West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
May 24, 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, Jacobs, Betty (alternate); Science, Bahta, Abraha (alternate); Mathematics, Bucher, William; Senator at Large, Butler, Marcus; Humanities & Fine Arts, Sweeney, Joyce; Social and Behavioral Sciences, Barragan, Norma; Senator at Large, Yan, George; Library, Learning Resources, and Counseling, Narez-Acosta, Alma; District Senator, Russell, Timothy; Adjunct Faculty, Morris, Pat; Administration of Justice, Williams, Corey;

Absent: Business, Harris, Lartee; Science, Haley, Thomas; Language Arts, Floyd, Suzanne

Guests: VP Academic Affairs, Sprague, Robert; Learning Center, Craig, Elizabeth; Title V, Apigo, Mary-Jo; Distance Education, Taylor, Alice; Humanities/FA, White, Janise; BHSS, Stapleton, Buck; ASO, Mohsin, Ahmed and Stamler, Scott; PE/Athletics, Miller, Marguet; MPTP, Peterson, Laura; MPTP, Considine, Kevin; Aviation, Moy, Jack; Aviation, Ellison, Brad; Aviation, Habash, Henry; Aviation, Nee, Martin; Aviation, Triviso, Rudy; President, Joyce, Rose Marie

Meeting Called to Order at 12:50.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      Approved as submitted  
      MSP
   b. Approval of the May 10, 2011 minutes
      Approved as submitted  
      MSP 1 abstention

II. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.
    a. Kevin Considine spoke on behalf of the college’s use of grant funding. He listed many programs and supplies where grant funding has been used to fund i.e. the Hollywood CPR program, Etudes software, tech fair seminars, IT equipment, computers, printers, projectors, revamped Aviation Tech equipment, medical assistant program, conference attendance, Learning Center faculty, computer programs, workforce investment, and the college-wide SLO coordinator. Grants fund 5% of the college’s budget and add value to college. The grant selection process is curriculum driven.
    b. This public speaker was not presenting a report from the Resource Development Committee (formerly the Grants Management Committee.)
III. ADMINISTRATION REPORT (Joyce)

c. Dr. Joyce thanked the Senate and will be on campus a month or two more. She acknowledged how the college community came together for celebrations and challenges.
d. Dr. Joyce expressed her support for the college doing a study of its use of grant funding. She suggested creating a template to ensure that faculty members are informed about grants.

IV. ASO REPORT TO THE SENATE – (Mohsin)
a. ASO President, A. Mohsin thanked A. Foster for her leadership and support.
b. ASO will work in the summer on the Culver City bus transportation issue. Ahmed urged the college to make broader efforts to engage the community and even seek specialized funding especially when it comes to transportation.
c. ASO President elect Scott Stamler announced that the multicultural fair had been cancelled. He stated that one student concern is that the language lab classes are not coinciding with language classes. Syllabi even conflict. ASO is also working on a free speech area recommendation. There was a process for negative check off for ASO membership. However, those records have been lost. ASO wants to reinstate that process. ASO purchased seven new canopies and will provide the cakes for commencement.

V. OFFICERS’ REPORTS
a. Adrienne Foster – President
   1. A. Foster thanked the Senate Executive Committee, Dr. Joyce, the senators for being responsive and attending, and F. Leonard for helping to fund the meeting’s lunch.
   2. Coming up for the Senate: Flex Week, District implementing budget plan, Divisional reports
   3. A. Foster also acknowledged Holly Bailey-Hoffman for her English 21 class’s project fair on May 17.
b. Judy Chow – Vice President (No Report)
   1. Academic Rank
   2. Curriculum updated 200 courses
c. Yvonne Simone – Treasurer
   1. The Senate gave 4 scholarships of $300 each
   2. The Senate’s budget has a balance of just over $1.
   3. Discussion ensued about strategies to motivate more faculty members to pay dues and about at what point in the school year dues are due.
d. Clare Norris Secretary and Student Success Co-Chair
   1. C. Norris also acknowledged Holly Bailey Hoffman’s English 21 Project Showcase on behalf of the Student Success Committee.

VI. ACADEMIC AND PROFESSIONAL MATTERS
1. Curriculum Committee Report (Chow)
   a. J. Chow described the process of approving courses with the curriculum committee in the meeting and in her written report.
b. Discussion ensued about which courses are approved and course advisories and prerequisites.

2. Corrections Skills Certificate (Yan)

a. G. Yan presented the Senate with an overview of this certificate in anticipation of his presentation to the Curriculum Committee the following day.

b. The certificate will be made up of already existing courses and is designed for students who have a limited amount of time and either want a specific position in corrections or are looking for a promotion within corrections. These courses are offered in an AA program and can be applied to an AA degree. This certificate will have no negative impact to college, no fiscal impact, no additional instructors are needed.

