West Los Angeles College
Meeting of the Academic Senate
Draft Minutes
November 29, 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; Aviation, Travel, and Hospitality, Nee, Martin; Allied Health, Dones, Carmen; Adjunct Faculty, Morris, Pat; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Mathematics, Bucher, William; Science, Bahta, Abrah

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

Guests: College President, Abu-Ghazaleh, Nabil; VPAS, Oester, John; Sheriffs Department, Guerrero, Val; Faculty, Peterson, Laura; Kamibayashi, Lisa, FPIP Chair; Health & PE, Hager, Rob; Learning Center, de Bord, Sue

Meeting Called to Order at 12:50.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      1. Move Item #7, Campus Security, to immediately follow the Administration Report
      2. Curriculum Committee report will be inserted to follow the Academic Rank report.
      Approved as amended
      MSP
   b. Approval of the November 8, 2011 minutes
      Approved as presented
      MSP
   c. Approval of November 15, 2011 minutes
      Approved as presented
      MSP 1 Abstention

II. ADMINISTRATION REPORT (President Abu-Ghazaleh)
   a. President Nabil Abu-Ghazaleh announced accrediting commission’s Substantive Change proposal approval and commendation and thanked everyone who worked on the self-study.
   b. He also reminded senators of the Leadership Retreat this Friday, December 2. West’s Achieving the Dream coaches will be on campus Thursday and Friday. He observed that West’s participation in Achieving the Dream calls for tough conversation and introspection. We must ask ourselves these types of questions: How do we uplift the students? What do we do to make sure students take charge of their own learning?
   c. N. Abu Ghazaleh introduced Clare Norris as the new ATD faculty leader.
d. He addressed the flooding in the MSA building after the recent storm. The college is taking time to clean up thoroughly. There will be four temporary levels of mitigations. This issue will not be permanently resolved until the other buildings are complete. Storm drain work needs to be done. The college will work with Build LACCD. The appears to be the result of a construction defect issue.

III. Campus Security (Olster)

a. Laptops, a projector, and a 42 inch television have been stolen from campus.

b. Investigations – Sgt. Guerrero
   - A. The TV was Stolen from a Faculty/Staff lounge
   - B. Sgt. Guerrero encouraged faculty to take responsibility and lock doors.
   - C. By nature an open campus and lack of ID marks and cereal numbers makes security difficult.
   - D. One senator pointed out that instructors don’t always have keys.
   - E. Another senator reminded Sgt. Guerrero of a theft from the FA building.
   - F. Because there have been no forced entries for the recent thefts, the sheriffs suspect they are inside jobs.
   - G. Sgt. Guerrero recommended that faculty members communicate with A/V staff about extra equipment in classrooms.
   - H. There have been keys obtained from a locksmith other than the authorized college locksmith. Sheriffs are concerned about under the table key reproduction.
   - I. When the laptops were stolen, the lock that had been provided by the college was cut off and replaced by the thief’s identical lock to disguise any abnormal activity.
   - J. The sheriff reiterated the recommendation that faculty consistently check on our equipment.
   - K. Possible Solutions for the Future: Laptop Safe, Swipe Card Entries (trackable entries and exits)

IV. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed. NONE

II. ASO REPORT TO THE SENATE – (Searcy) -

a. ASO hosted a transfer workshop to help students with their personal statements for transfer applications.

b. ASO went over West’s Self Study and voted unanimously to accept it.

c. Toy drive – new toys unwrapped and new or used books

d. Jazz concert and art exhibit today, November 29, 2011

e. ASO is working with the math department to set up math study workshops for finals preparation.

III. OFFICERS’ REPORTS

a. Adrienne Foster – President
  1. A. Foster read the list of data team and core team members and administrators
  2. Program viability should be revised for upcoming midyear cuts (May)
     One senator suggested forming a program viability review committee.
     Concern was expressed about the delegation of Senate responsibility to the
Senate Exec Committee this winter and the Exec Committee taking an action that may be controversial.

4. As of Summer 2012 – students will not be able to repeat a class beyond 3 times. The largest impact of this new policy will be on students taking Math 115, 125, and 123. West will look at the impact of this new policy on our students’ success. Student Services is spreading the word about this policy to students. A discussion ensued about classes with different course numbers that are interchangeable. The system is not sophisticated enough to detect those types of repetitions.

b. Judy Chow – Vice President (No Report)

c. Yvonne Simone – Treasurer (No Report)

d. Clare Norris Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS

ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Academic Ranking (Chow and Jacobson)

   a. J. Chow distributed a list of Fall 2011 (error corrected from Fall 2010) academic rank applicants.
   
   b. Next meeting next Monday, December 5.
   
   c. Honorary Professorship nominations are due February 15

   i. Discussion ensued about whether honorary professorship designations should be a rare occurrence or an annual event. One senator pointed out that awarding honorary professorships is good for the college’s PR.

