West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
March 13, 2012
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; at Large, Butler, Marcus; Humanities & Fine Arts, Sweeney, Joyce; Business, Jacobson, Nikki Mehrpoo; Aviation, Travel, and Hospitality, Nee, Martin; Allied Health, Dones, Carmen; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Science, Bahta, Abraha; Senator-at-Large, Miller, Marguet; Social and Behavioral Sciences, Barragan, Norma; Adjunct Faculty, Zexter, Francine;

Absent: Language Arts, Bailey-Hofmann, Holly; District Senator, Russell, Timothy; Computer Science, Chiang, Anna; Adjunct Faculty, Morris, Pat; Mathematics, Bucher, William; Senator at Large, Williams, Corey

Guests: SLOs, Matosic, Todd; English, Anders, Bruce; College President, Abu-Ghazaleh, Nabil; Health & PE, Hager, Rob; Math, Ulrich, James; Program Director Hospitality & Travel, Feinerman, Scott; O’Connell, Jeff, Accreditation Visiting Team Member; Lilly, Aleta, Teaching Intern

Meeting Called to Order at 12:50.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      1.A. Foster asked for the senators’ patience and flexibility as items on the agenda will need to be moved around as reporters are scheduled for interviews with the accrediting team during the Senate meeting.
      2.B. Blustein was added as the source person for the noncredit/basic skills discussion listed as item #16 on the agenda.
      Approved as amended
      MSP
   b. Approval of the February 14, 2012 minutes
      Approved as presented.
      MSP

II. ADMINISTRATION REPORT (President Abu-Ghazaleh)
   a. The accreditation team is visiting this week. We should take advantage of opportunities to participate in open forums today, Tuesday, March 13 at 5:00pm and tomorrow, March 14 at 1:00pm.
   b. President Abu-Ghazaleh made reference to the ATD Priorities and the need for West to prioritize equity. West needs to consider the whole student and examine equity when we look at student success.
   c. Expect continuous uncertainty around the college’s budget, which will continue into 2013.
The college will need to interview for full time faculty towards the FON (Positions will be listed as contingent on funding.) The college will be responsible for replacing retirees. Being flexible with the FPIP list will be helpful for the college to accomplish its goals.

The California Student Success Task Force recommendations are moving into legislation.

There was also discussion of accessibility on campus and ramps opening early in the new building complex to accommodate disabled students.

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 - None

V. OFFICERS’ REPORTS
   a. Adrienne Foster – President (No Report)
   b. Judy Chow – Vice President (No Report)
   c. Yvonne Simone – Treasurer
      1. Y. Simone reported that the Senate raised $1,781.74 in dues and will award four scholarships.
      a) Carmen Dones and Ken Lin volunteered to help read student scholarship applications.
   d. Clare Norris Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS

ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Election Committee (Scott Feinerman)
   a. Election documents have been distributed.
   b. Election process begins tomorrow, March 14 with the opening for nominations.
   c. Deadlines are outlined in the handouts that have been distributed.

2. Academic Ranking (Lin)
   a. Rank increase forms will be available at the committee’s next meeting.

3. Curriculum Committee (Matosic)
   a. T. Matosic distributed an SLO report.
   b. 49% of college programs have been assessed
   c. T. Matosic announced upcoming SLO workshops
   d. Changes for last assessment cycle - 100% assessed
   e. List of course updates to be approved by the Senate:
      Music 121, Music 122, Anatomy 1, Biology 7, Broadcasting 17, Cinema 4, Cinema 6, Cinema 10, and Cinema 32.

4. Student Success/Achieving the Dream (Norris)
   a. C. Norris reviewed a Student Success Committee report that was distributed via email.
   b. The following concerns and questions were raised around the revision of the college’s Achieving the Dream priorities:
      i. Who is the targeted cohort for the priorities? What about students who do not have the goal for completion?
ii. The priorities should be worded in terms of percentages instead of absolute numbers.

iii. Now that the assessment center staff has begun encouraging students to prepare for the assessment test, the pool of Math 112 students may be weakened by students who would have been top tier Math 112 students who study and assess instead into Math 115/117.

iv. What is the timeline for these priorities? If the sequence takes 3-5 semesters to complete, might it be too late by the time we get results from our cohort to determine its success?

v. Math course numbers listed are too limiting. Math 112 is equivalent to Math 110, and Math 125 is equivalent to Math 127/128. That should be reflected in the priorities. Consider using the names of the subjects rather than course numbers.

vi. Disciplines other than math and English are not represented in the priorities, particularly Humanities and Fine Arts. There was further discussion of the interconnection between math and English and students’ success in other disciplines along with divisions’ requests for services/assistance in the program review process.

vii. How does the team define “completion” and has the team considered students whose goal is not to obtain a degree?

viii. What is meant by equity? C. Norris offered to disseminate more information about equity to the senators.

Student Success/ATD Committee Noticed Motion:

NOTICED MOTION: Approve the three priorities identified by the ATD Core Team for the college to work on in coordination with the ATD initiative:

1. Increasing the number of West students who successfully complete the math sequence from Math 112 through Math 125 within four years.
2. Increasing the number of West students who successfully complete the English sequence from English 21 through English 101 within three years.
3. Increasing the number of West students obtaining a degree and obtaining a certificate.

