West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
September 27, 2011
Winlock Lounge

Present: President, Foster, Adrienne; Vice President, Chow, Judy; Secretary, Norris, Clare; Treasurer, Simone, Yvonne; Senator at Large, Leonard, Fran; Senator at Large, Lin, Ken; Health/PE, Smith, Melinda; Senator at Large, Young, Helen; Senator at Large, Blustein, Bonnie; Allied Health, Dones, Carmen; Language Arts, Bailey-Hofmann, Holly; Senator at Large, Butler, Marcus; Humanities & Fine Arts, Sweeney, Joyce; Social and Behavioral Sciences, Barragan, Norma; Business, Jacobson, Nikki Mehrpoo; Adjunct Faculty, Morris, Pat; Aviation, Travel, and Hospitality, Nee, Martin; Computer Science, Patil, Ashok (Alternate); Library, Learning Resources, and Counseling, Narez-Acosta, Alma

Absent: District Senator, Russell, Timothy; Senator-at-Large, Miller, Marguet; Computer Science, Chiang, Anna; Science, Bahta, Abraha; Mathematics, Bucher, William; Senator at Large, Williams, Corey; Adjunct Faculty, Zexter, Francine;

Guests: VP Academic Affairs, Sprague, Robert; Learning Center, Ruebensaal, Jack, BHSS Vice Chair; deBorg, Sue; Title V, Apigo, Mary Jo; ASO, Searcy, Mister; ASO, Levy, Durrell; Abu-Ghazaleh, Nabil; Resource Development Comm, Boutry, Katherine; Business Vice Chair, Nichols, Vanita; Counseling Chair, Rouzan, Sherron; Health/PE, Hager, Rob; Dean, Friedman, Judith Ann; Research and Planning, Tillberg, Rebecca.

Meeting Called to Order at 12:45.

I. ORGANIZATIONAL ITEMS
a. Confirmation of the agenda
Approved as submitted MSP
b. Approval of the September 13, 2011 minutes
Approved as submitted MSP

II. ADMINISTRATION REPORT (Abu-Ghazaleh)
a. Nabil Abu-Ghazaleh described his meeting with members of the community. West students parking in the nearby residential neighborhood can be an issue for some community members which the college is working to address. Some free parking spots are available for early morning students.
b. Laptop computer thefts: Deputy Guerrera spoke about the recent thefts on campus. Laptop computers were stolen from a locked cabinet on which the combination lock was changed by the perpetrators. Detectives are working on the case. The deputy reminded the senators that the campus is a somewhat public space, and therefore, a lot of people have access to the campus. College employees are responsible for the safety of the campus. He encouraged senators to approach any stranger we see on campus. A question was asked about tracking devices installed on college laptops, and President
Abu-Ghazaleh stated that security devices are placed on all new laptops on campus.
Concern was expressed around other campus thefts.
c. One senator pointed out that the paralegal program has an ABA site visit coming up, and in order to pass inspection, the program must include a dedicated lab, which the program does not have at this time.
d. President Abu-Ghazaleh will be encouraging the college to look at governing structures to ensure that people are talking across silos and that reporting structures do not sacrifice breadth for depth.

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 – (Levy)
a. Durrell Levy is West’s new ASO president; Lance Lopez is Vice President, and Dominique Hall is secretary. ASO still needs a treasurer. The student must be enrolled in 5 units and maintain a 2.0 gpa.
b. ASO’s first special meeting is Thursday
c. The LACCD leadership conference is Friday, September 30, 2011
d. Club Rush will occur on Oct. 4 and 5
e. The parliamentary conference will occur on October 7.