2. Curriculum Committee (Chow)

   a. 5-year-old or newer recommended textbook is required in any course’s outline for CSU or UC articulation
   
   b. Next meeting Wednesday, November 30 1:00
   
   c. One senator suggested that Math should be an exception to this requirement since the field does not change. Older books are more affordable than new ones. The articulation officer needs to address this.

3. Student Success (Norris) No Report Next meeting December 7

4. Professional Growth Committee (Y. Simone)

   a. Y. Simone distributed a handout on professional development and tuition reimbursement.
   
   b. Discussion ensued about what type of reimbursement applies to certain Etudes certification/training courses
   
   c. She is updating the 1993 reimbursement request form.
   
   d. Every faculty member may receive conference fund donations from 5 people. There is no carryover from year to year.

5. Planning Committee (Leonard) – report

   a. Committee looked at funding priorities from the vice presidents based on Program Review resource requests.
   
   b. These priorities are going to the budget committee for its approval at its next meeting, which should report at the next Senate meeting.
   
   c. The committee is aligning program review resource requests and budget allocation and communicating with requestors.
6. Accreditation Steering Committee (F. Leonard) – The self-study has gone to the printer at 329 pages and will be presented to the board on December 14.

7. Leadership Retreat (F. Leonard)
   a. The committee is extending the RSVP deadline for the retreat.

8. FPIP Committee (Kamibayashi) Next meeting February 24 8am-10am
   a. The committee met 3 times this semester but had difficulty getting a quorum.
   b. L. Kamibayashi communicated with previous members, and the committee favors the horizontal categorical list for future use. L. Kamibayashi is working with Phyllis Morrison, former committee chair. West’s current policy does not consider retirements or deaths in a division. The FPIP committee concluded that emergency replacement is not their purview.
   c. One senator asked whether the Senate keeps a record of charges given to committees? The senate has not up to this point.
   d. Motion: The FPIP agreed to eliminate the statement “Division chairpersons shall not serve on the committee” from the current FPIP policy.
   Discussion: How will FPIP committee prevent a division chair from taking advantage of his/her position on the committee in voting on new hires? The makeup of the committee is articulated in the policy. Current horizontal list will be posted. L. Kamibayashi will publicize current policy.

   Motion tabled until first March Senate meeting. MSP

9. MOTION: Recommend that the Senate Executive Committee act on behalf of the Academic Senate during Winter Break MSP 2 Abstain

10. District Curriculum Committee – no report

11. Technology Committee (Butler)
   a. Administrators are recommending the hiring of a full time Apple support staff member.
   b. The Technology Master Plan is being worked on.
   c. Infrastructure upgrade has been approved.
   d. Content management system – The committee is hoping to identify a vendor in January. The group is within 4 or 5 vendors of making a choice. Kentico was a leading contender, but their price increased and led the committee to want to shop around. One senator suggested checking with sister campuses to see which vendors they use.

12. Distance Education – no report

13. Budget Committee – no report

14. Transfer Committee/Task Force (Young)–report – Next meeting Tuesday, February 21
   a. Committee is still trying to solidify its charge and identify specific outcomes.
   b. H. Young thanked faculty for allowing transfer presentations in their classrooms
   c. LMU bus trip was discussed in the Committee’s last meeting.
   d. A Transfer Honors Program Advisory committee being formed (especially for instructors who have offered transfer credit.)

15. Enrollment Management Committee – no report

16. Educational Policies and Standards Committee – no report

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS
a. Motion from Rachel Williams on Women’s History Month
b. Elections information
c. District Curriculum Meetings and Changes – West should pay close attention because these changes may affect our college. (Look at ePostings)
d. Over 56 students attended the resume-writing workshop, and N. Jacobson is looking for volunteers for March workshop to review student resumes.
e. The college president denied the Senate recommendation for a paralegal laboratory. N. Jacobson is concerned that the college is not on good page with American Bar Association.
f. The Academic Senate could go on record as sharing the paralegal program’s concerns about maintaining its accreditation. This issue will be a noticed motion for February meeting.
g. West’s paralegal program just got California state bar association approval for continuing education.
h. One senator asked whether the senate body is satisfied with today’s Campus Security report? Some dissatisfaction was expressed.
i. The college is considering purchasing a security package.
j. For discussion at the next meeting: Westside Extension – Online not-for-credit courses – 300 Ed2go courses on the web site. The site emphasizes that these courses are “taught at accredited institutions.” Perhaps the senate could hear a presentation from Westside Extension.
k. The senate might discuss the chance of the college purchasing insurance for thefts and damages and natural disasters?

IX. ADJOURNMENT – 2:43pm
Next meeting: February 14, 2012

Respectfully submitted,
Clare Norris