“Developing as Professionals & Producing Better Student Outcomes”

Present: Patterson, Rod, President; Thomas, Lloyd, Vice President; Sweeney, Joyce, Secretary; Simone, Yvonne, Treasurer; Crippens, Eloise, Past President; Anders, Bruce; Barragan, Norma; Blustein, Bonnie, Bucher, William; Butler, Marcus; Chow, Judy; Hager, Robert; Jacobs, Betty (alt.); Leonard, Fran; Michels, Lin, Ken; Nicholas, Vanita; Riesberg, Curt; Williams, Cory; Young, Helen; Dubois, May; Foster, Adrienne; Absent: Chiang, Ana; Elahi, Faz; Feinermann, Scott; Floyd, Suzanne (excused), Haley, Thomas; Kamibayashi, Lisa; Siever, Patricia (excused); Yan, George (excused);
Guests: Vice President, Robert Sprague; Dee Patel; Alice Taylor; Melinda Smith; Kathy Boutry

The meeting was called to order by the Senate President, Rod Patterson, at 12:55 PM with a quorum present.

I. ORGANIZATIONAL ITEMS
1. Confirmation of agenda. MSP
2. Minutes of December 8, 2009 Senate meeting approved. MSP

II. ADMINISTRATION REPORT was presented by college Vice President, Robert Sprague who began with a report of the construction projects. The current plan is to have both the new access road and the Math/Science building opened during Spring Break, which is the first week in April. The faculty will be moving into the M/S building, but since some current class sizes are larger than the new rooms can accommodate several classes may remain in the "D" complex, which will be expanded. Some services will be moving into them – such as the bookstore – as the construction project moves into new phases.

Allocations from District included target growth numbers that West has already exceeded. West will have a head count around 13,000 this Spring Semester. It appears that we are over productive and no longer in the category of a "small" college! The Summer Session will start July 6, 2010 and be part of the next fiscal cycle. A limit of 35 courses is planned to be offered for the Summer Session. The following Fall and Spring Semesters are projected as smaller, but with average class size larger.

Full time faculty additions shall be in Counseling, Dental Hygiene, and Physics, which will start in Fall 2010 Semester. There are anticipated further faculty hiring's later, but it has not yet been decided will it be from the former F.P.I.P. "vertical" list, which has not been utilized for several years, or the newer "horizontal" listings

Dee Patel, with Build-LACCD was introduced to give a presentation of the Sustainable Works program that is on other college and university campuses. Ms. Patel would be West's contact at the District for sustainability issues. She addressed the Senate, proposing that West take advantage of the Sustainable Works workshops available. These workshops would have an outside "expert" as well as written materials and guidelines. This is a different program from the Alliance to Save Energy which employs 4 of West's students on our campus. It may be possible to implement this new program on our campus under our Environmental Club and possibly have students gaining credit, but the venture needs the approval of the faculty.

III. PUBLIC SPEAKERS: None at this time

IV. ASO REPORT TO THE SENATE: None at this time.

V. OFFICERS' REPORTS
1. Rod Patterson – President
   President Rod Patterson and Vice President Lloyd Thomas will be retiring at the end of this Spring Semester. Mr. Patterson said that it has been a pleasure to work with the "finest faculty in the District. Mr. Thomas concurred with that sentiment.
It is time to schedule new-term elections for the Academic Senate, and the Academic Rank Committee. The Election Committee has been called to set up the elections and the process shall begin next week.

Next Friday, February 26, 2010, there shall be a special program in FA100 in celebration of Black History Month, which will be a day-long affair, "Holding on to the Legacy" presented by the LACCD, the Black Faculty and Staff Association, and African-American Outreach Initiative. The keynote speaker will be William Allen Young, the noted actor, who also is the husband of our Academic Senator Helen Young.

2. Lloyd Thomas – Vice President

Vice President Lloyd Thomas’ Report for February 2010 was emailed to Senators as follows:

- Monday on 2/22, 3/22 -- CE 103 1:00PM Technical Review
- Wednesday on 2/24, 3/31 -- CE 1-3 1:00PM Curriculum Committee

The EPSC has requested that the Curriculum Committee ask each initiator of a course to consider adding an English or Math “advisory” to the course (as appropriate).

Please see attached grid for “Assessing SLOs in Key Courses” dated Feb 8.

