West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
November 8, 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, Nicholas, Vanita; Aviation, Travel, and Hospitality, Nee, Martin; Computer Science, Patil, Ashok (Alternate); Adjunct Faculty, Zexter, Francine; 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; Senator at Large, Williams, Corey; Business, Jacobson, Nikki Mehrpoo, Harris, Lartee; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Science, Bahta, Abraha

Guests: VP Academic Affairs, Sprague, Robert; Dean, Teaching and Learning, Apigo, Mary-Jo; President, Abu-Ghazaleh, Nabil; Dean, Aguiar, Ara; Dean, Friedman, Judith Ann; Hager, Rob, Physical Education and Health; AFT/English, Anders, Bruce; Resource Development, Boutry, Kathy;

Meeting Called to Order at 12:50.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      Approved as submitted
   b. Approval of the October 25, 2011 minutes
      Approved as amended

II. ADMINISTRATION REPORT (President Abu-Ghazaleh)
   a. President Nabil Abu-Ghazaleh announced that the college email policy is being revisited.
   b. He also reminded the senators about the Leadership Retreat and its focus on Achieving the Dream. 34 people had already RSVP’d for the retreat.
   c. He encouraged senators to read the Recommendations of the California Student Success Task Force and to pay attention to the changes in Title V. The proposed new repeatability policy will impact how West can attain apportionment. Colleges are under pressure to change withdrawal deadlines to before census. Our task is to consider what is best for the students and the college.
   d. President Abu-Ghazaleh praised newly tenured faculty celebration that occurred on November 7.

III. 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. The college Halloween fair was a big success. It included costume contests and provided an opportunity to advertise the upcoming dance performance.

b. The executive board has recently attended two conferences including general assembly.

c. ASO is raising funds for scholarships honoring Gwen Thomas and David Rodriguez.

d. The council will meet next Thursday, November 17 at will add the Accreditation Self study as action item on the agenda.

III. OFFICERS’ REPORTS

a. Adrienne Foster – President

1. Resolutions are available: The new state repeatability policy was discussed

2. November 9 was the cutoff date to submit feedback on the Recommendations of the California Student Success Task Force. However, the Task Force is still holding town hall events to discuss the recommendations.

3. The General Classroom and Student Services buildings on track to open

4. The bus turn around being constructed on campus for Culver City buses requested by the college’s resident neighbors is going forward.

5. Recent safety and lighting concerns are being addressed by the Facilities Committee.

6. A. Foster attended the Tenured Faculty celebration and was impressed by the faculty’s sharing and hopes that similar events continue for the college community.

7. The LACCD Student Success Initiative is considering aligning Achieving the Dream with SLOs

b. Judy Chow – Vice President (No Report)

1. Articulation workshop will be put on by Eloise Crippens

c. Yvonne Simone – Treasurer

1. The Senate has collected $1,696,74 for scholarships from member dues. 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. Academic Ranking (Chow)

a. The deadline to submit applications to increase academic rank was this afternoon, November 8, 2011 at 12:00.

2. Student Success (Norris) Next meeting first Wednesday of December

a. At its last meeting, Committee members discussed the Recommendations of the California Student Success Task Force

b. The Committee is planning a student success related breakout session for the Leadership Retreat where participants will get to reflect on their behavior and how they can more effectively foster student success.

3. Resource Development (Boutry) Next meeting in December

a. The committee is pursuing collaborations with several institutions:

i. Culver City USD in STEM areas
ii. New American Theater Group

iii. Getty Museum

b. County Workforce Investment Board may have funds available for youth that fit the West student demographic

c. McCallum Group and RCCD are exploring the possibility of housing for international students at West

i. Discussion: Benefits of attracting international students – Global Studies Program: set of global initiatives, study and teach abroad programs available for West students and faculty. The college has about 178 international students who contribute $7-800,000 to the college. There is no specific grant. No Program 100 funds are being spent on the global studies program. Discussion ensued about the advisement process for international students. Various support services are offered to international students. Students have to pass the TOEFL test with a score of 450 or higher to qualify for the F1 visa. International students do not get priority registration, and many argue that they contribute culturally and financially to the college.

d. The Tech Fair will include a workshop that educates participants on how to apply for grants

4. Planning Committee (A. Foster) – report

The Committee established a six year review cycle for reviewing the college’s mission and vision statements. A presentation on the Institutional Effectiveness System is forthcoming.

