West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
May 10, 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, Blustein, Bonnie; Allied Health, Kamibayashi, Lisa; Language Arts, Floyd, Suzanne; Mathematics, Bucher, William; Senator at Large, Butler, Marcus; Humanities & Fine Arts, Sweeney, Joyce; Social and Behavioral Sciences, Barragan, Norma; Senator at Large, Yan, George; Business, Harris, Lartee

Absent: Science, Haley, Thomas; District Senator, Russell, Timothy; Library, Learning Resources, and Counseling, Narez-Acosta, Alma; Adjunct Faculty, Morris, Pat; Administration of Justice, Williams, Corey;

Guests: VP Academic Affairs, Sprague, Robert; Learning Center, Craig, Elizabeth; Matosic, Todd; Aviation, Nee, Martin; Language Arts, Jacobs, Betty; Business/Paralegal, Nicholas Vanita; Adjunct Faculty, Anders, Bruce; Title V, Apigo, Mary-Jo; Dean, Friedman, Judith Ann; ASO, Searsy, Mister; Distance Education, Taylor, Alice; Dean Research and Planning, Tillberg, Rebecca;

Meeting Called to Order at 12:50.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      Approved as submitted MSP
   b. Approval of the April 12, 2011 minutes
      Approved as submitted MSP

II. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.
   a. Bruce Anders appealed to the Senate to change its use of the Noticed Motion. It should be reserved for those motions which would require a 2/3 vote.

III. ADMINISTRATION REPORT (B. Sprague)
   c. B. Sprague urged all faculty to attend graduation and to get the word out to all colleagues. West has a history of a low level of faculty participation.
   d. Reduction in sections as consequence in budget reduction. 5.52% of reductions. The most recent cuts rolled out with stops and starts from the chancellor and district. They are settled now, and administrators will reveal process used to cut sections. The college community must understand the process to prepare for Spring semester. The administration will lead a follow-up session devoted exclusively to looking at FTES schedule and cuts in each discipline. And Deans should meet with chairs to develop
one-checkoff narrative to explain what will happen to programs if additional cuts take place.

e. Deans and Todd Matosic will work with chairs on revising SLOs. One suggestion was made that the college print an addendum to printed schedule to reflect the numerous cuts made. Students are informed via District email if one of their classes gets cut. The discussion continued regarding the section cuts. The Administration has been using the 8 Principles for Prioritizing Programs and Services developed by the Planning Committee as a guide in selecting which sections to cut. Life long learning courses are the lowest priority, so they have been hit the hardest with cuts, usually by students who are not degree or certificate seeking but already held degrees. F. Leonard read from an article in the most recent Senate Rostrum about how colleges around the entire state are changing their missions in similar ways as a result of the cuts.

IV. ASO REPORT TO THE SENATE – (Searcy)
   a. ASO is sponsoring H. Hoffman’s English 21 showcase scheduled for Tuesday, May 17, 2011.
   b. The Multicultural Fair is scheduled for the last week before final exams on the Walk.
   c. Election results: Scott Stamler, President; Mister Searcy, Chief Justice
   d. ASO needs help from faculty to recruit students.

V. ADMINISTRATION REPORT Addendum (Tillberg)
   a. R. Tillberg distributed a Section Count/Enrollment comparison handout showing which classes were cancelled and the rationales.

VI. OFFICERS’ REPORTS
   a. Adrienne Foster – President
      1. College President selection is expected to be complete by June 30. Summer will be a transition period.
      2. Commencement – Four Faculty Marshalls: Jacobs, Hoffman, Patricia Siever, and Martin McDonald and two bearers of the mace: Eloise Crippens and Mary Jane McMasters
   b. Judy Chow – Vice President (No Report)
   c. Yvonne Simone – Treasurer
      1. $80 pending toward scholarships
      2. A. Foster requested that division reps ask colleagues in their divisions to pay their dues.

VI. ACADEMIC AND PROFESSIONAL MATTERS
   1. Curriculum Committee Report (Chow)
      NOTICED MOTION: To approve new course: Health Occupations 071 (Sustainability in Health Care Occupations) – 3 units MSP 2 Abstain
      a. L. Kamibayashi provided some information about this grant-funded course Health Occupations 071, which deals with the healthcare work environment and green technology. College does not have the grant currently, but it wants to be able to offer it if the funding becomes available.
      b. Discussion ensued about which faculty members would teach these courses. They would be on-site instructors who already work in the industry and have
been trained how to teach the content. Any instructor must have the minimum qualifications in accordance with AFT. The division must explore the existing seniority list first to see if anyone on the list is qualified to teach the course.
c. A question was asked about whether the college should continue to add new courses considering its economic situation.
d. Todd Matosic on SLOs – T. Matosic Distributed SLO and ECD Course Analysis handout. He went over the handout and looked at key columns on the table.
e. Discussion ensued about how many courses should be assessed.
f. An electronic database of sample syllabi was mentioned. A question was asked about whether all syllabi need to be publicized.