V. OFFICERS’ REPORTS
a. Adrienne Foster – President – Report was emailed to senators.
   1. Inspector General’s investigative reports. No faculty involved in this process. Oct 5 meeting. Can the president’s name be included in report?
   2. Area C meeting on October 22, 2011 from 10-3 at Rio Hondo College
   4. District Curriculum committee
   5. East LA College is continuing its effort to give its students top priority in registering for summer and winter terms.
   6. Achieving the Dream kickoff starts tomorrow, Wednesday, September 28th.
   7. LACCD Strategic Planning Committee will hold a faculty focus group on October 3, 2011 from 1:00-2:30PM on the 4th floor of the HLRC. All faculty are invited to participate in the discussion of what direction the LACCD should go.
b. Judy Chow – Vice President (No Report)
   1. J. Chow acknowledged volunteers for international students – Nikki Jacobson, Helen Young, Judith Ann Friedman, and Kathy Boutry
c. Yvonne Simone – Treasurer
   1. Out to get 100% of faculty dues. Improved.
d. Clare Norris Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS
ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION
  1. Curriculum Committee – meeting 1:00 Wednesday, September 28, 2011
     a. A. Foster has taken chairmanship temporarily.
     b. TMC is on the Curriculum Committee’s agenda.
c. Another item on the Curriculum Committee agenda is to potentially add the SLO coordinator to the committee as a voting member.

2. Technology (Butler)
   a. The Committee initiated its self evaluation on August 25th to be completed by September 30, 2011.
   b. The Committee is close to concluding its Tech Master plan review and update.
   c. The Committee is in the process of addressing faculty concerns and is pleased with IT’s response.
   d. The Committee continues to discuss and consider different content management systems for the college to adopt. It will advocate for one that will allow the college community to share information more effectively.
   e. It was suggested that the Committee offer feedback on the Self Study Standard IIIc.

3. Distance Education (Young)
   a. The Committee is taking the Substantive Change document to Wednesday’s Curriculum Committee meeting for approval.
   b. The following motion was postponed to the October 11, 2011 Senate Meeting
      i. MOTION: To recommend that the Academic Senate approve the Computer Science Information Technology Substantive Change proposal.
   c. The committee is soliciting members and needs clarity on membership from the Senate executive committee.

4. Budget Committee – (Keskinel) No Report

5. Student Success – (Norris)
   a. In its last four meetings, the Committee has identified its top five priorities on the Foundation Skills plan, considered ways to implement its first priority, completed the Achieving the Dream Readiness Assessment, discussed the Basic Skills budget, and discussed other Student Success related initiatives on campus.

6. Resource Development (Boutry) Next meeting Oct. 5
   a. In the interest of transparency and shared governance, the Committee distributed a document listing all grants the college has applied for since January 1, 2011.
   b. One senator requested that the Committee provide a longer history of grants.
   c. The Committee intends to compile a list of criteria to identify appropriate grants and create a reasonable process (not too lengthy)
   d. Global initiative – (Reubensaal)
      i. In 2008/2009 the college decided to reconnect with international studies, international students and globalization: areas like study abroad, foreign language study
      ii. J. Reubensaal showed a short video that was produced to promote West’s global initiative.
      iii. J. Reubensaal identified talking points at the end of his handout which are directed towards Mayor Villaragosa, who is promoting this initiative overseas, particularly in Asia, a prime market.
      iv. LAACCD is leading this force, and West wants to take a prominent role in that force.
      v. The handout he distributed is a draft and is open for revisions.
      vi. This initiative will provide opportunities for faculty to teach abroad
vii. Other countries like Indonesia, India, South Korea were mentioned as potential markets in addition to China.

viii. A question was asked: Will the English institute be available for local students or just international students?

ix. One faculty member who taught recently in China, offered some points about intellectual property and community college in Chinese culture.

7. Transfer Task Force – (H. Young) – 3rd Tuesday in PCR 1-3
   a. Discussed its charge
   b. MOTION: Move that the WLAC Senate request the college budget committee provide the Transfer Center a budget of $7,500 to provide resources for transfer activities.
   c. Friendly amendment from “budget of $7500” to “annual minimum budget of $7,500”
   d. Motion as amended: Discussion: It was asked whether the budget committee has access to funds to make this budget available to the Task Force. The Senate was reminded that its task is simply to make recommendations, not base those recommendations on available funds; that is outside of the Senate’s purview.
   e. FINAL MOTION: Move that the WLAC Senate request the college budget committee provide the Transfer Center an annual minimum budget of $7,500 to provide resources for transfer activities.