3. Police Orientation and Preparation Program (POPP) certificate. (Stapleton)

a. WLAC students take 15 units per semester as a cohort leading toward an A.A. Degree

b. It is proposed that a Certificate of Completion be awarded for students who complete the five (5) courses (One skills certificate for each course) with a “C” or better grade, i.e., POPP I, POPP II, POPP III, POPP IV

POPP is an education and training program consisting of three partners, the Los Angeles Unified School District, Los Angeles Community College District, and the Los Angeles Police Academy. All classes are held in smart classrooms at the Los Angeles Police Department Academy location, 5651 W. Manchester Blvd, Los Angeles, 90012. Tutoring for English, biology, economics and mathematics is offered at the location.

The program adopted the college’s new math and English policy. Every POPP student is assessed. English, science and math tutors are available to POPP students. This semester 31 students started the program including some high school students and West students. Most of our students were hired by reputable public service departments or earned awards. The discipline wants to award a certificate to these students.

Discussion ensued about the 36 unit requirement for the Certificate. This is not a transfer program, but the program was developed so that students can transfer if they choose.

Report on the Curriculum and ECD processes – (Chow) Recommendation that when courses or packages of courses are presented to the Senate for approval, information will be included on whether they are proposed to be offered out of Program 100 funds, or for a specially-funded program, or on a contract-education basis; it was also recommended that summaries of the courses and the grants or other funds supporting them be vetted with the faculty well before they are presented for approval.
4. Academic Rank Committee Report (Chow)

5. Senate Business – Summer 2011 - MOTION: Move to have the Academic Senate Executive Committee to act on behalf of the Senate during the summer 2011.
   a. Discussion: Amendment suggested by Bonnie Blustein “provided that all senators are notified of any proposed action at least one calendar week in advance and that no more than five senators object to such action as of 72 hours prior to Senate Exec meeting.” Seconded
   b. Discussion continued around the significant issues that may come to the attention of the Senate Executive Committee this summer. The best way to contact senators was also discussed. The Committee will post its meeting dates and times before the end of the semester. The Committee is scheduled to meet July 6 at 10:00am. The committee will not take any action except at business meetings.

   Amendment - 9 in favor 5 oppose
   Motion as amended - 12 in favor 0 oppose 4 abstain MSP

c. Election Committee Report (Simone) Marcus Butler and Elizabeth Craig were elected as Senators at Large and the District Academic Senate Constitutional Amendment passed
   MOTION: Move to ratify election results. MSP

d. Distance Education Report (Taylor) MOTION: Move to accept the Distance Education Committee revised Mission statement, committee charge, and membership. (information attached) Discussion: Question asked about membership and whether this is the committee listed in the Article 40, which has a required membership list. However, this is not the committee mentioned in article 40.

   MSP

e. District Academic Senate Report (DuBois)

f. Budget: MOTION: Move that the Academic Senate recommend to all elements of the college administration: (1) that there be an immediate moratorium on the hiring of deans during this period of retrenchment, and; (2) that there be an immediate initiative made to study the ways in which the proliferation of outside grants and the pursuit of these grants, with their attendant increase in administration, impact the governance of the college, (resolution attached.)

   Rationale: (Bucher) This motion is not meant to discourage the college from seeking grant money. The issue is that when West is awarded grants, they sometimes require a certain amount of administration. The motion recommends other types of administrators be used to manage grants instead of more deans. New presidents consistently come into their positions wanting to hire more deans.

   Discussion: The discussion began with the observation that grant funding is very valuable to West students. Next, the senators discussed how much administrator salaries are offset by grants. It was recommended that the
motion be divided into two separate motions. The need for certain deans like Curriculum Dean was pointed out.

**More rationale:** (Bucher) The motion is actually about understanding the impact of grants on the governance of the college. For example, this question was asked: How does the presence of more grant-funded administrators impact the balance of power in Divisional Counsel? The number of deans at other institutions and in West’s past was discussed. Ways to define “Period of entrenchment” and what individual or entity would be assigned to perform this study of grants were considered. 53200 The Environmental Policy and Advisory Committee or Educational Policies and Standards Committee should be assigned these questions for a recommendation to the Senate. The Senate Executive Committee will make this determination.

