West Los Angeles College  
Meeting of the Academic Senate  
Approved Minutes  
May 22, 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, Blustein, Bonnie; Humanities & Fine Arts,  
Sweeney, Joyce; Allied Health, Dones, Carmen; Science, Bahta, Abraha; Social and Behavioral  
Sciences, Barragan, Norma; Language Arts, Bailey-Hofmann, Holly; Senator at Large, Williams,  
Corey; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Business, Nicholas,  
Vanita (Alternate); Computer Science, Patil, Ashok (alternate)  

Absent: District Senator, Russell, Timothy; Computer Science, Chiang, Anna; Business,  
Jacobson, Nikki Mehrpoo; Senator at Large, Butler, Marcus; Adjunct Faculty, Zexter, Francine;  
Aviation, Travel, and Hospitality, Nee, Martin; Senator-at-Large, Miller, Marguet; Adjunct  
Faculty, Morris, Pat; Mathematics, Bucher, William; Senator at Large, Young, Helen;  

Guests: College President, Nabil Abu-Ghazaleh; Matosic, Todd, SLO Coordinator; Apigo,  
Mary-Jo, Dean, Teaching and Learning; de Bord, Sue, Learning Skills; Searcy, Mister, ASO;  
Boutry, Kathy, Resource Development Committee; Moy, Jack, Aviation; Tillberg, Rebecca,  
Dean, Research and Planning; Friedman, Judith Ann, Dean, General Education and Transfer  

Meeting Called to Order at 12:50.  

I. ORGANIZATIONAL ITEMS  
a. Confirmation of the agenda  
   1. MOVE 6 ITEM 9 up after Administration report  
   
   b. Approval of the May 8, 2012 minutes  
   MSP as presented  

II. ADMINISTRATION REPORT (President Nabil Abu-Ghazaleh)  
a. President Nabil Abu-Ghazaleh praised Holly Bailey-Hofmann for her organization of  
the second annual Student Showcase. He also reported that he was pleased with the  
results of West’s Open House with an estimated 1500 attendees.  

b. President Abu-Ghazaleh reported that the final evaluation report is in. He expressed  
concern at the somewhat personal and nitpicky tone of the team’s recommendations.  
The team made assumptions and broad statements based on little evidence. The  
team’s process disregarded the procedures West took great pains to follow. He  
expressed frustration with the team’s seemingly personal reaction. He and F. Leonard  
are going to address the accreditation board in June to challenge areas where the  
team’s report missed the mark. He acknowledged that West does have work to do,  
but the results of this team’s visit do not accurately represent West’s progress.  

c. President Nabil Abu-Ghazaleh expressed concern about recent college-wide email  
exchanges regarding Achieving the Dream and their somewhat personal tone. He
acknowledged that these are tough budgetary time times and appealed to the senators that we all pay attention to how we treat each other. He addressed the concern about setting measurable goals that has been expressed by some faculty members and said that the college will ultimately be questioned for its lack of successful outcomes even if it does not set measurable goals. He also pointed out that if the college could easily attain high goals of increasing success by high percentages, we would have done it already. The purpose is to set sensitive measures that will start to tell us whether our implementation strategies are working. This is an experiment. We will be held to account for our level of success eventually. As for the populations identified in the Proposal, ATD’s purpose is to target students who have not traditionally been targeted. West has two large student populations that are traditionally underserved. A question was asked about the LACCD core principle identified by the District Budget Committee which lists “focus on students success through the Achieving the Dream initiative (planning, institutional research, tracking of student data)” as a Core Principle of the District. Concern was raised about whether ATD is the only student success effort the college would support. President Abu-Ghazaleh responded that ATD is important as part of the college’s student success effort and cautioned senators not to read more into this stated principle. As we continue to try different things, many efforts are important. College efforts are sometimes taken for granted and go unmentioned since there are so many so consistently. He referred specifically to the Project Showcase as a student success effort unrelated to ATD. A follow-up question was asked about whether ATD was the only initiative that showed up as a core principle of LACCD. President Abu-Ghazaleh assured the senate that he has no sense that ATD is the only initiative that will be supported or that there is any danger that other student success efforts will be sacrificed in favor of ATD.

d. A question was asked about new hires at Pasadena City College having to sign documents approving invasive security checks. Is there a risk of that happening at West? President Abu-Ghazaleh called this news “bothersome” and pointed out that these types of checks would be more difficult to implement in LACCD than at Pasadena. However, he has not heard anything about these checks at Pasadena.

