West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
October 9, 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 & District Senator, Barragan, Norma; Language Arts, Bailey-Hofmann, Holly; Senator-at-Large, Boutry, Katherine; Aviation, Travel, and Hospitality, Moy, Jack; Adjunct Faculty Senator, Taira, Kenneth; District Senator at Large, Williams, Corey; Senator at Large, Butler, Marcus; District Senator, Young, Helen;

Absent: Senator-At-Large, Samilton, Jawell; Library & Learning Resources & Counseling, Narez-Acosta, Alma; Business, Jacobson, Nikki Mehrpoo; Computer Science, Chiang, Anna; 

Guests: College President, Nabil Abu-Ghazaleh; Matosis, Todd, SLO Coordinator; Apigo, Mary-Jo, Dean, Teaching and Learning; Brown, Gabriel, ASO; Hunter, Casey, Counseling; Sprague, Bob, VP Academic Affairs; Taylor, Alice, Accreditation Chair; Kamibayashi, Lisa, FPIP Chair; Triviso, Rudy, Aviation; Sanchez Guerrero, Eileen, Project Match Mentor; Considine, Kevin, Film Production; Feinerman, Scott, Hospitality/Travel

Meeting Called to Order at 12:49.

I. ORGANIZATIONAL ITEMS
a. Confirmation of the agenda
b. Approval of the September 25, 2012 minutes
   1. Curriculum Committee Report Motion should read this way: Course SLOs addendum hardcopy and will be uploaded into section VIII of ECD
   MSP as amended

II. ADMINISTRATION REPORT (President Nabil Abu-Ghazaleh)
   a. West’s existence in the community depends on it being “counted”. N. Abu-Ghazaleh went to a community meeting at the Baldwin Crenshaw Shopping Center and was struck by attendees’ attention on other LACCD colleges instead of West, despite his presence there. He emphasized that West needs to continue to be visible in our service areas.
   b. West is buying a booth at the Taste of Soul event on October 20th 10-5pm in the Crenshaw area. He asked for volunteers to represent West that day.
   c. N. Abu-Ghazaleh acknowledged the hard work of his faculty colleagues.

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 – (Brown)
a. ASO members are visiting classes to register students to vote. There will be a screening of the October 16 presidential debate at 6:00pm. The venue is TBD. The event will include a discussion of the propositions on this year’s ballot.

b. A documentary on literacy will be screened on October 15.

c. AFT is hosting discussion of ballot initiatives on October 18.

d. Wednesday, October 31st ASO will host a Halloween dance party on campus.

V. OFFICER’S REPORTS

a. Adrienne Foster – President

1. A. Foster reported that several members of the West community attended the Strengthening Student Success Conference in Costa Mesa on October 3, 4, and 5.

2. Only 50% of faculty members have submitted syllabi to Academic Affairs. A. Foster encouraged faculty members to remind their divisions to submit their syllabi. The student worker who had been helping with the collection of syllabi is no longer working at West, so faculty members should send their syllabi to the academic deans.

3. The next District Budget Committee meeting is at the LACCD office tomorrow.

4. The next District Academic Senate meeting is this Thursday, October 11.

5. On Saturday, October 20th the next Area C meeting will occur at SMC.

b. Judy Chow – Vice President (No Report)

c. Yvonne Simone – Treasurer

1. Y. Simone showed Senators how to pay their dues online using PayPal.

2. She also reported that 25 faculty members have paid dues.

d. Clare Norris Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Allied Health Divisional Report (C. Dones)

i. Allied Health Division includes the Dental Hygiene, EMT, In-Home Supportive Services, and Pharmacy Technician programs.

ii. The division conducts student orientations.

iii. Medical Assisting Program (grant funded)

a. AS Degree

b. Three Certificates

iv. Nursing Assistant

v. In Home Support Services (2 classes, free program to students – Career Advancement Academy)

vi. EMT/Paramedic

vii. The Dental Hygiene program includes a variety of student success services for students:

a. Cohorts

b. Student Advisors

c. Tutoring

d. Journals

e. E-Portfolio

f. Resume Writing

g. Early identification of struggling students

h. Remediation

i. Referrals to Learning Center
j. Creating QR Codes

viii. West’s CNA program is well known in the community. The Medical assisting program is grant funded.

ix. Discussion: A question was asked about the demographics of the program and why they do not reflect the demographics of the college. A bridge could be created for high school/new West students. C. Dones reported that she has discussed this concern with counselors. African-American representation in Dental Hygiene programs is low nationwide.

2. Mentoring Guidelines and Mentoring Agreement (Foster)
   i. West’s guidelines and agreement are adapted from Pierce College’s Mentoring guidelines.
   ii. Discussion: Are there criteria to match faculty members with each other? The Vice President finalizes the agreement. Can probationary faculty adopt mentors if they have been on campus for a year? If the faculty member does not achieve tenure, does the mentor still get the stipend? The contract stipulates that the mentor must be assigned within the first twenty days of the faculty member being hired.

