Meeting Called to Order at 12:50.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      Approved as submitted.  MSP
   b. Approval of the October 11, 2011 minutes
      Approved as submitted.  MSP

II. ADMINISTRATION REPORT (President Abu-Ghazaleh)
   c. President Nabil Abu-Ghazaleh announced that the General Classroom building is still set to open for occupancy in January. New furniture will be moved into the building starting around October 31, 2011.
   d. West’s accreditation Self Study is moving along; more content work has been done; many cross sections of individuals have worked on the study
   e. President Nabil Abu-Ghazaleh also addressed the recommendations he has recently received from the Senate regarding funding. Those types of recommendations are not really the Senate’s purview, so he recommended that the Senate allow those types of recommendations to work through the established process through the Budget Committee.

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) - None
V. OFFICERS’ REPORTS

a. Adrienne Foster – President

1. Enrollment Management Committee – hard copies of the Spring 2012 schedule of classes is now available
   i. West has 2100 Facebook friends

2. DAS Executive Meeting
   i. LACCD budget allocation is being revised.
   ii. Despite ELAC’s complaints about summer enrollment from students from other LACCD campuses, it would be a board rule violation to have district wide versus college-determined registration dates.
   iii. The Committee is working on revision to the BR on Senate reassigned time.
   iv. The Committee discussed the Student Success Task Force Recommendations in preparation for the October 22 Area C meeting where resolutions will be voted up, down, or tabled

3. DAS consultation with Chancellor
   i. Chancellor LaVista made clear that no registration priority is to be given to athletes, only EOPS, DSPS, Vets, and students in the foster care system.
   ii. Ernie Moreno is now a consultant on International Ed.
   iii. Board of Trustees – student success recommendations
   iv. The Curriculum Committee meets October 26, 2011 at 1:00pm in the Winlock Lounge.
   v. Faculty representation is needed on College Council (1), College Planning Committee (2), and Educational Policies and Standards Committee (3).

b. Judy Chow – Vice President (No Report)

c. Yvonne Simone – Treasurer

1. 49 members have paid dues including 5 adjunct instructors and 3 administrators.

d. Clare Norris Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS

ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Curriculum Committee

   a. SLO and Articulation Report (Matosic)
      i. At this point, 81% of West classes’ course outlines are updated.
      ii. T. Matosic passed out a diagram of SLO cycle in response to questions from the last Senate meeting with emphasis on CSI: Continuous & Sustained Improvement.
      iii. T. Matosic also distributed SLO Assessment forms from other colleges for the curriculum committee to review in response to more questions from the Senate.
      iv. The SLO Committee meeting is Thursday, October 27, 2011 at 3:00pm.
      v. Questions were asked about the form at the last AFT meeting. The form may be evaluated at the end of the year.
A. Foster reviewed the form and determined that it requires the same information that Lloyd Thomas requested from faculty when he was SLO coordinator.

One recommendation was made that the Program SLO process might be included in the cycle diagram.

Articulation (Donna Olvera)

D. Olvera discussed the TMC and its next steps to completion.

She also went over certain articulation requirements of UC campuses.

The next articulation workshop is Thursday, October 27, 2011 3:30-4:30.

The team is working on Articulation web site.

D. Olvera is also in the process of updating agreements with private institutions.

LACCD Articulation Officers committee arranged for HBCU agreements, which are new for West.

She is also distributing a flyer to students on how to use Assist.org.

Curriculum Committee meets Wednesday, October 26, 2011 at 1:00.

Academic Rank (Chow)

The Assistant Professor rank is automatic for adjuncts.

Technology (Butler) No Report

Distance Ed. – (Nicholas) No Report

Budget - No Report

Student Success/Achieving the Dream – (Tillberg)

The Achieving the Dream Data Team will report its findings to the Student Success Committee/ Achieving the Dream Core team.

R. Tillberg provided some background information about the Data Team.

In the Team’s research the first thing they looked at was “Who are West’s students?”

R. Tillberg distributed a packet reviewing data and showed the Senate some college demographic data in pie graphs.

One bit of data that stood out to the Data Team was that of all the LACCD campuses, West has the largest proportion of students attending multiple campuses (smaller colleges). This may lead to more part time students who take longer to complete. The Data Team will continue to examine these trends and present them to the core team.

