West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
September 25, 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; Computer Science, Chiang, Anna; Senator-at-Large, Boutry, Katherine; Aviation, Travel, and Hospitality, Moy, Jack; Adjunct Faculty Senator, Taira, Kenneth

Absent: Library & Learning Resources & Counseling, Narez-Acosta, Alma; Business, Jacobson, Nikki Mehrpoo; Aviation, Travel, and Hospitality, Nee, Martin; Mathematics, Bucher, William; Senator at Large, Williams, Corey; Senator at Large, Butler, Marcus; District Senator, Young, Helen

Guests: College President, Nabil Abu-Ghazaleh; Matosic, Todd, SLO Coordinator; Apigo, Mary-Jo, Dean, Teaching and Learning; Brown, Gabriel, ASO; Tillberg, Rebecca, Dean, Research and Planning; Stapleton, Buck, Behavioral and Social Sciences; Cordova, Luis, English; Hunter, Casey, Counseling; Sprague, Bob, VP Academic Affairs; Taylor, Alice, Accreditation Chair; Kamibayashi, Lisa, FPIP Chair

Meeting Called to Order at 12:49.

I. ORGANIZATIONAL ITEMS
   a. Confirmation of the agenda
      1. Move ITEM 10 up after Academic Rank, Item #3
      MSP
   b. Approval of the September 11, 2012 minutes
   c. C. Hunter spoke for H. Young and asked that amendments be made for Announcements and proposed future actions from the Sept 11 meeting. She expressed concern about student workers making requests of faculty members. She requested to be named in that comment and requested clarification from VP Sprague in his response in which he made reference to classified staff members although she was only referring to student workers.
      MSP as amended

II. ADMINISTRATION REPORT (President Nabil Abu-Ghazaleh)
   a. West is working to combine accreditation recommendations into certain areas. The Board is pushing West to develop a plan for dealing with the Accreditation recommendations. The Board is considering merging all 9 colleges into the same accreditation cycle.
   b. President Abu-Ghazaleh expressed his feeling of encouragement at the increased level of campus engagement. He will be requesting money from the Chancellor,
and he goes before the board on October 3rd. He will request funds for one-time library resources, security enhancements, external consultants, travel and training for West personnel, and $50,000 for faculty reassigned time for SLO work.

c. A senator expressed concern that West can get money for consultants but not for reinstating class sections. A question was also asked about whether the accrediting commission is funded by the Lumina Foundation. The president responded that the accrediting commission is, in theory, funded by its members.

d. A question was asked about the selection process for the consultants.

1. Matthew Lee (SLOs) and RP Group (Culture of Evidence Training) – local groups commonly used

e. President Nabil Abu-Ghazaleh explained that he selected Matthew Lee (SLOs) since the college does not have the time to go through a lengthy process. He is open to having conversation about these selections. Planning and resource allocation is an ongoing issue.

f. B. Sprague and A. Taylor will present on accreditation at every meeting.

III. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.

a. VP Bob Sprague announced informally that grant funding has cleared for curriculum development for the Global Initiative. There will be five non-teaching hourly rate assignments. Those curriculum developers will replicate what Sholeh Khoroooshi has already done for Middle Eastern studies, creating programs in African, Latin American, and Asian studies. The program will also have media development and technological elements.

IV. ASO REPORT TO THE SENATE – (Brown)

a. G. Brown reported a high level of participation in student government. Some of the new student leaders are engaging in a planning student government. ASO will take a stance on Prop. 30 and 32 next week.

b. ASO is planning a Halloween party.

c. West has approximately 17 active clubs on campus which will provide a good labor pool for events.

d. Club rush was a success.

V. OFFICERS’ REPORTS

a. Adrienne Foster – President

1. DAS met and discussed Proposition 30. Pierce College faculty members’ position on the Proposition led to lengthy discussion.

2. A. Foster commended the Paralegal Program ABA accreditation visit last week.

b. Judy Chow – Vice President (No Report)

c. Yvonne Simone – Treasurer

1. The Paypal link is up on West’s web site.

2. Y. Simone announced that she is looking for dues payment from faculty members.

d. Clare Norris Secretary (No Report)

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Computer Science Divisional Report (Chiang and Patil)
i. The Computer Science division offers CTE (Vocational) and Degree Programs

ii. The division has developed degree and certificates in response to the market’s technological needs. It has partnerships with the following companies:
   a. Microsoft
   b. Cisco
   c. Apple Care Administrator
   d. Oracle Database
   e. VMware

iii. The division web site contains information useful to students.
   a. Course sequences/ Road maps for each degree and certificate program
   b. Instructor office hours, email address, syllabus, and FAQs

iv. The division conducts orientation sessions regularly for students

v. Student Success (A. Patil)
   a. Last semester A. Patil proposed to the Student Success Committee leaders that each division come up with its own student success strategies so that the college is implementing student success strategies at the grassroots level.
   b. He distributed a handout that lists strategies that the Computer Science division has adopted and already begun to implement.
      1. Distribute the syllabus electronically to students a month before the semester begins.
      2. Review classes for articulation to local universities.
      3. Track students as they progress through the program.
      4. Present a roadmap of classes.
      5. Advertise the course sequence diagram for each discipline.
      6. Assign a faculty mentor to each computer science major.
      7. Review student success data for the previous semester each semester.
      8. Enforce prerequisites for advanced classes.

   c. Collaboration between computer science and counseling was brought up. The division developed a grid for counselors for them to clear corresponding courses at other colleges.