On January 23, Eloise, Mary Jane, Betty, Karen, Lloyd and Linda went to City College to participate in the CB 21 re-coding workshop. This involved establishing changing some TOP codes on ESL and Learning Skills courses—and determining how many levels below transfer various courses should be considered—English 28, one level below, English 21, two levels below, Math 125, one level below, etc.

Schedule of SLO Assessment Reports for Senate Meetings in 2010

- February
  - Computer Science—Marcus Butler
  - Health—Melinda Smith
- March
  - Allied Health
  - Science
- April
  - Real Estate/Accounting
  - Spanish/Humanities
- May
  - English/Speech
  - Behavioral Social Science

What courses are being assessed?
How are SLOs being assessed—project, paper, portfolio, performance, etc.
Which faculty are collaborating in the process?
What recommendations have emerged from the process?
What changes do you plan to make?
How will you know if these changes actually help more students succeed?

3. Yvonne Simone – Treasurer

The Senate account balance as of January 31, 2010 is $1,406.49 includes deposits of $190.00 and no expenditures.

West has been awarded money from the State that will be distributed between now and the end of the year. This will be referred to the Academic Senate Executive Committee for examination and recommendations to the Senate and College President for distribution.

The next Executive Committee shall be held on March 9, 2010 at 2:30 P.M. (Later changed to March 2, 2010)

VI. ACADEMIC AND PROFESSIONAL MATTERS

Curriculum Committee report - Lloyd Thomas

The schedule for the Curriculum Committee was revised. Tech review shall be held on March 22, 2010. The March/April meeting needs to be adjusted for Spring Bread.

The SLO reports were from Computer Science by Marcus Butler, and Health by Melinda Smith.

Computer Science stated that they learned what they were doing, but more important, learned what they were not doing. The division is heading toward standard, automated assessments. There was a hand-illustrating points.

Health learned that there were one full-time and eight adjunct instructors for their Division with each one apparently working independently. Health 11 was the course assessed. This Division also learned what they were not doing and stated that they can see holes in their current program. They shall be working on having a more uniform SLO list. It was suggested that FLEX credit be given to instructors in this Division to hold an adjunct instructor meeting to disseminate SLO information.

Accreditation update report given by Fran Leonard. The steering committee shall meet Thursday, February 26, 2010 at 2:30 P.M. More workers are needed on each Standard Committee. The College
Mission Statement is currently being written and put in final form. A template has been provided by District's Gary Columbo to help with the current accreditation cycle. Applicants are still being accepted for the WASC training – so far Alice Taylor is the one applicant.

The District Academic Senate report was written and distributed by May Dubois at this meeting. Educational Policies Committee report was written by Phyllis Morrison and distributed to the Senators at this meeting. A motion from this Committee concerning the treatment of minor students on our campus was made to be later heard as a noticed motion.

Enrollment Management Committee report – Ken Lin reported that West is now partnered with Regis University to offer online degrees. Currently, we are working on partnering with Viet Nam and China for international students. There are now 130 veterans on campus and a representative is needed on campus for them. Bonnie Blustein stated that the VA will fund such a person. The Extension Program is now being audited. Ken Lin stated that he will forward information to be included in the Minutes.

An emergency motion was called for to authorize the Senate President to sign the District Report for West. 

Move: that the Senate approves the February 2010 report and recommendations of the Curriculum Committee. 

Move: that the Senate adopts an amendment to its Academic Rank Policy approving the addition of academic rank status for adjunct faculty as Adjunct Assistant Professor.

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

Move: that the Senate recommends the Distance Education Committee shall be constituted as a part of the College Council. This motion was referred to the Ed Policies Committee for study.

The unheard reports and motions shall be heard at the next regular meeting of the Academic Senate.

1. Move: that the Senate recommends that certain revisions to the college’s Educational Master Plan be adopted, as recommended by the EPSC.

2. Noticed Motion: The Senate recommends that the Administration approves full-time faculty hiring for Fall 2010 in accordance with the Senate’s agreed upon F.P.I.P. Policy.

3. Noticed Motion: The Senate recommends that West’s Administration adopt specified changes to the college’s policy concerning minors on campus.

IX. ADJOURNMENT at 3:05 PM - Next meeting: March 9, 2010

Respectfully submitted,
Joyce Sweeney, Secretary