Almost 44% of students have transfer as an educational goal.

A discussion ensued about how the “transfer rate” is determined.

The discussion continued on assessment and placement in math and English.

2% of students place at college level math

College level math includes all 200 level math classes

25% of students place into English 101.

ESL referral is an issue that impacts numbers.

A discussion ensued about whether the data could impact funding.

The data team wants to get a new take on the data.

A larger percentage of students do not indicate their ethnicity at West than other colleges.

“Unknown” is a separate ethnic group, which impacts the proportions

Resource Development (Boutry) No Report

Transfer Task Force – (H. Young)
a. The committee has been discussing its charge, prerequisites, assessments, and institutional support
b. **MOTION**: To recommend the college hire a full-time tenure track articulation officer who will work in conjunction with the Transfer Center; serve on the Transfer Task Force Committee; and among other duties, publish a monthly report to update the college on issues related to transfer. The Academic Senate President determined that this motion is out of order because tenure track hiring is the purview of the FPIP committee.

9. Program Review Committee Report (Leonard)
a. The committee met last Wednesday, October 19, 2011.
b. LACCD developed online Program Review software IES (Institutional Effectiveness System) – 3 phases: Phase 1 completed Rebecca, Mary Jo, and Celena IES
c. The committee is considering how SLOs are accounted for in the Program Review process.
d. F. Leonard described the Program Review Resource Request prioritization process. The college’s three vice presidents meet to prioritize college wide.
e. The committee wants to ensure that requestors know where their requests are in the prioritization process.

10. Ed Policies and Standards (Sweeney) –
a. The college needs clarity on Viability
b. Committee discussed any new position that should be reflected in a resources request in the Program Review process

c. The committee meets on the 3rd Thursday of the month at 3pm VP’s office and is looking for more members.

11. Accreditation Steering Committee Report (Leonard)
a. B. Anders submitted a report after reading Standard II.A.
b. R. Hagar submitted a report on Standard II.D.
c. V. Nesia typed comments from the recent reading retreat. Many colleagues have met and looked at standards again to enhance and refine. The reading groups have noticed details like the mention of the 75/25 state mandate in the self study and recognized its irrelevance to ACCJC.
d. **MOTION**: To recommend the acceptance of the Accreditation Self Study Report. – Moved to postpone the motion **MSP unanimous**

12. Leadership Retreat (Leonard) Next meeting October 26, 2011 at 1:00.
a. Don Cameron, the college’s Achieving the Dream coach will be the keynote speaker for the event.
b. The Leadership Retreat will include breakout sessions related to AtD
   i. Self assessment
   ii. Best practices
   iii. Faculty Inquiry Group – Reading Apprenticeship

13. African-American Heritage month Committee Resolution
**MOTION**: Be it resolved by the Academic Senate of West Los Angeles College, that February is designated as African American Heritage Month, though the institutionalization of Black Studies should not be restricted to twenty-eight calendar days. Furthermore, the president of West Los Angeles College is hereby requested to issue a formal proclamation at the beginning of every Spring Semester, calling upon and dedicating the means for administrators, faculty, students, and members of the local
community to observe African American Heritage Month by partaking in appropriate academic programs, cultural activities, and ceremonies.

a. A discussion ensued about the purpose or request of this motion.

b. The committee’s intention is to merge with two more heritage months (Women’s History Month and Hispanic Heritage Month). The committee is promoting institutionalization and support for sustainability and funding from Program 100 for these heritage month activities. MSP

14. Resolutions for Fall 2011 Plenary Session – discussion – President emailed the resolutions that morning, 10/25 and invited feedback from Senators once they had a chance to read them.

15. Faculty committee participation status – information - Postponed

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

The Senate will move the last meeting of the academic year from November 22 to November 29.

A. Foster is planning a chair if chairs meeting for the chairs of all Academic Senate committees.

FIG Reading Appreciation out of the Center of Transformative Learning – Mary Jo Apigo

One senator requested that the Academic Senate request that the sheriff’s department return to follow up on its report on laptop thefts.

IX. ADJOURNMENT 2:16pm - Next meeting: October 25

Respectfully submitted,

Clare Norris