 8, 2011 meeting.

Discussion

K. Stone reflected briefly on the Summer Think Tank process of first drafting the Plan. C. Norris presented H. Hoffman’s project based English 21 course.

Move to accept the plan as a fluid document with adjustment –

Friendly amendment “Be accepted” to replace “have its final reading”
NOTICED MOTION: The Student Success Committee recommends to the Academic Senate to move that the Student Success Foundation Skills Plan have be accepted at the March 8, 2011 meeting. 1 Abstention MSP

13. Building Program Management Committee Report (Witucki)
14. Enrollment Management Committee Report (Lin) (no report)
15. Distance Education Report (Taylor) (no report)
16. Technology Committee (Butler) (no report) provide report before March 22 meeting
   Meet 3rd Wednesday of the month

Announcements or Indications of Future Actions:

Noticed Motions from Academic Rank Committee:
The Academic Rank Committee moves that West will grant rank of Assistant Professor automatically upon full-time tenure track hire. The rank of Associate Professor can be applied for after 4 years of service; the application will include the submission of a resume of campus and district service. After 5 consecutive years of service upon receiving the appointment of Associate Professor, a faculty member will be eligible to apply for the rank of full Professor. The Academic Rank Committee moves that academic senate approve the guidelines for honorary professorships.

ASO will be bringing forward a policy regarding the college’s free speech area.

One of the upcoming Senate meetings will be devoted to curriculum and SLO discussion and presentation.

IX. ADJOURNMENT 2:55 - Next meeting: March 22

Respectfully submitted,
Clare Norris