III. FPIP Committee (Kamibayashi)

a. **MOTION to the Academic Senate**: Move to use three categories for the next FPIP list. The three categories will be named as “General Education & Transfer Instructor Positions”, “Career and Technical Education Instructor Positions”, and “Student and Instructional Support Instructors Positions”.

b. L. Kamibayashi, chair of the FPIP Committee, altered her teaching schedule to be present to answer Senators’ questions.

c. Discussion: A question was asked about the process of bringing a new program to the college through FPIP. New programs should emerge through the Program Review process. FPIP does not address grant-funded programs.

d. Another question was asked about whether the process works in a particular order for each list. When FPIP had a single list, a faculty committee (including non-teaching) decided which should be prioritized. Concern was raised about whether, with multiple categories, the decision is moved from faculty to administration. L. Kamibayashi responded that in fact, the president approaches the committee and asks for recommendation when the FON request comes in. Then the purpose of having more than one list was questioned if administration does not have a say. Next, the question was asked about hiring equal numbers of
faculty members from each of the 3 categories. If this is the committee’s intent, a long-term trend could lead to equal faculty distribution across the 3 lists, an intent that has not been established by the Senate.

e. President Nabil Abu-Ghazaleh commented that he found the 5-category system cumbersome and asked the FPIP Committee to consider a more manageable ranking system. Rules say that the president should get a linear list. Concern was raised about the trouble student services has had in the past getting positions with a strictly vertical FPIP list. Concerns were also raised about the original FPIP motion decreasing the five categories to three and referring to student services faculty positions as “Other positions”. One senator suggested that if the criteria for selecting positions led to counselors being excluded, then the criteria should be addressed instead of the number of lists. Perhaps the Senate can make a recommendation to change the criteria.

f. The FPIP Committee Chair shared that the data required as part of the criteria for faculty selection is extremely different for instructional areas and student services. She maintained that three lists is more manageable and suggested that the Senate look at historical data.

g. Another senator pointed out that Arts & Humanities courses are necessary for other majors, but some of the FPIP criteria do not apply to those courses.

h. It was recommended that the Academic Senate examine this issue closely next year. Senate division reps should discuss this issue with their divisions. The FPIP policy requires annual review.

i. Amendment – Move to use one category for the next FPIP list.

   1. One senator suggested that the connection between FPIP and planning and program review be clarified. There is numerical data available to justify all faculty positions: student: counselor ratio, etc. In times of scarcity, the college must consider how to ration its scarce resources. Going back to one category would allow the FPIP committee members to divide the applicant positions into three lists if they choose to. The Senate President called the amendment out of order as a change of FPIP policy.

   a. MSF 6 abstain 8 oppose 3 in favor

   j. Call for the question MOTION to the Academic Senate: Move to use three categories for the next FPIP list. The three categories will be named as “General Education & Transfer Instructor Positions”, “Career and Technical Education Instructor Positions”, and “Student and Instructional Support Instructors Positions”.

   a. MSP 10 in favor 5 oppose 3 abstain

k. Next FPIP meeting Friday, June 1 at 9am

IV. 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. Today ASO’s party for all active clubs. ASO held its last meetings this week so officers can be ready for finals. New officers are getting trained over the summer.

V. OFFICERS’ REPORTS

   a. Adrienne Foster – President
1. A. Foster thanked the Language Arts division for providing lunch.
2. Fall District Academic Senate Summit Sept 21 – Faculty Day– featuring innovative practices
3. LACCD Counseling faculty met today at the district office regarding faculty advising and other issues.
4. West is hiring 8 faculty members this summer. A Senate representative is needed for each committee.
5. Faculty marshals are needed for this year’s commencement
   a) Betty Jacobs reported that it is a joy to be a marshal.
   b) One Senator asked what the role of a marshal is. A marshal sits with students and supports them and directs them for when and where to line up.
6. A Foster recognized Holly Bailey-Hofmann for the college’s second annual student showcase and urged for institutionalization of the student showcase.

