West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
October 11, 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;
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; Science, Bahta, Abraha; Aviation, Travel, and Hospitality, Nee, Martin;
Computer Science, Patil, Ashok (Alternate); Adjunct Faculty, Zexter, Francine; Senator at Large,
Williams, Corey; Counseling, Narez-Acosta, Alma; Allied Health, Dones, Carmen

Absent:; District Senator, Russell, Timothy; Senator-at-Large, Miller, Marguet; Computer
Science, Chiang, Anna; Mathematics, Bucher, William; Adjunct Faculty, Morris, Pat; Library,
Learning Resources, and; Harris, Lartee

Guests: VP Academic Affairs, Sprague, Robert; Learning Center, deBorg, Sue; Title V, Apigo,
Mary-Jo; ASO, Levy, Durrell; Abu-Ghazaleh, Nabil; Business Vice Chair, Nichols, Vanita;
Dean, Friedman, Judith Ann; Long-Coffee, Michelle, PR/Advertising; Ichon, Eric, Dean of
Distance Ed; Regalado, Betsy, Vice President Student Services; Walton, Kathy, Dean Academic
Affairs

Meeting Called to Order at 12:50.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      Approved as submitted MSP
   b. Approval of the September 27, 2011 minutes
      Approved as submitted MSP

II. ADMINISTRATION REPORT (President Abu-Ghazaleh)
   c. President Nabil Abu-Ghazaleh announced that the Achieving the Dream Work Plan
draft is complete. He is working with the Leadership Retreat committee on the AtD
Kickoff and urged the faculty members to pull together on this initiative.
   d. He also announced the Accreditation Self Study second draft reading retreat will be
held off campus this Friday to reexamine the report. The college should know its
strengths and weaknesses and anticipate the recommendations of the ACCJC committee.
   e. The student information system Peoplesoft has been offered a contract with the
college. Now is the time to move ahead. West is well positioned to absorb a new system.
Governor Brown approved the assembly bill to move forward with eTranscripts.
   f. There is a moratorium on bond programs that are not already in progress. LACCD is
analyzing all building projects. This moratorium may lead to a delay in Student Services
and General Classroom building openings.
g. President Abu-Ghazaleh reported that there is no new news on the budget. Next year West is expected to add 6 full time positions. That does not include replacements.

h. Discussion ensued about classroom facilities. Concern was raised about the removal of the D village bungalows. If that is the case, some classes may be forced to move into smaller, less equipped classrooms. Renting D buildings costs $17,000, which does not go toward permanent buildings.

i. Deans’ Areas of Responsibility

**Student Services:** B. Regalado reported that an organizational chart was sent electronically. 3 deans: Shalaman Duke, Celena Alcala (Associate Dean), Michael Golterman

**Academic Affairs:** B. Sprague distributed a packet and reported the following:

- The Revenue Enhancement Initiative funds a variety of things around the campus.
- This initiative created administrative positions to grow funding sources. Delineation of function leads to the reviewing of Instructor Special Assignment positions around campus.
- ISA positions will be required to maintain instructional focus, not administrative duties.
- As the college works to fulfill the REI, Program 100 costs have decreased.
- Revenue Enhancement Committee wants to make recommendations to the College Council on how the college should spend the extra money.
- One concern is if REI contributes more than 10% to Program 100, the college needs to ensure that it doesn’t overshadow the college’s primary instructional mission.

Discussion included the following questions and comments: As the college gets more grant money, what actions are being taken to involve shared governance on deciding how the money is used? Large grants include detailed budget plans including hiring people. Those documents are public. 6-10% goes to college administrative costs. Does REI have a say on how the money is spent? The Resource Development Committee has regularly reviewed the contributions from REI, and that committee has decided that it wants the right to make recommendations. This has yet to be determined. Making those types of recommendations may be outside of the committee’s purview. REI is willing to underwrite the cost of Basic Skills ESL. There are other opportunities that the college can look into at little additional cost and manpower and just require the college to leverage existing resources. Job descriptions for administrators are available online.

