**West Los Angeles College**  
Meeting of the Academic Senate Executive Committee  
Approved Minutes  
July 10, 2012  
PCR  
10:00am

**Committee Members Present:** President, Foster, Adrienne; Vice President, Chow, Judy  
Secretary, Norris, Clare; Treasurer, Simone, Yvonne

**Guests Present:** William Bucher, Mathematics Chair; Donna Olvera, Articulation; Fran Leonard, Accreditation; Lisa Kamibayashi, FPIP Chair; Kristina Thomas, Curriculum; Patricia Siever, History Vice Chair; Norma Barragan, Senator; Richard Olivas, History Instructor; Todd Matosic, SLO Coordinator

**Committee Members Absent:** None

Call to order:  
A. The meeting was called to order at 10:04am by Adrienne Foster.

I. **ORGANIZATIONAL ITEMS – 5 MIN – ACTION**

A. Confirmation of the agenda  
1. A. Foster asked to add History 12 and 5 and Math 123C to the list of courses presented by the Curriculum Committee.  
2. Norma Barragan asked that her name be added to the discussion of Flex Day.  
3. The Committee also agreed to add an SLO Committee report for today and add Program Viability to the August 7 agenda.  
4. Agenda confirmed as amended. 

B. Approval of the Minutes  
Questions were raised about President Abu-Ghazaleh’s comments at the June 12th meeting. The committee clarified his remarks on “campus climate.” Donna Olvera requested a change to her recorded comments about archiving courses. Discussion ensued about curriculum and archival issues. Judy Chow will call a Curriculum Committee Tech Review meeting before the next Senate Executive Committee meeting to discuss these issues.  
Minutes confirmed as amended.

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

III. **ACADEMIC AND PROFESSIONAL MATTERS – 1 HR 30 MIN – INFORMATION**

1. Curriculum Committee:  
As the committee and guests waited for the first course outline to be opened to be viewed on the screen, A. Foster reminded the group that the Academic Senate recommends that divisions consider including prerequisites and
advisories for their courses. P. Siever and N. Barragan assured the group that
their division did discuss the possibility of including advisories for the history
courses.

P. Siever repeated her recommendation from the last meeting that the
Curriculum Committee develop a handbook guiding faculty in the process of
updating course outlines. A Flex Day activity idea was suggested: ECD
workshop or some type of training on ECD; perhaps this issue could be
addressed even in division meetings held on Flex Day.

a. History 86, History 87, History 12, History 5 (Siever) – course updates –

b. ACTION: approval
   i. History 86: Introduction to World Civilization I
      Motion to approve History 86 update Postponed
   ii. History 87: Introduction to World Civilization II
      Motion to approve History 87 update with changes Postponed
   iii. History 12: Political and Social History of the United States II
      Motion to approve the History 12 update with changes MSP
      (with reduction in weeks from 18 to 16 to be updated in ECD
      system.)
   iv. History 5: History of the Americas I
      Motion to approve the History 5 update with changes Postponed
   v. Math 123c: Elementary and Intermediate Algebra 3
      i. This sequence reduce units from 20 (Math 117, 118, 127,
      128) to 12 units 123abc
      ii. Any course in the 123 sequence satisfies the D2 grant plan
      requirement.
      iii. This course satisfies math competency requirements.
      Motion to approve the Math 123c course outline MSP
      iv. W. Bucher commented that many other colleges’ outlines
do not include entering and exit skills in the ECD system
      section 8 of the course outlines.

c. SLOs (Matosic) –
   i. T. Matosic reported that he attended a District SLO meeting. LA
      Southwest College got commendations from their accrediting team
      on their treatment of SLOs. Southwest and West have very similar
      processes, but the teams had different responses to their processes.
   ii. West’s SLO Committee wants to connect with ASO to inform
      students.
   iii. West’s SLO Committee needs new members including at least one
      rep from Student Services and of course more faculty members.
   iv. A discussion ensued around including rubrics in the course outline
      in ECD. T. Matosic indicated that a rubric is not necessary to
      include in the ECD outline.