b. Judy Chow – Vice President (No Report)
c. Yvonne Simone – Treasurer
   1. As of Saturday, 4 scholarships were given at $300 each, and the Senate maintained enough of a balance to pay its dues.
d. Clare Norris Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS

ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Academic Senate Executive Committee - Motion Move that the Academic Senate authorizes the Senate Executive Committee to act on behalf of the Academic Senate between the end of Spring 2012 and the start of Fall 2012. Tentative dates for the Senate Executive Committee meetings are June 12, July 10, and August 7, 2012 at 10:00am location to be determined.
   a. Friendly amendment – subject to the same conditions as last year.
   b. A discussion ensued about whether the Senate should simply maintain Brown Act rules for the summer or implement some additional conditions that would require the Executive Committee to give senators more than 72 hours’ notice prior to meetings or any action taken. Senators were encouraged to trust that the elected members of the Executive Committee would “do the right thing.” A concern was raised that senators may be less attentive to their West email than they are during the school year.
      4 in favor 4 oppose many abstentions
      The Senate president broke the tie. MSF
   c. Motion: Motion Move that the Academic Senate authorizes the Senate Executive Committee to act on behalf of the Academic Senate between the end of Spring 2012 and the start of Fall 2012. Tentative dates for the Senate Executive Committee meetings are June 12, July 10, and August 7, 2012 at 10:00am location to be determined. MSP 14 in favor 1 opposed 2 abstain

2. Technology Committee – no report
3. Budget Committee – no report
   a. Town Hall Meeting Thursday - May 24 at 1:30pm
4. Student Success (Norris)
   a. H. Bailey-Hofmann showed prize-winner photos from the student showcase. She encouraged senators to consider the value of this effort especially in comparison with the college open house. Her goal with the showcase is to increase student success.
She wants to make sure that there is broad interest and investment in the showcase because it is not sustainable with just one coordinator.

b. One senator commented that the additional dimension of applying the college’s ILOs added even more value to the showcase. The effort needs a committee to continue. If the Senate wants to support that, it can. It would be valuable for us to know how the students felt about the work they did. The showcase is one demonstration of a way West applies student success. The honors transfer conference was mentioned that includes a poster component, which would be perfect for West honors students to participate in after showing their posters at the Showcase.

c. **Motion**: Move that at the first meeting of the fall 2012 semester the Academic Senate consider ways to institutionalize this valuable student success effort.

d. Holly Bailey-Hofmann said that she will provide data from the showcase for that discussion.

e. Friendly amendment: The Academic Senate supports the annual student showcase and will, at the first meeting of the fall 2012 semester, consider ways to institutionalize this valuable student success effort. **MSP unanimous**

f. **Motion**: Approve West’s ATD Implementation Proposal prepared by team members and other interested members of the West community based on the college’s priorities.

g. Discussion: Several senators acknowledged the hard work put into the development of the proposal and general ATD efforts.

h. One senator expressed concern that few participants from the ATD teams offered their input in response to recent emails criticizing the Proposal, and she called for ownership across the campus. She also observed that the questions that came up in the email thread had been answered on many occasions and fully addressed at open ATD/Student Success meetings.

i. Another Senator recalled that when the senate voted to participate in ATD, the discussion included concerns about whether funding of ATD activities would come from Program 100.

j. Skepticism was expressed by two senators, one after reading an article that reported an average of little or no improvement in colleges participating in ATD. His concern is that West is following a process laid out by ATD coaches, but previous results are questionable. Though the Proposal offers a good starting point, it does not go far enough to cause significant impact on student success. He expressed support for current document but it needs more support across campus. He encouraged senators to consider barriers to participation among our colleagues.

k. Concern was raised again about the District’s declaration of ATD as one of its core principles.

l. The Student Success Committee Co-Chair observed that the ATD Implementation Proposal not meant to be a comprehensive or exhaustive document representative of every student success effort on campus. All interested parties should continue with student success efforts in addition to the ones outlined in the proposal.

m. A few more guest attendees spoke in favor of the document.