2. Academic Rank (Chow) NO REPORT
3. Educational Standards and Policies Committee Report (Sweeney) NO REPORT
   a. Next meeting Friday, May 13 at 9:00am in B. Sprague’s office

College Wide Committees
4. Accreditation Update Report (Leonard)
   a. A report was submitted via email.
   b. The 8 Principles for Prioritizing Programs and Services was passed by the college council.
   c. West’s self study continues and will continue over the summer.
   d. Standard I Retreat will occur this Friday, May 13.
   e. Committee Effectiveness Rubric – all college-wide committees should complete this document.
   f. Ken Lin will check accuracy of documentation on the Standards.
   g. Accreditation team visit scheduled for Sunday, March 11 through Thursday, March 17, 2012.
5. Program Review (Leonard)
   a. Meeting next Wednesday, May 16
6. Election Committee
   a. Ballots will be in faculty mailboxes this Friday
   b. Voting for at-large senator, adjunct, DAS amendment
   c. Ballots are due May 16-20
7. District Academic Senate Report (Russell) NO REPORT
   a. Meeting Thursday at Valley College
8. Planning Committee
   a. Next Meeting May 23
9. Student Success (Norris)
   a. At its last meeting the Committee completed the Achieving the Dream readiness assessment.
   b. The committee also identified its 5 highest priorities from the Foundation Skills Plan:
      i. Promote effective instructor best practices including self-assessment as part of faculty learning communities.
ii. Expand Faculty Advising

iii. Revise current foundation skills math and English curricula.

iv. Provide a comprehensive reading program to prepare students for college-level reading.

v. Contextualize math and English foundation skills within specific vocational curricula.

c. Next Meeting June 1 at 2:30

10. Building Program Management (Young)
a. Bus routes – neighbors will be presenting at the next City meeting with recommended alternatives for bus routes.
b. Representatives from facilities had concerns about certain recommendations from the Committee.
c. The Committee got an update on the general classroom and student services buildings.
d. There is a current dispute with the contractor. Student Services did a walk through on Monday. The General Classroom Building is scheduled to be open in August. A Turner report will be generated to explain why date changes occurred.
e. Presentation by facilities on a $20 million grant for storm water mitigation updates. The grant could bring in $1.8 million

11. Distance Ed (Taylor)
a. The Distance Education Committee revisited the debate about which body it should report to.
b. The committee revised its charge, name, and mission statement to ensure that the committee’s status as reporting to the Academic Senate is clear.
c. Meetings are scheduled for the 4th Wednesday at 1:30pm. The next meeting will be May 25th.
d. The Committee is gathering materials for a handbook for online instructors.
e. Committee member H. Young took the initiative in expanding counseling services available for online students.

12. Technology Committee (Butler)
a. The Committee is getting participation and feedback and responses from IT and is moving forward impressively that will serve the college.
b. IT needs to create its own appropriate and relevant Program Review.
c. IT drafted protocol for handling IT related emergencies.
d. President Joyce signed off on the $25 million budget.
e. Kentico is a tentative new Content Management System that the Committee, in partnership with IT, is exploring.

13. FPIP (L. Kamibayashi)
a. The Committee met Friday, April 29 at 8am.
b. The latest FON news is that there will be one hire.
c. The FPIP list will remain and the committee hopes for more hiring in the near future.
d. Committee members want to eliminate the committee policy stating that a division chair cannot chair the Committee.
e. Emergency situations like faculty deaths or resignations were discussed again.
f. The Committee discussed assisting a division with a surprise vacancy.
g. Next Meeting May 27 8am
14. Resource Development (Formerly Grants Management) Sprague
   a. The Committee discussed a variety of existing and potential funding
      sources:
         i. FIPSE Book rental grant in place Enterprise Accounts
            Manager (Larry Pacham)
         ii. Five department of labor proposals
            iii. 4-year PBI request for funding
   b. All of these potential funding opportunities are aimed at supporting
      teaching and learning. The Committee has a web site where more
      information is posted.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE
   ACTIONS
   a. Ratifying election results
   b. SLOs
   c. Senate Executive Committee’s ability to take action and make decisions for the
      Senate during the summer recess.
   d. Committee Membership
   e. Academic Senate Constitution – Meeting Dates
   f. Distance Ed. Committee Mission Statement, Committee Charge, and Membership
   g. Budget resolution from Will Bucher
   h. Curriculum Committee
      i. Discussion ensued about upcoming items on Curriculum Committee
         agenda. George Yan will present on the proposed certificate.
   i. Academic Rank

IX. ADJOURNMENT 2:25 - Next meeting: May 24

Respectfully submitted,

Clare Norris