v. MOTION: The SLO Committee recommends institutionalizing the
   Student Poster Showcase as an annual process for the assessment of
   institutional learning outcomes as required by ACCJC. This public
   demonstration of student learning outcomes at the end of the semester
captures multifaceted evidence of course success.

vi. Discussion: Friendly amendment: “one of the measures for”
vii. **REVISED MOTION:** The SLO Committee recommends institutionalizing the Student Poster Showcase as one of the measures for institutional learning outcomes as required by ACCJC. This public demonstration of student learning outcomes at the end of the semester captures multifaceted evidence of course success. (In this case “institutionalizing” means flagging the showcase for college funding. See 6.12.2012 Senate Executive Committee meeting minutes)  

MSP

d. **Articulation (D. Olvera)**
   i. D. Olvera’s contacts at ASSIST have requested that West’s archived courses no longer show up in the ASSIST system.
   ii. Committees need to approve archival of courses. D. Olvera presented a list of courses that have been archived according to the ECD. Thus, these courses should be removed from ASSIST.
   iii. A. Foster recommended that the group hold this discussion to the next Curriculum Committee meeting. P. Seiver had an issue she wanted placed on the agenda for the Curriculum Committee Tech Review meeting.

2. **Academic Rank – report was emailed to Executive Committee members**

3. **Accreditation Committee (Leonard)**
   a. West has been placed on Warning by the ACCJC. LASC and Harbor have been placed on Probation. In case students express concern, we must assure them that the college is still accredited. Two team members will return to the college after West submits a follow-up report in March 2013.
   b. The team did recognize some of the college’s work around planning and systems. However, the college plans are lacking qualitative and quantitative measurable outcomes.
   c. The team pointed out that the college does not present evidence to show the college community talking about student achievement and learning.
   d. One guest asked how long West will be on warning. The March 2013 report and following visit provide the college’s first opportunity to remove the Warning.
   e. The commission made other recommendations in the areas of planning (institutional effectiveness), resource allocation, library, and college catalog currency. The college catalog issue has been resolved.
   f. P. Siever volunteered to serve on the Planning Committee.
   g. An action plan will be developed and presented to faculty for approval at the start of the semester.
   h. A significant portion of Flex Day might be dedicated to Accreditation. Maybe faculty members will review and revise the college Master Plans. Flex Day breakout sessions could be aligned with college committees: SLO, Planning, Budget, etc.
   i. F. Leonard reminded the group that the commission made five District recommendations, but the District does not get accredited, only the colleges.
   j. West will report to the Board on its accreditation findings.
   k. A “Seaside Summit” will be hosted by West in the coming weeks.
1. West is looking for chair of Program Review and Accreditation Faculty Chair (.2 to .5 release time). The candidates will be selected through the VP’s office in a formal, transparent process.

4. Flex Day – planning
   a. Norma Barragan asked for 5 minutes to present resources for students to faculty.
   b. Possible Breakout Sessions
      i. How-to workshops: Agenda meeting template for divisions & sample minutes and how to post minutes. Committee effectiveness assessment tools could be examined. Committee charges might be shared and discussed.
      ii. SLO Rubrics might be shared and discussed
      iii. Reformat College Council Meetings – send out electronic reports, senate report, etc.
      iv. A breakout session may be offered on Articulation and/or using ECD
      v. Program Viability (Informational session)
      vi. Student Success/Equity
      vii. Marriage of SLOs and Instructor Practices/Student Learning Discussions
      viii. SLOs/ILOs in action

5. Semester Kickoff (formerly known as Welcome Day) (Norris) – planning
   a. C. Norris distributed the “Fall 2012 Semester Kickoff Planning Grid” and the group discussed the planned activities. Some suggestions were made: competitions between faculty and students, purpose statement added to planning grid for more information

6. The Senate Exec committee will hold an informal Flex Day planning meeting on July 16 at 10:00am.

IV. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS
1. Division reports
2. Program Viability

VIII. ADJOURNMENT - Next meeting: August 7, 2012

Respectfully submitted,
Clare Norris