West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
September 13, 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; Science, Bahta, Abraha; Mathematics, Bucher, William; Senator at Large, Butler, Marcus; Humanities & Fine Arts, Sweeney, Joyce; Social and Behavioral Sciences, Barragan, Norma; Administration of Justice, Williams, Corey; Business, Jacobson, Nikki; Adjunct Faculty, Zexter, Francine; Aviation, Travel, and Hospitality, Nee, Martin

Absent: Library, Learning Resources, and Counseling, Narez-Acosta, Alma; District Senator, Russell, Timothy; Senator-at-Large, Miller, Marguet; Adjunct Faculty, Morris, Pat; Computer Science, Chiang, Anna

Guests: VP Academic Affairs, Sprague, Robert; Learning Center, deBorg, Sue; Title V, Apigo, Mary-Jo; ASO, Searcy, Mister; MPTP, Considine, Kevin; President, Abu-Ghazaleh, Nabil; Resource Development Comm, Boutry, Katherine; SLO Coordinator, Matosic, Todd; Ruebensaal, Jack; Language Arts Chair, Jacobs, Betty; Business Vice Chair, Nichols, Vanita; Ulrich, James; LeGassick, Todd; Dean, Aguiar, Ara; McCaskill, Terri; Counseling Chair, Rouzan, Sherron; Computer Science, Patil, Ashok; Health/PE, Hager, Rob.

Meeting Called to Order at 12:50.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      Approved as submitted
      MSP
   b. Senate members went around the table and introduced themselves and stated their positions.

II. ADMINISTRATION REPORT (Abu-Ghazaleh)
   a. Nabil Abu-Ghazaleh introduced himself and expressed his pleasure at being at West. He also expressed some concern about West serving fewer new students and other student success related challenges.

I. ORGANIZATIONAL ITEMS (cont.)
   a. Approval of the May 24, 2011 minutes
      Approved as submitted
      MSP

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 – (Searcy)
   a. Mister Searcy is the ASO Chief Justice. He is the only officer currently serving.
   b. Elections will be held on 9/21 and 22 from 9am-1pm and 4-7pm
   c. LACCD Leadership workshops for ASO officers are coming up

V. OFFICERS’ REPORTS
   a. Adrienne Foster – President – Report was emailed to senators.
      1. Academic Rank Policy Change Proposal –gives local control to academic rank; West will not have to make any changes to its recently-approved policy.
      2. District Curriculum Committee: noticed motions 1) cross listing revision (E-65); 2) residence requirement (BR 6201.13) - please provide feedback before the next DAS meeting
      3. Board rule 6301.13 residency requirements
         i. This rule may impact students not in attendance on West’s campus
         ii. In order for students to graduate from a college, the majority of their coursework must be completed at that college.
      4. East LA College expressed its concern about its ability to hold summer sessions and winter session and higher priority students from other district colleges displacing their local feeder students. One solution would be for each college to have a summer and winter session. District allocation of funds will be discussed at the LACCD budget meeting tomorrow.
      5. District Summit (September 23, 2011 Valley College) list of attendees
      6. College Leadership retreat, scheduled for Friday, November 18, 2011
      8. Curriculum and Articulation position will be opened – Judy Chow has stepped aside
   b. Judy Chow – Vice President (No Report)
   c. Yvonne Simone – Treasurer
      1. $806.74 – 33 faculty members have paid dues.
      2. Y. Simone stated that this year she would like to pad the scholarships to $400 each.
   d. Clare Norris Secretary and Student Success Co-Chair (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS
ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION
   1. Resource Development Committee – update/discussion topic: grant process of acceptance and implementation; faculty assignments; goal of transparency of processes
      i. N. Barragan expressed her concerns regarding the lack of information provided to the Senate from the Resource Development Committee and on how decisions are made around the spending of grants. She would like to see the same level of transparency on grant funding as other funding.
      ii. The Senate was assured that this year the Senate representative on the committee will communicate with the Senate.
      iii. Each standing committee should have a web site and agendas and minutes posted.
iv. N. Abu-Ghazaleh has already asked for a document to be generated to update the campus community on what is happening with grant funding.

v. The DAS Executive Committee is also looking at the process of faculty hiring and making sure the Senate is involved.

vi. The ratio of full to part time faculty was mentioned.

