West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
March 27, 2012
Winlock Lounge

Present: 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; Humanities & Fine Arts, Sweeney, Abba; Aviation, Travel, and Hospitality, Nee, Martin; Allied Health, Dones, Carmen; Science, Bahta, Abraha; Senator-at-Large, Miller, Marguet; Social and Behavioral Sciences, Barragan, Norma; Language Arts, Bailey-Hofmann, Holly; Senator at Large, Williams, Corey; Mathematics, Feiner, Henri (Alternate)

Absent: President, Foster, Adrienne; District Senator, Russell, Timothy; Computer Science, Chiang, Anna; Adjunct Faculty, Morris, Pat; Mathematics, Bucher, William; Business, Jacobson, Nikki Mehrpoo; Senator at Large, Butler, Marcus; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Adjunct Faculty, Zexter, Francine

Guests: Vice President, Academic Affairs, Sprague, Robert; Health & PE, Hager, Rob; Kamibayashi, Lisa, FPIP Chair; Takeda, Ken FP Admin Services,

Meeting Called to Order at 12:55.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda

   b. Approval of the March 13, 2012 minutes
      Corrections of the spelling of Prof. Blustein’s name

II. ADMINISTRATION REPORT (Vice President Sprague)
   a. President Nabil Abu-Ghazaleh was in Washington DC lobbying politicians like Congresswoman Karen Bass for LACCD and college funds. He along with other college presidents and the Vice Chancellor met with a number of groups about working together on grants, initiatives, programs, and college-related projects. He also attended the Hispanic Association of Colleges and Universities conference.

   b. F. Leonard distributed the Accreditation Team Exit Report notes. They include an informal version of the team’s recommendations and commendations. VP Sprague pointed to the third commendation listed on the handout. He praised West for making strides on enhancing collegiality and mutual respect. West Student Services area was also commended twice along with a commendation for online education. The team commended the attractiveness of the college. VP Sprague complemented the plant facilities staff for fast transitions of staff from the D village into B bungalows. CTE programs were commended. LACCD received two commendations and two recommendations. VP Sprague read the team’s recommendations. In regards to #4 VP Sprague commented that the college library and plant facilities have lost funding. VP Sprague invited F. Leonard to comment on the notes.
c. F. Leonard complemented the process of the accreditation self study team. She also pointed out that West got many more recommendations in the last accreditation cycle than this one. She pointed to recommendation #8 and offered an example of the English 101 SLO assessment process in response to a question about the meaning of “authentic assessment of student achievement”. President Abu-Ghazaleh will receive an official contextualized report on the committee’s commendations and recommendations.

d. J. Sweeney responded that she has SLO assessment paperwork and has assessed SLOs for almost all of the courses in her discipline. She offered to share that information with any interested parties.

e. A question was asked about whether it is realistic to expect the faculty to meet the team’s October SLO deadline if the college only gets the team’s full report in June.

f. F. Leonard pointed out that the Math division is a possible model for the college’s SLO assessments since math faculty assessed the results of the common math final exams.

g. VP Sprague commented on the term “authentic assessment” in the recommendations. He stated that the college will work to get a definition of “authentic” according to the commission in order to clarify exactly what is expected of West when it comes to SLOs.

h. VP Sprague also said that the college will form working groups, each including some 12-month employees to work during the summer on each recommendation, especially the SLO-related recommendation. If including adequate 12-month employees proves too challenging, he will appeal to the president to allocate funds to pay to support more personnel to participate in the SLO working group. The college will bring in some authorities to define some of the terms and help the college stakeholders understand what is expected of us. The senate will be involved in the process of creating these groups and in what these groups produce.

i. VP Sprague reported on recent grant funding for science and math students. Most of the grant money will go toward scholarships. A transfer grant with CSUDH will link with the transfer initiative at the college. Despite the recent announcement from CSUDH about their newly instituted enrollment ceiling, they still have room in their STEM programs. A concern was raised about equity in funding for students with grant money only available for a small group of West’s STEM students when other groups of students may need more support.

j. A question was asked about a recent $5 million Dept of Labor grant the college received focused on manufacturing and computer science jobs. The grant proposal is available online. A suggestion was made that the information be disseminated to the college. VP Sprague assured the senators that the information would be made available.

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. March 4 and 5th the ASO board was in Sacramento for the “March in March” with other California college students. The board members met with Senator Price and conveyed their concerns to him. He praised the students and offered students possible
internships. ASO elections will be held next month. ASO is hoping to host a
multicultural fair.

b. D. Levy – ASO members are concerned about the need for more tutors in the
Learning Center and they request the Senate’s support for the hiring of more tutors.
c. D. Levy also raised ASO members’ concerns about online classes. Members agree
that college should offer more on-campus classes.
d. Students also need more access to academic counselors. The accreditation team
asked the ASO executive board what West could do to improve student success, and the
board presented these three concerns to the committee.
e. The ASO board is planning for another Club Rush.

V. OFFICERS’ REPORTS

a. Adrienne Foster – President (No Report) – Senate election coming up. Nominations
from the floor will occur at the next Senate meeting. Division reps also should be elected
this semester.
b. Judy Chow – Vice President (No Report)
c. Yvonne Simone – Treasurer (No Report)
d. Clare Norris Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS

ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Academic Ranking (Chow)
   a. One senator commented that rank increase applicants should get direct responses
      from the Academic Ranking Committee. All changes in ranking were posted on
      the Senate Web site, and an email was sent to applicants, but that email was lost
      in the email system breakdown around November/December of 2011.