   MSP unanimous

f. The Articulation Officer position being filled was postponed until an adjunct faculty member was hired temporarily. The upcoming position will also carry the Senate responsibility to lead the curriculum committee. The job description is in process and be publicized shortly. The current temporary appointed Articulation Officer came about because of a similar situation as the current SLO coordinator where they were both administrator appointed as a result of time pressure. These positions will eventually evolve into a regular search process after/during consultation with the Senate.

8. Host Committee (Report postponed)
9. Campus Security Follow Up
   a. Move that the senate request that the president designate and fund a designated paralegal lab to meet the ABA requirements for its site visit.
   b. Noticed for next meeting

10. Professional Development (Simone)
    a. Y. Simone prepared process handout and will distribute it via email
    11. Program Review Committee Report (Leonard) 3rd Wednesdays - Oct 19
        a. 100% participation in 2011
        b. Program reviews give programs the opportunity to make resource requests and FPIP requests
           i. Concerns about the FPIP process were discussed especially when it comes to emergencies like deaths and retirements. It was established that grant funded positions are never tenure track.
           ii. The three vice presidents evaluate resource requests that come from divisions on the Program Review forms.
           iii. West’s status of out of compliance with the 75 – 25 requirement was discussed, and it was observed that since LACCD is in compliance, West has not been subject to any consequences.
12. Accreditation Steering Committee Report (Leonard) – Report was emailed to senators
   a. Six years ago senate members read standards in pairs and reported on them
   b. Again this year senators will volunteer to read different sections of the self study
      with a partner.
   c. In order for the senate president to sign off on the self study as the faculty
      representative she needs faculty feedback. Each small group will report back to
      the Senate at the October 11 meeting.
13. Leadership Retreat (Leonard) Next meeting October 3 2:30
   a. The retreat committee has been surveying participants since 2006.
   b. The planning committee has been meeting over the past three weeks.
   c. Theme: Celebrating the Best of West
   d. Sharing best practices across disciplines is one emphasis.
14. College Council (Leonard) No Report
15. Flex Day Survey
   a. It will be distributed.
16. Hispanic Heritage Month (Blustein)
   a. An ad hoc committee has planned 3-4 major events.
   b. Wednesday, September 28, 2011: Afro-Mexicans in Los Angeles
   c. Monday, October 3, 2011: film screening of a documentary about the Brasero
      program – Q&A with film makers
   d. Art Lara will speak to a Spanish class next week – Catalonia topic
VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE
      ACTIONS
      Resume workshop – Business division Oct 25 5:30-7:30
      West LA Constitution Day Oct 6 9am – Proposed Changes:
      Increase from 1.0 to 1.6-2.0 for senate positions
      Child development/counseling/library representation shared representation on the
      Senate
      It was requested that at the next meeting an administrator explain the jurisdictions of
      the deans and how they intersect with each other.
      Another recommendation was made that the Senate include classified report on
      Senate agenda.
      Another suggestion was offered that West consider prioritizing a career center on
      campus.
      One senator inquired about committee participation and wanted to know whether
      there is a record of faculty who serve on committees.
      The response was that this issue should be discussed in divisional meetings.
      Another response was that some divisions have members who want to serve on
      committees but are waiting for committee lists.
      Another concern was raised that people are hired in different ways for different
      duties. Can we consider giving FPIP a role in those processes?
      LACCD is looking at a process for non-FPIP hires.
      Future administration reports could include non-FPIP hires.
IX. ADJOURNMENT 2:45 pm - Next meeting: September 27
Respectfully submitted,
Clare Norris