**n. Motion**: Approve West’s ATD Implementation Proposal prepared by team members and other interested members of the West community based on the college’s priorities. **MSP 12 in favor 3 oppose 1 abstain**

5. Resource Development Committee (Boutry)
a. K Boutry distributed and reviewed an RDC report and other handouts listing West’s grant contributions for 2010-2011 along with grants awarded, submitted, developing, and exploring.

b. Grants contributed close to $2 million to the college in 2010/2011. However, the college is losing grant money. Grant income is down 7% this year, so West should apply aggressively. Approximately $1.2 million of West’s grant income goes toward salaries. Thus, even with the increased number of administrators, the cost of administration to the college has gone down by ½ since 2006 because of grant funding.

c. The next RDC meeting is in the 4th floor of the HLRC tomorrow (Wednesday, May 23) at 12:30.

d. One concern was raised about whether a faculty member applying for a grant to fund a project would actually benefit from the grant funding. K. Boutry responded that Mark Pracher, dean of Program Development, folds administration costs into grant budgets.

6. Academic Rank (Lin)
   a. 16 full time rank included
   b. Motion to accept Academic Rank Report - MSP

7. Curriculum Committee (Matosic)
   a. T. Matosic distributed the SLO report and acknowledged that there are still errors in the list of Committee members’ names.
   b. He reported that he and M. Apigo will be visiting to Southwest College to meet with the SLO coordinator.
   c. The SLO Committee partnered with the Student showcase for ILO data collection.
   d. 100% program assessment is the goal – some programs still need the assessment tool.
   e. The committee added a Faculty reflection as a new component of their report.
   f. MOTION: Move to accept Curriculum Committee Report from the May 21, 2012 meeting which includes the approval of course outlines for Cinema 20, Math 123A, Math 123B, and Spanish 8. MSP
   g. The remainder of courses will come to the June 12 Senate Exec meeting. The next Curriculum Committee meeting will be held September 26, 2012.
   h. The Academic Senate Secretary will get an official list of division representatives to serve on the Curriculum Committee.
   i. Senators were encouraged to remind constituents to get courses in to the Curriculum Committee early instead of waiting till the end of the year. The Committee had 21 courses to approve at its the last meeting.

8. Transfer Committee – no report – Next meeting May 29th

9. Enrollment Management Committee – (Lin)
   a. The EMC recommends that the Senate establish standardized policy for adding students to closed classes.
   b. Students are concerned about adding classes after classes are closed. ASO explored this issue at its last meeting.
   c. This process needs to be clarified. Different instructors implement different practices. If we recommend a process, it would have to be done by division because divisions work differently.
   d. What is and is not allowed when it comes to adding students to closed classes should be shared with all faculty members.
e. The Senate Executive Committee will share related Ed Codes with division chairs over the summer for a recommendation in the fall. Divisions may bring their own policies to the Senate and should discuss this issue at their meetings on Flex Day.

f. The math division’s procedure to date the add slips they use so that each one has a shelf life was mentioned as having been useful for that division.

g. The motion was referred to the Exec Committee. **MSP**

10. Accreditation Steering Committee (Leonard)
   a. The Accrediting Commission is meeting in June, and President Abu-Ghazaleh and F. Leonard intend to appeal to the Commission around the inappropriate conduct of the visiting team that evaluated West this spring.
   b. West has come so far since 2000 and 2006. West met the commission’s recommendations in 2006 and at the 2009 focused midterm report. This year’s visiting team disallowed those approvals. F. Leonard asked for feedback from the Senators. It was suggested that she remind the Commission that this team has challenged the declarations of two previous teams. Another senator expressed concern around the ethnic makeup of the visiting team in comparison with West’s students and much of West’s leadership and suggested that West may have grounds for a lawsuit claiming racial discrimination.

   c. F. Leonard also mentioned that the search is on for a faculty chair of accreditation.

11. The ASO rep amended his report to include the scholarships given in the names of Gwen Thomas & David Rodriguez.

12. A. Foster announced that each division will be asked to report to the senate once during the 2012/2013 school year. A sign-up sheet is available.

**VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS**

**Important Dates:**

- May 29 – June 4, 2012   Final Exams
- Tuesday, June 5, 2012   Commencement
- Thursday, August 23, 2012   Flex Day
- Friday, August 24   Welcome Day for Students

**IX. ADJOURNMENT – 3:15pm**

Next meeting: September 11, 2012

Respectfully submitted,

Clare Norris