2. Student Success Committee/Achieving the Dream Kickoff (Foster)
   a. The Student Success Committee meets Wednesday, September 14, 2011 at 2:30
   b. The Achieving the Dream Institute for faculty will take place early next year (February?). West has room to send 9 faculty members.
   c. The Achieving the Dream kickoff is scheduled for September 28 and 29, 2011.
   d. It was noted that the major Jewish holiday, Rosh Hashanah falls on Sept 29, 2011.

3. Curriculum Committee/SLO Report (Chow and Matosic) –
   **MOTION: To recommend the adoption of the SLO and SAO Course Assessment Tools and Degree and Certificate Program Assessment Forms**
   Rationale: These new forms are simply revised versions of previous forms designed to be more user friendly. The SLO Committee will provide 6 workshops this semester for training on completing the new forms.
   Some concern was raised about the complicated nature of the forms, especially compared to forms used by other LACCD colleges.
   The SLO Committee spent time developing form after examining forms used at other college inside and outside the district.
   Other faculty members shared their experiences with using the forms.

   MSP 2 abstentions

4. Academic Rank Committee Report (Chow) – no report
   i. Applications for academic rank advancement are due November 8 at 12:00pm.
   ii. Division chairs are responsible for communicating this deadline to adjunct instructors.
   iii. The committee is still working on developing a way to alert full-time faculty members when they are eligible for rank advancement.

5. Distance Education Committee – Nicholas
   **MOTION: To recommend that the Academic Senate approve the Computer Science Information Technology Substantive Change proposal.**
   Discussion: The Computer Science Division in conjunction with the Distance Education Committee produced a 52-page document outlining the unique requirements of the discipline along with the fact that online learning is an unavoidable trend, new tools are available, and that the online academic experience can be better than the classroom experience. This document seeks to create the opportunity to make available the complete degree program online.
   There was discussion of the Curriculum Committee’s role in this process. N. Abu-Ghazaleh clarified that scheduling enough classes online so that a student can navigate online education so that he/she can complete 50% or more of the degree online requires a Substantive Change proposal.
Scheduling is the most important aspect, which is not the curriculum committee’s domain. The Senate will vote on this motion at its next meeting. Eric Ichon will be present to answer questions.

6. Budget Committee – (Barragan)
   i. Back fill of the newly vacant counseling position has been approved.
   ii. The Committee meets every 3rd Wednesday at 2:30pm.
   iii. Francine (Deborah) Vexler volunteered to represent the Senate on the Committee with Norma Barragan/Nikki Jacobson as alternates

7. Accreditation Steering Committee Report (Leonard) – Report was emailed to senators
   i. F. Leonard expressed appreciation to N. Abu-Ghazaleh for his email to faculty referring to Accreditation as a “self study”.
   ii. Accreditation Standard committees have posted draft reports.
   iii. The West community is adapting and being flexible, which is reflected in the self study.
   iv. F. Leonard advocated for expanded faculty participation in the self study.
   v. F. Leonard encouraged senators to read the college’s self study and look up something familiar or unfamiliar to ensure that it meets standards.
   vi. This Friday is the last day to submit feedback to the committees. Accreditation steering Committee meets next week and will evaluate the feedback.
   vii. F. Leonard also recommended that senators consider serving on an accrediting team, for it is a useful learning opportunity.
   viii. Target date for a Senate vote on the Accreditation Report – October Senate meeting

