West Los Angeles College
Meeting of the Academic Senate Executive Committee
Approved Minutes
July 24, 2012
PCR
10:00am

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

Guests Present: Donna Olvera, Articulation; Patricia Siever, History Vice Chair; Norma
Barragan, Senator; Todd Matosic, SLO Coordinator; Jiovanni Hylton, student worker
LEARN, Gabriel Brown, ASO President; Rhea Williams, Project Learn Faculty

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 question was asked about History 87 being in the ECD system.

   2. Add SLOs and Division Reports to agenda.

   3. Agenda confirmed as amended.                       MSP

July 10 meeting minutes will be approved at August 7 meeting.

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:
   a. Archive Courses on ASSIST
      i. D. Olvera distributed a list of courses that have been archived in
         the ECD system by divisions. Questions were asked about the
         process of archiving courses. The division chair has the authority
         to archive courses. The curriculum committee rep is also
         responsible for communicating with the division about courses
         being archived. Faculty members should ask their chairs and reps.
         There is no template for this process within each division or
         discipline. Some divisions are not as connected to the curriculum
         committee and its processes as others. N. Barragan, as the
         curriculum and senate representative, reported that she did
         communicate with her division.
      ii. The Senate will develop a template for division meeting discussion
          items, which will include curriculum and SLOs.
iii. A question was asked for clarification on what was meant by a course being “archived”. A discussion ensued about the definition of course archival.

iv. Course archive list approval

b. History 86, History 87, History 12, History 5 (Siever) – course updates – ACTION: approval

i. History 1: Introduction to Western Civilization

ii. Item #7 not complete: “Class Schedule Course Description”. That information included in “Notes” because P. Siever could not access that information because the outline was in a dean’s box. A discussion ensued about course vs. program SLOs and how that distinction could be articulated. Y. Simone suggested “Program SLO/Course Specific”. The group also discussed which sections of course outlines is the purview of the faculty member and which should be designated for the articulation officer. A. Foster recommended that the Senate Executive Committee approve all courses pending Senate President and Curriculum Committee Chair viewing the final versions of the course outlines.

Motion to approve History 1, 5, 11, 86, and 87 courses pending review by Senate President and Curriculum Committee Chair by Monday, July 30th.

MSP

iii. History 86: Introduction to World Civilization I

Motion to approve History 86 update See above

iv. History 87: Introduction to World Civilization II

Motion to approve History 87 update with changes See above

v. History 11:

Motion to approve the History 11 update with changes See above

vi. History 5: History of the Americas I

Motion to approve the History 5 update with changes See above

c. Flex Day Planning

i. Theme: FLOW – Faculty Learning Outcomes @ West

ii. 8:30am-12:00pm

iii. Continental Breakfast 8:30-9:00am

iv. Lunch outside Café West

v. Breakout Sessions from 9:30-12:00

vi. Name tags color coded & small groups stay in place and breakout session leaders move

vii. Four Breakout Sessions: How to Conduct a Meeting, Articulation and Transferability, 3Ps: Planning, Program Review, and Program Viability, Marriage of SLOs with Instructor Practices, Remove College Culture Focus Group??

viii. Flex Week: Emergency Preparedness, ECD, AFT Adjunct Orientation (Wednesday eve), Tech Fair Sessions, New faculty orientation, SLOs (faculty dialog growth and development & assessment)

ix. Incentives for participation in Flex Week activities

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

3. Semester Kickoff (formerly known as Welcome Day) (Norris) – planning
a. C. Norris distributed the Faculty Info Sheet for the Kickoff and got feedback on it.

4. The Senate Exec committee will hold an informal Flex Day planning meeting on August 1 at 12:00pm.

IV. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

1. Division reports
2. Program Viability

VIII. ADJOURNMENT
12:00 - Next meeting: August 7, 2012

Respectfully submitted,
Clare Norris