   MSP Unanimous

3. Student Learning Outcomes Committee – report (T. Matosic)
   i. T. Matosic distributed a new SLO newsletter.
   ii. Strengthening Student Success Conference included SLO sessions, which M. Apigo and T. Matosic attended.
   iii. The committee has developed course SLO development process tools like the booklet: “Back to the Basics: Course SLOs.
   iv. T. Matosic is conducting an SLO workshop on Thursday, October 11 from 1-3.
   v. Faculty members should identify at least one course SLO for each course.
   vi. The SLO Committee has developed a template to help faculty create course SLOs.
   vii. He expects to have at least 141 courses to present at the October 17 Curriculum Committee meeting.
   viii. A senator praised the work of the SLO committee co-chairs, the template, and the workshops.
   ix. A question was asked about the time spent signing all of the course outline addendums. A. Aguiar committed that the signers will get the addendums signed.

4. Curriculum Committee – report (J. Chow) Next Meeting October 17 HLRC 4e 1-3

5. Student Success Committee/Achieving the Dream (C. Norris) Next meeting October 10 2:30 in Winlock – no report

6. Resource Development Committee (K. Boutry) – no report

8. Planning and Institutional Effectiveness Committee (F. Leonard) - report
   a. F. Leonard distributed and reviewed her report.
   b. IES system is being launched this week.
c. Some new questions in this new version of the Program Review probe deeper, especially on SLOs.
d. F. Leonard described the recent Language Arts meeting and discussion of the program review questions.
e. Campus Climate Survey is being retooled. It will be deployed in Spring 2013.
f. Next meeting November 7 at 1:00pm in SSB 414

9. Educational Policies and Standards Committee – no report – Next meeting Friday, October 26th HLRC 112 at 9:00am

10. Accreditation (Taylor) Next meeting Tuesday, October 16 1:00pm
a. West has an ambitious plan for moving ahead with the SLO recommendations. West committed to the Board that we would address the recommendations. West has committed to assess at least one SLO in every course this semester.
b. The library will identify its needs, and the president has committed to meet those needs.
c. The accrediting commission asks for data and planning related to the data.
d. Personnel in the library have formed a working group to identify the library’s needs.
e. A. Taylor described the team’s form of communication and the recommendations related to the library.
f. This recommendation was made by a senator: The college should disaggregate full time and part time faculty levels of participation.

11. FPIP Committee (Kamibayashi)
a. L. Kamibayashi distributed the FPIP application instructions.
b. Application due Thursday, November 8 at 5:00pm
c. FPIP Committee meets Friday, November 9
d. Positions should be reflected in divisions’ Program Reviews.

12. Budget Committee - report (K. Takeda)
a. K. Takeda distributed budget committee minutes and the monthly projection
b. West is projected to be in a deficit at the end of the fiscal year.
c. West would get approximately an additional $1.2 million if Prop 30 passes.
d. PIE committee work should be aligned with the college budget.
e. The committee is looking for additional sources of funding. K. Takeda is working with the foundation to ramp up fundraising.
f. In the district budget committee’s discussion of other sources of revenue, there was discussion of increasing parking fees, including for faculty.

13. Technology Committee – update (M. Butler) – no report

14. Transfer Committee – (H. Young) – next meeting October 16 at 1:00
a. H. Young distributed minutes from the last Transfer Committee meeting.
b. The transfer fair was successful. Approximately 200 students made contact with about 30 institutions present.
c. There was discussion of the need for a permanent articulation officer at West.
d. The new TMCs are being publicized. West has completed the minimum of two.
e. The CID process (Common Identification) is supported by the state academic senate and may lead to colleges losing their articulation.
f. By Fall 2014, every AA must match a TMC.
g. H. Young invited faculty members to contact her to find out about which programs are being discussed for TMCs.

h. Physics and Child Development are in process.

i. Only TMC students were eligible to apply to transfer to CSUs for Spring 2013, so West students can be locked out if West doesn’t pursue more TMCs.

j. A question was asked about the Articulation Officer position. Kathy Walton will kick off the process of hiring. Someone should be in place by Spring 2013.

k. LACCD Transfer Committee discussed common numbering systems.

l. On the state level the Student Success Task Force implementations are being discussed, especially matriculation: assessment, counseling, and orientation.

m. A discussion ensued about articulation officers at other colleges.

15. Enrollment Management Committee (C. Hunter) – no report

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

a. It was suggested that the Senate invite P. Banday, West’s Assessment and Matriculation director, to share more with the Senate about the implications of the Student Success Task Force implementations.

IX. ADJOURNMENT – 2:47pm

Next meeting: October 23, 2012

Respectfully submitted,

Clare Norris