West’s adjunct faculty and full time faculty ratio was discussed, especially the fact that West is out of compliance for the 75/25 requirement. Some explored the type of management many grants require. Many funding sources are looking for an administrator with a title, salary, and job description. Because of the district’s negotiation with the Teamsters, those positions can not longer be given to Instructors on Special Assignment. West’s Resource Development Committee includes senators, administrators, and there is an opening for a student. Perhaps the Resource Development Committee could perform the suggested study. West’s spring 2009 Revenue Enhancement Initiative was in response to reduced state funding. This initiative provided conditions for the last two dean selection committees which finishes the initiative’s recommendations. An MOU between the AFT Faculty Guild and the Teamsters categorized which job responsibilities are appropriate for faculty or administration. SFP assignments have a termination date of either June 30 or the end of their funding. A discussion ensued about which deans’ jobs are really necessary and what responsibilities could be taken on by current administrators. A concern was raised that when deans’ employment depends on grant funding, this could lead to a conflict of interest where deans are desperate for a grant to keep their positions and may not have the college’s best interest at heart. Most grants come with the goal of a plan for institutionalization.

**MOTION:** Move to separate the motion into two motions and to take #2 first. MSF

**Move – amendment “Except for the curriculum dean.”**

Discussion ensued about the value of the motion’s two components’ value or lack thereof when separated. The two deans in the process of being hired are the Dean of curriculum and retention and the Dean for teaching and learning to manage the Title V grants. The college also has two 5-year grants and 4 more are in proposal, which encompasses $2-3 million worth of activity. There is also a $20 million grant on the table, which requires a certain level of administrator direction. The point that deans do not replace academic faculty was made. It was acknowledged that clearly West would benefit from hiring more full time faculty. However, other colleges are imitating West’s
Resource Development Committee model as a way to increase the college’s coffers in light of depleted state funding. These grants require more work and a more limited job description than some may realize. The point was made that this motion is just a recommendation and that the administration will respond the way they choose.

Recommended Amendment – Moratorium on deans funded by Program 100.

4 in favor 12 opposed MSF

J. Sweeney called for the question

MOTION: Move that the Academic Senate recommend to all elements of the college administration: (1) that there be an immediate moratorium on the hiring of deans during this period of retrenchment, and; (2) that there be an immediate initiative made to study the ways in which the proliferation of outside grants and the pursuit of these grants, with their attendant increase in administration, impact the governance of the college; (resolution attached.)

7 In favor 10 opposed MSF

Dr. Joyce reiterated her support for an examination of the influence more administrators might have on college governance.

Move that we extend meeting until 3:10 MSP

g. Accreditation Steering Committee Report (Leonard)
   i. The Committee will work hard through summer. Their report will be ready for Flex Week

h. Program Review Committee Report (Leonard)
   i. Resource requests should come through the Program Review process.
   ii. SLOs are here to stay and not going away, so all faculty should be doing their part to comply with the SLO requirements.

i. Enrollment Management Committee Report (Lin)
   i. Michelle Long-Coffee is working on Web brochures (Youtube style videos.)
   ii. Issue - Course reductions for the Fall 2011 by divisions and the use of the “Principles for Prioritizing Program and Services

Counselors are concerned about the transferable courses that were cancelled and are wondering whether the college is going against its mission by cancelling classes that are so imperative?

11. Assembly Bill 515 – discussion
   Dr. Joyce explained that AB 515 would authorize CCCs to offer extension classes for college credit. The college has cancelled 74 sections and turned away 1000 students. 75% of AB 515 courses would be taught by full time faculty. Students would pay only cost. Financial aid would be available. BOG is also being considered.

L. Kamibayashi offered her support. Students are unable to take science classes because enrollment is so restricted, but students need these classes to continue to
nursing, pharmacy, or medical school. This bill would make more classes available to students.

A discussion ensued around equity and the fact that this bill seems to create an atmosphere in which students who can pay for classes will get classes, but students who cannot won’t, and a disproportionate number of full time faculty members would end up teaching the extension classes instead of program 100 classes. The concern was raised that the administration might intentionally cancel program 100 courses so that they could be taught in extension.

The current Pharmacy Tech program is only offered as a result of extension.

The point that before 1983 community colleges were free was offered as evidence of slippery slope. AB515 would be instituted with planning. AB515 has enough support in the state to pass. It will be reviewed in 9 years or sooner with amendment.

Move to extend meeting 10 more minutes for four items.  

12. Faculty Obligation Number (FON) – information (Joyce)

Three positions have been identified. Dr. Joyce recommends two more hires than the original projected one hire because if the college does not hire 3, it will get penalized $66,000. Special projects money is available to fund the Motion Pictures faculty position if necessary.

13. Technology Committee (Butler)

A printed report indicates that the tech committee is actively working on the tech master plan, which is a living document continuously growing and evolving.

14. Educational Policies Committee Report (Taylor)

Advanced Course Definition. The college President and AFT will decide on this, and the issue will be noticed for the Sept 13 Senate meeting.

15. Academic Senate Constitution Task Force – (Young)

This committee will work to revise West’s Senate Constitution over the summer.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

a. Advanced Courses
b. Constitution

IX. ADJOURNMENT 3:20pm - Next meeting: September 13

Respectfully submitted,

Clare Norris