Amended motion: Approve the four priorities identified by the ATD Core Team for the college to work on in coordination with the ATD initiative:

1. Increasing the number of West students who successfully complete the math sequence from Math 112 through Math 125 within four years.
2. Increasing the number of West students who successfully complete the English sequence from English 21 through English 101 within three years.
3. Increasing the number of West students obtaining a degree and obtaining a certificate.
4. Addressing equity/Closing achievement gaps (specific wording to be finalized and distributed before March 26 Senate meeting).

Motion to table motion until next Senate meeting 1 abstain

Motion to amend motion

Amended motion: Approve the four priorities identified by the ATD Core Team for the college to work on in coordination with the ATD initiative:

1. Increasing the number of West students who successfully complete the math sequence from Math 112 through Math 125 within four years.
2. Increasing the number of West students who successfully complete the English sequence from English 21 through English 101 within three years.
3. Increasing the number of West students obtaining a degree and obtaining a certificate.
4. Addressing equity/Closing achievement gaps (specific wording to be finalized and distributed before March 26 Senate meeting).

Motion to table motion until next Senate meeting 1 abstain

5. Resource Development (no report)
6. Ed Policies (Sweeney)
   a. J. Sweeney read a statement approved by the EPSC regarding standards and quality of instruction in online classes.
   b. Discussion: A concern was raised that a syllabus and two exams loaded into an Etudes shell is not adequate for a course. One recommended response was to take that concern up with the AFT.
   c. Curriculum committee signs off on course outline for each course that is approved. The outline already contains a statement of equal quality.
   d. The evaluation of faculty is the purview of the Board and AFT. The contract contains a new section on the evaluation of online instructors. It can be found online on AFT.org
   e. The Ed Policies Committee might refer to State Senate best practices in online education as they revise their statements.
   f. The Committee meets every third Thursday. Committee agendas should be posted 72 hours ahead of time. The Committee’s next meeting will be Thursday, March 22.

7. Campus Security (Takeda)
   a. No progress has been made on the case of the stolen laptop computers.
   b. IT has purchased Computrace, a tracing device which will be loaded on all campus laptops. If the computer can’t be recovered, this program works like an insurance policy.
   c. One senator asked about Computraces availability for other electronic devices issued by the college. That availability will depend on the cost of the device.
   d. Another security measure will be to engrave “Property of West LA College” onto all college laptops.

8. FPIP Committee (Kamibayashi)
   a. Noticed motion for next meeting

9. Budget Committee (Takeda)
   a. The committee met on February 22, which was VP Takeda’s first meeting as chair
   b. Second quarter report
   c. District staff meets with college budget staff. He expects West to finish the year with a surplus
   d. Started the year with an ending balance
   e. Working to load preliminary budget for March 16, tentative budget for June and final budget for August
   f. West can expect a cut of 7.08% of FTES

10. Planning Committee (Leonard)
    a. F. Leonard brought a handout on Program Viability, which creates an opportunity to revitalize, reinforce, and enhance or dissolve a program.
    b. F. Leonard read the list of triggers for Program Viability Evaluation to identify at-risk programs
    c. This evaluation comes during the validation phase of Program Review
    d. The list of triggers represents a Noticed Motion for the next Senate meeting.
    e. Discussion: One senator expressed concern about age discrimination because one of the additional triggers listed is “Cost – Average salaries and benefits for faculty/staff”. A program with more long-term employees is likely to be more costly. Another senator asked what might trigger that a program will be enhanced since all of the triggers listed seem to be “negative”.
f. F. Leonard agreed that additional language to make clear that the triggers are indications to consider whether the program should be enhanced, reinforced, revitalized, or eliminated would enhance the document.

11. Accreditation Steering Committee (F. Leonard)
   a. F. Leonard asked for individuals who had experienced interviews to offer informal reflections on their experiences. C. Dones said questions were simple based on self-study. Y. Simone reported that questions were asked about the use of technology and gave an opportunity for the college to show off what it’s doing well. A. Foster said that questions were asked about curriculum that brought up issues new to her. Accolades were given. Accreditation is a learning process for both the team members and the college being evaluated.

12. Transfer Committee/Task Force (Young)–no report
   a. Committee has not met. Working to reschedule.

13. Budget Committee needs Senate Representation.
   a. Meets fourth Thursday of the month
   b. Norma Barragan and Nikki Jacobson Mehrpoo volunteered to join the committee

14. Technology Committee (Butler)
   a. West’s email system has been upgraded.
   b. The Technology Master Plan continues to evolve. The new version should be presented to the Senate by the first April meeting
   c. Content Management System is still in the process of being selected.
   d. Correction on report – Compass not Accuplacer is used for assessment

15. Enrollment Management Committee – no report

16. Noncredit/Basic Skills Discussion (Blustein)
   a. LA Southwest College’s President cancelled basic skills classes and moved them to noncredit
   b. West’s Welcome Week packet stated that students should start with noncredit basic skills classes to prevent them from running through Financial Aid.
   c. Concerns about ed2Go classes were raised again.
   d. LA Southwest College is moving Basic Skills into “Adult Ed”.
   e. A difference of opinion was expressed about whether Westside Extension offers noncredit, not-for-credit, and credit courses.
   f. Discussion was raised about the relationship between Contract Education and Westside Extension.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS
   a. Special program evening of March 21 for women artists from Actors Equity
   b. March 14 and March 21 workshops for students to prepare for paid arts internships

IX. ADJOURNMENT – 2:26pm
    Next meeting: March 27, 2012

Respectfully submitted,
Clare Norris