**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. Club Rush was held October 4 and 5 although rain on October 5 impeded some activities.

b. Oct. 21 -23 CCC Student Affairs

c. Parliamentarian Workshop this past weekend.

d. Halloween Fair Oct 31
V. OFFICERS’ REPORTS

a. Adrienne Foster – President – Report was emailed to senators.
   1. Inspector General Report was disseminated to Senators
   2. Earthquake Drill in response to evacuation plan the Work Environment committee needs faculty volunteers
   3. The CCC Task Force on Student Success Recommendations have been released. West faculty should look at it and offer feedback.
   4. College Council chair will be elected May 2012.
   5. Commencement June 5
   6. Area C meets next on Oct 22 at Rio Hondo.
   7. FPIP Committee meets next on October 18 at 2pm in MSB Conference Room.

b. Judy Chow – Vice President (No Report)

c. Yvonne Simone – Treasurer
   1. The Senate has collected adequate dues to cover all four scholarships
   2. Forty-seven faculty members have paid dues including five adjunct faculty members
   3. Three administrators have also paid
   4. Y. Simone will investigate payroll deduction or credit card payment options and report back.
   5. One senator suggested that the Senate market dues as contributing to a “Scholarship fund” since most dues go to scholarships.
   6. ELAC has piloted the payroll deduction option.

d. Clare Norris Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS

ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Curriculum Committee –

   a. SLO Report (Matosic)
      i. S. Matosic distributed an Information Sheet.
      ii. According to the sheet, 76% of currently offered courses have been assessed. More work has been done since this sheet was generated, so the up to date percentage would be higher.
      iii. One senator asked how often we are required to assess SLOs. There are two SLO assessment cycles: 3 semesters or 3-4 years
      iv. Another senator reminded the body that we are also expected to assess the changes we make after initial assessments and look for continuous improvement.
      v. SLO Website is under development.

   b. Curriculum Committee Minutes
      i. Concern was expressed about inaccurate information in the Curriculum Committee’s discussion in its last meeting and its impact on vocational programs.
      ii. This discussion will be taken up during the Curriculum Committee’s next meeting.
      iii. The curriculum committee lacks divisional representation. Other faculty members are encouraged to attend
iv. Next meeting October 26, 2011 1-3:30

c. MOTION: To recommend approval of Transfer Model Curriculum MSP

d. MOTION: To recommend approval of Psychology 74 MSP

e. MOTION: To recommend approval of the Substantive Change Proposal MSP

2. Academic Rank (Chow)
a. The Committee is accepting applications until November 4.
b. The next meeting to review applications will occur on November 14 at 4pm in HLRC 316.
c. The committee is working on compiling a database with records of faculty members’ ranks.
d. When she was Vice President of the Senate, A. Aguilar completed spreadsheet of faculty Academic Rank. She offered to share that spreadsheet with the current committee.

3. Technology (Butler) No Report

4. Distance Ed. – (Nicholas) No Report

5. Budget (No Report)

6. Student Success – (Norris)
a. MOTION: Move that a regular (FT) faculty member be identified for 1.0 reassigned time to work with the Student Success Committee to implement the Achieving the Dream initiative for 2011-2012, with subsequent years subject to modification.
b. Rationale: AtD is a new district-wide student success initiative that is being promoted by the college. This initiative needs a consistent faculty leader at its helm. The president wants the college to move forward quickly on this. Discussion: Senators inquired about a job description for the position.
c. MOTION Table the motion until the next regularly scheduled Senate meeting with the expectation that the senate will receive more detailed information regarding the job description and funding source before then. 3 in favor 10 opposed 3 abstain MSF

d. Discussion: The first year of AtD requires a year of planning and examining practices. The AtD faculty leader will dig down and analyze data. This is an important position that we cannot afford to delay. The effort lacks coordination without this person in place.
e. One Senator commented that AtD was supposed to bring recourses to the college not take away resources. The possible reduction of course offerings was a concern along with the funding source for this position.