5. Accreditation Steering Committee (F. Leonard) – report; MOTION: To recommend the acceptance of the Accreditation Self Study Report. – Call for special meeting next Tuesday November 15 12:45 with one agenda item to vote on the acceptance of the Accreditation Self Study. Standard II.A is still being tweaked. The motion cannot be postponed to the November 29 meeting because the college must be prepared for Board’s time line. 1 opposed 1 abstain MSP

a. Discussion: How much do the visiting team members expect faculty members need to know about the self-study? F. Leonard has shared and will again share sample questions from previous self-studies. Perhaps the Senate might discuss questions at a later meeting. As a result of a mock visit orchestrated by LACCD at Harbor College, Harbor discovered that their new ASO president did not know how the governance process worked. The team visiting West will have the previous recommendations from the 2006 visit. They may do things like check on evening courses to make sure they meet for the allotted amount of time. Team members also meet with specific committees and hold open forums. The visit is scheduled for March 12-15. At the exit interview with the president on the last day of the visit, the team chair presents the findings to the college president. The team members write reports, and the team leader collaborates all reports into one. Dues are paid to ACCJC to support the team visits.

6. Leadership Retreat (F. Leonard)

a. The announcement is posted on the college’s Faculty/Staff web page.

b. Theme: Achieving Our Dream: Celebrating the Best of West

c. Don Cameron, the AtD head coach, will be the keynote speaker and will lead breakout session on staff roles within AtD.

d. The AtD Data Team members will lead a breakout session.
e. H. Bailey Hofmann will moderate a faculty panel.

7. Campus Security – LA Sheriff (None)

8. Email Policy – information; referred to the EPSC – Next Meeting Thursday, November 10 at 3:00pm in B. Sprague’s Office

   a. A. Foster invited Senators to review the policy and attend the EPSC meeting.
   b. President Abu-Ghazaleh brought the policy forward again because of recent misuse of the college’s email system.
   c. One senator asked about the Senate’s jurisdiction around this issue. It needs to be addressed by other committees as well. The policy must be formally adopted by the College Council.
   d. A senator suggested that other institutions’ email policies should be examined along with other LACCD colleges.
   e. And discussion ensued about whether the college even needs an email policy.

9. FPIP Committee (Kamibayashi)

   a. President Abu-Ghazaleh prefers the vertical list.
   b. The Committee attempted to meet but could not get a quorum.
   c. Its next meeting is scheduled for November 18.
   d. L. Kamibayashi asked the Senators how meeting attendance might be incentivised.
   e. L. Kamibayashi discovered that Committee policy changes must come to the Senate before they are officially established.
   f. FPIP Motion – to eliminate the sentence that states, “chairperson shall not be held by division chair” – action to be taken at the next Senate meeting.
   g. The committee’s goal is to develop a new listing of recommended faculty hires by December 2012. Every fall.

10. Curriculum Committee (Foster)

   a. No actions came forward.
   b. At its last meeting, the committee looked at Board Rule 6201 that redefines graduation requirements. A form will be developed, and the Committee invites divisions to weigh in on the discussion of BR 1601.
   c. The Committee intends to start the conversation with prerequisites, corequisites, and advisories.

11. Technology Committee – no report

12. Distance Education – no report

13. Budget Committee – no report

14. Transfer Committee – no report

15. Enrollment Management Committee – no report

16. Educational Policies and Standards Committee – no report

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

   a. WLAC Senate Constitution task force will meet again and float a draft of the updated document at the next Senate meeting.

IX. ADJOURNMENT – 2:21pm Special Meeting: November 15

Next regular meeting: November 29, 2011
Respectfully submitted,

Clare Norris