2. DAS Innovation Day (Norris)
   i. District faculty members were pleased to have an opportunity to meet and discuss their activities.

3. Student Learning Outcomes Committee – report (T. Matosic)
   i. T. Matosic is leading an SLO Tech Fair workshop tomorrow, September 27th in HLRC 4e from 3:30-4:30.
   ii. He distributed SLO booklets focused on developing course SLOs.
   iii. He is offering SLO hours Mon and Wed 1-3, Tues and Thurs 10-12 (modeled after instructor office hours).
   iv. The next SLO newsletter is coming soon.
v. One senator pointed out that each math course already has course SLOs. T. Matosic concurred and said that approximately 100 West courses already have course SLOs out of 581 total courses offered at West.

vi. The SLO Committee meets every fourth Thursday of the month from 1-2:30 in Winlock.

vii. For the next few months the Curriculum Committee will meet twice a month to approve course SLOs.

viii. Divisions will be held accountable for completing the process before they bring their courses to the Curriculum Committee meeting for approval. There are many resources available to ensure that the revised course outlines are flawless. To operate most efficiently, the Curriculum Committee will follow a “Consent Agenda”.

ix. Concern was expressed that despite the deadlines and time constraints, the Curriculum Committee is responsible for signing off on every course.

4. Curriculum Committee – report (J. Chow)

i. **Motion**: to change the order of the LACCD-wide ECD approval sequence and guidelines for submission to West’s Curriculum Committee:

   (1) Author/Initiator
   (2) Division Chair
   (3) SLO Coordinator
   (4) Articulation Officer
   (5) Library Chair

   Present at Curriculum Committee – Tech Review for approval

   (6) Area Dean
   (7) Curriculum Chair
   (8) Curriculum Dean
   (9) Senate President
   (10) VP of Academic Affairs
   (11) President

   **Final**: Transmitter send ECD to District

   **Discussion**: ECD problems exist outside of West’s signature process that will not be resolved with this motion. **MSP**

ii. **Motion**: SLO Course SLOs addendum hardcopy and will be uploaded into section VIII of ECD. **MSP**

iii. **Motion**: Courses approved: Music 122, Multimedia 803, Multimedia 807 **MSP**

6. Student Success Committee/Achieving the Dream (C. Norris) – no report

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

8. Planning/Program Review Committee (F. Leonard) - report

   a. F. Leonard distributed and reviewed her report especially on the revised program review questions.
   b. Some new Program Review questions are designed to do the following:
      i. Assess how effectively resource allocations were used.
ii. Help divisions to establish goals.
iii. Plan for committee and professional development activities over 2 years
iv. Identify facilities challenges, goals, and improvements
c. The new questions need the Senate’s approval.
d. Program Review has merged with the Planning committee to be called Planning and Institutional Effectiveness committee (PIE).
e. A question was asked about adjunct faculty committee participation being included in the Program Review.
f. The point was made that the college can pay adjunct faculty members to participate in committees.

Motion: Approve our comprehensive program review questions.

MSP (2 abstentions)

9. Educational Policies and Standards Committee – no report – Next meeting third Friday at 9:00am
10. Accreditation – no report
11. FPIP Committee (Kamibayashi)

MOTION- Accept the revised FPIP Policy
a. The concern was raised again that math faculty positions fit into all three categories in the revised FPIP policy. The educational philosophy is that people teach more effectively when they rotate and teach a variety of levels. Concern was raised that this philosophy would be undermined by the new policy. Would it require that any new math instructor would be required to fit only into one category and would not be allowed to teach outside of the assigned category?
b. L. Kamibayashi responded that the committee will decide which criteria is most applicable based on the discipline’s application and rank the applications accordingly. The committee will work with the faculty members.
c. The senate president advised that the senators accept these categories today so the college can move forward for the FON, and then reexamine the categories in the future.

MSP 2 oppose

13. Technology Committee – update (M. Butler) – no report
14. Transfer Committee – no report
15. Enrollment Management Committee (C. Hunter)
a. Enrollment Goals – goal – 6,291 students funded – 6,100 students enrolled
b. A student can count applicable courses for both general education and major preparation requirements.
c. C. Hunter reported that the District student email addresses will now be the primary used student email account for college communication.
d. An SIS update is coming in about 18 months.
e. West’s section counts dropped by 8% but enrollment dropped by 12%. The committee discussed ways to increase FTES.
f. Applying prerequisites in divisions in addition to math, English, and computer science was discussed.
g. Enrollment of Bright Star students in West PE classes was discussed. A policy is in place that requires no more than 10% of a PE class’s enrollment can be high school students.

h. Campus security or transportation: The college needs more walkways, especially in Lot 5.

i. A question was raised about the use of classroom space across the day. Classrooms are least used in the afternoons between 2:30 and 4:30.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

a. C. Norris made a call for divisional reports for the year and invited divisions to sign up to present at an upcoming meeting.

IX. ADJOURNMENT – 2:27pm

Next meeting: October 9, 2012

Respectfully submitted,

Clare Norris