In favor 16 abstain 3 MSP

f. Point of information: A concern was raised about whether the courses to be taught by that faculty leader would be cancelled in order for that individual to take on these new responsibilities.

7. Resource Development (Boutry) No Report

8. Transfer Task Force – (H. Young) No report next meeting Tuesday 1-3

9. Commencement date: Tuesday, June 5, 2012

10. Host Committee (Long-Coffee) $108,000 was made at June 2009 gala. $80,000 is left to be spent on college activities. Individuals are invited to submit proposals.
1. The host committee was promised input on how the money would be spent. Thus, the host committee will receive proposals and review and rank proposals. All proposals will go to College Council. CC will recommend to the president.

11. Campus Security (Jacobson)

a. MOTION: Move that the senate request the president designate and fund a designated paralegal lab to meet the ABA requirements for its site visit.

Rationale: N. Jacobson distributed a handout

b. AMMENDED MOTION: Move that the senate request the president designate and fund a designated 50-station paralegal lab to meet the ABA requirements for its site visit.

Discussion: The strictness of the ABA requirements was discussed. The site visit will occur in either Spring or Fall of 2012. Visits are on a six-year cycle. ABA certification makes a difference because of its prestige.

Classroom next to A9 bungalow is one option for lab space.

Amendment

MOTION

MSP unanimous

MOTION

MSP unanimous

12. Program Review Committee Report (Leonard) 3rd Wednesdays - Oct 19 1pm PCR

a. Committee recommended to College Council a program review cycle of 6 years with annual updates.

b. The president urges for more frequent updates for vocational programs.

c. Divisional Council representative is needed on the Program Review Committee.

d. The Committee is working to improve feedback in the Program Review cycle to people who have requested resources.

e. The current Program Review includes 4 SLO related questions. The Program Review Committee wants to enhance those questions.

13. Accreditation Steering Committee Report (Leonard)

a. Faculty pairs reviewed sections of the self study and reported to the Senate:

i. Physical resources – M. Smith found the standard she read to be educational. It focuses on safe, efficient, and healthful campus. She would like to see more healthful food options available on campus.

ii. Standard IIA – H. Bailey-Hoffmann found that this standard needed more evidence and was lacking specifics in a few areas. She also suggested adding the college’s subscription to Turnitin.com to the section on academic dishonesty.

iii. Mission Statement – N. Jacobson observed that this section demonstrated that all constituencies around campus were involved in the development of the college mission statement and that the self-evaluations were very clear.

iv. IIC – M. Butler found this standard to be comprehensive and thorough. He did ask about the intended audience and commented on the extensive use of technical language. He recommended the use of a glossary and/or an acronym guide.

v. IICC Library – Sue deBord and Kathy Boutry found a few flaws in formatting and organization along with missing data.

vi. IIB – Helen Young found that this section lacked a narrative on financial aid.

14. Leadership Retreat (Leonard) Next meeting October 12 1pm
a. The retreat date has changed to Friday, December 2 and will focus on kicking off Achieving the Dream.

15. Faculty Participation – hold for next meeting

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS
Rachel Williams, chair of the African-American History Month Planning Committee, will bring a resolution to the Senate related to cultural diversity.
The Academic Senate should prepare to make recommendations on the CCC Task Force on Student Success. This issue will be discussed at the next meeting.
Should the Senate weigh in on the resource development committee into planning?
AIDS Foundation scholarship information has been distributed directly to students. In the past, LACCD lost funds because a sister college misused funds.
Transfer Center Open house Wednesday, October 12, 2011 1:00-6:00pm and Thursday, October 13, 2011 10:00am-3:00pm

IX. ADJOURNMENT 3:02pm - Next meeting: October 25
Respectfully submitted,
Clare Norris