8. College Council (Leonard)
   i. A position for a limited fulltime instructor on a semester-to-semester basis was approved for the Dental Hygiene division.
      a. Discussion: Faculty members expressed concern about equity in replacing faculty members in some divisions but not others. The process of replacement is not clear. Faculty requested clarification on what circumstances the college uses the FPIP process versus other processes to hire faculty.
   ii. F. Leonard clarified that the College Council action was to put in place a limited fulltime instructor on a semester-to-semester basis, which is outside of the FPIP process. Any division can submit a request to fill a void limited fulltime instructor on a semester-to-semester basis.
   iii. Some requested that that process be clarified.
   iv. Administration is responsible for providing a clearly defined process and needs for full time faculty.
   v. Another concern around this issue is the lack of a chair person for the FPIP committee.

9. Program Review Committee Report (Leonard) (No report – meeting Thursday, September 22, 2011 1pm)

10. Election Committee – Vanita Nicholas will chair this committee
    i. The college will start the election process earlier this year because so many positions will be up for election.

11. Enrollment Management Committee Report (Lin)
i. District-wide a 19-unit cap has been implemented for students unless they get special permission from a counselor.

ii. The most recent data shows West at 36% African-American and 10% undeclared which puts the college’s eligibility for the Predominantly Black Institution grant in jeopardy.

iii. There was a significant decrease in the number of Liberal Arts degrees awarded this year. Students favored more specific majors.

e. Discussion topic – process for adding students to classes

i. A campus-wide process for adding students to classes needs to be implemented.

a. One issue is how long into the semester students are able to add themselves into classes online. When students can add online during the first week, they can add into class over the priority of the students who attend on the first day but were not officially added by the instructor.

b. It was asserted that West faculty voted for the system that was put in place at the start of Fall 2011.

c. Some unfortunate scenarios that students reported of instructor responses to students wanting to add their classes were described.

d. Before spring semester begins, West must establish a clear process for adding students.

e. One recommendation was made that once classes start, students must see instructors to add.

f. One senator expressed some concern about administrators sending mixed messages about whether faculty should add students to their classes.

g. One strategy was recommended that faculty not drop no-show students during the first week of classes.

h. Another strategy was recommended that division chairs lower the cap during the first week so that students are forced to see the instructor in order to add.

i. The Enrollment Management Committee, which meets the second Thursday of every month, will examine this issue and make a recommendation to College Council.

12. Technology Committee (Butler) – no report Next meeting next Tuesday (9/20) 3:00

13. Educational Policies and Standards Committee Report (Sweeney) – no report Next meeting September 23 – Committee needs more members


15. Transfer Committee – (H. Young) – 3rd Tuesday in PCR 1-3,

a. H. Young expressed concerns that the transfer committee needs human and financial resources. The Transfer Fair cost approx $500-$600. Transfer is one of the college’s major charges. California transfer centers should make connections with feeder high school students. The program and the center need office supplies, and the leadership should attend advisory meetings. H. Young is looking at a $7500 budget. Programs like film production and the Foundation and faculty
and administrators in the past have personally funded transfer events. One senator recommended that grants include transfer components.

**Noticed Motion from Yvonne Simone:** 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. - Action for Sept. 27, 2011 Meeting

16. Appointment of Senators to vacant committees/positions
   A. Foster will send out charges of these committees.
   **Senate**
   - Curriculum Committee Chair
   - Educational Policies and Standards (Program Viability)
   - FPIP Committee
   - Transfer
   - Distance Education
   **College Wide**
   - College Council (1)
   - Planning (1)

   One senator asked whether since adjunct faculty can be paid for ancillary duties, can they be paid to serve on committees?

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS
   - Academic Senate goals for 2011-2012
   - Host committee
   - Hispanic Heritage Celebration – Speaker on September 28
   - Business Division will host next meeting’s lunch

IX. ADJOURNMENT 2:45 pm - Next meeting: September 27
Respectfully submitted,
Clare Norris