2. Curriculum Committee (Matosic) – no report

3. Student Success/Achieving the Dream (Norris)
   a. C. Norris announced the next edition of the ATDetails newsletter to be distributed
      in the next two days.

Student Success/ATD Committee Noticed Motion:

NOTICED 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 MSP

4. Planning/Program Review Committee (Leonard)
   a. F. Leonard distributed the 2005 Program Viability policy and highlighted the
      inclusive membership of the Program Viability committee indicated in the policy.
   b. F. Leonard reported that the Program Viability Indicators document comes at the
      recommendation of two committees.
c. A question was asked about whether the differences between today’s fiscal climate and the one in 2005 led any committee to flag anything in the 2005 policy.

d. The current Senate policy indicates that viability should not be part of program review, but the Program Review and Planning Committees recommend making it part of the program review validation process because validation ensures that the program review assessment is valid, i.e., based on data analysis. If this recommendation is accepted, the Senate policy will need reflect this change.

e. A question was asked about the process in determining the viability for nonacademic programs. The indicators listed seem to only address academic programs. A suggestion was made about a possible similar mechanism for nonacademic programs. One senator suggested adding a factor related to the proportions of administrators on campus as an indicator for viability of nonacademic programs on campus.

f. F. Leonard explained that the Senate, which has purview over academic program review processes now has the option to approve, not approve or revise this indicator document to the president.

g. One visitor pointed to the indicator of classes in a program with fewer than 25 students enrolled as problematic since the dental hygiene program only accepts a total of 25 students. Senators agreed that an exemption should be added for programs with certain federal law requirements.

h. Since Student Services and Administrative Services all have programs, the Senate could recommend that Student Services and Administrative Services address this issue of program viability.

i. **Motion:** In the discussion of program viability indicators, the Senate requests that the leadership bodies over all programs (including but not limited to student services and administrative services) share with the Senate their program viability policies and indicators.

j. More discussion: Another indicator of declining enrollments is problematic since budget cuts lead to the decline in enrollment. This issue of program viability indicators could be referred to the Senate Executive Committee or the Educational Policies and Standards committee for further examination.

k. The chair of the Educational Policies and Standards Committee rejected the idea of this issue being reviewed by that committee.

l. One senator asked how the program initiation process begins. Another senator suggested that a new program would probably be initiated through the Administration with the writing of a grant to support the program.

m. **Motion:** Move that the Senate form an ad hoc committee to deal with this issue.

n. The Senate ultimately concluded that the issue should go to the Senate Executive Committee for further examination.

5. Educational Policies (Sweeney)

a. J. Sweeney reported that West’s Distance Education Program has composed a handbook and will circulate it in the near future.

b. The Committee is working on a revised version of the document related to distance education it presented at the last Senate meeting.

c. J. Sweeney reported that concerns have been raised about how online courses are being taught. The college wants to ensure that standards are being maintained, and
a process needs to be developed to ensure that the standards are met. Some faculty and staff members are unclear about that process that ensures the college’s standards. There is concern about whether online courses are being appropriately scrutinized. How can the college standardize the process of evaluation of the maintenance of the standards?

d. The Curriculum Committee meets Wednesday, March 28 and will address the issue.

6. Accreditation (Leonard) – covered in Administration Report

7. FPIP Committee (Kamibayashi)
   a. Motion: Move to eliminate a statement of “Division chairpersons shall not serve on the committee” from the current FPIP policy adopted on April 29, 2009.
   b. The following substitute motion was recommended: “Move to replace the current motion with the following statement: ‘Any division chairs who serve on the committee shall recuse themselves from participating in any decisions that influence their divisions.’
   c. The Committee chair stated that the current FPIP policy adopted on April 29, 2009 already includes a comparable statement.
   d. Motion: Move to eliminate a statement of “Division chairpersons shall not serve on the committee” from the current FPIP policy adopted on April 29, 2009.

MSP 13 in favor 3 opposed 1 abstains

8. Budget Committee (Takeda)
   a. K. Takeda distributed and reviewed West’s February 2012 monthly budget projection. He observed that the committee should meet more than once a month.
   b. He explained that the budget process goes through three stages, and West is now in the preliminary budget stage
   c. The college is upside down in budget by about $2.7 million
   d. The Budget Committee meets next on Wednesday, March 28, 2012 2:00 Winlock Lounge
   e. This budget reflects no new tax revenue from November tax measures, and it calls for budget cuts that are scalable and deferrable
   f. A discussion ensued about identifying specific line items in the budget.
   g. One Senator observed that grant funding can offset the deficit.
   h. A question was asked about how grant costs are accounted for. Vice Presidents will be meeting to discuss that concern.

9. Transfer Committee/Task Force (Young) – Report was sent via email. Next meeting April 17 1-3. The committee is still working on finalizing its charge.

10. Technology Committee (Butler) no report

11. Enrollment Management Committee – (Lin)
a. No penalty drop date moving up to before census date.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS
a. District equivalency committee is to take up the issue of personal development courses being taught by non-counseling discipline faculty.

IX. ADJOURNMENT – 2:56pm
Next meeting: April 10, 2012

Respectfully submitted,
Clare Norris