West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
November 9, 2010
Winlock Lounge

Present: President, Foster, Adrienne; Vice President, Chow, Judy Secretary, Norris, Clare; Treasurer, Simone, Yvonne; Senator at Large, Leonard, Fran; District, Dubois, May; Adjunct Faculty, Anders, Bruce; Senator at Large, Lin, Ken; Health/PE, Smith, Melinda Senator at Large, Young, Helen; Social and Behavioral Sciences, Barragan, Norma; Administration of Justice, Williams, Corey; Senator at Large, Bonnie Blustein; Humanities & Fine Arts, Sweeney, Joyce; Physical Education/Athletics, Smith Melinda; Allied Health, Kamibayashi, Lisa; Library, Learning Resources, and Counseling, Narez-Acosta, Alma; Learning Center, Tim Russell; Language Arts, Floyd, Suzanne; Business, Harris, Lartee; Science, Bahta, Abraha (alternate); CSIT, Butler, Marcus; Adjunct Faculty, Morris, Pat; Administration of Justice, Yan, George; Math, McMasters, Mary Jane

Absent: Science, Haley, Thomas

Guests: Book Store Representative, Olga Pech; ASO President Ahmed Mohsin; Chair, Language Arts, Betty Jacobs; Dean, Research and Planning, Rebecca Tillberg; Dean, Student Services, Shalomon Duke; Interim College President, Joyce, Dr. Rosemarie

Meeting Called to Order at 12:49.

I. ORGANIZATIONAL ITEMS
1. Confirmation of the Agenda
   Textbook Loan Noticed Motion added to item #5
   Bruce Anders requested to add a discussion of the Student Success Committee to Academic and Professional Matters, but ASO president Ahmed responded that according to the Brown Act, this agenda item cannot be added
   Agenda confirmed as amended

2. The October 26, 2010 minutes were also approved as presented.

II. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed.
1. ASO Treasurer Scott Stamler reported that students are concerned about the 70 classes being cut for the Spring 2011 semester. They are particularly concerned about the availability of classes they need to take to graduate and transfer and the “layoffs” of adjunct faculty members.

IV. ASO REPORT TO THE SENATE
1. ASO President Ahmed Mohsin reiterated students’ concerns about class cuts, and he reported that in some cases, counselors have not been informing students accurately. He attended the ESL division retreat last Friday and asked what ASO could do to
contribute. He discovered that ASO could contribute to curriculum based
programming through peer tutoring. ASO social events are doing well including
retreat attendance. Aside from its social events, ASO feels the need to attack issues
of concern to students.

2. Faculty responded to ASO’s concerns about counseling requesting that ASO provide
the counseling department with documentation to support concerns and urging the
ASO to approach the chair with specific incidents.

3. Ahmed recommended that West examine the way it approaches counseling.

4. The Senate President recommended that ASO meet with the counseling division.

V. ADMINISTRATION REPORT

1. Dr. Joyce reported on the District meeting addressing the “Divided We Fail” study.
   She also reported that the leadership retreat participation is high.

2. A current bond program is highlighting West’s fragile and broken IT system.
   Fortunately, help is on the way; a local community bond has passed, and the building
   program management committee concluded that IT needs to be funded. Jorge Mata is
   the IT specialist at the District office. West has selected a company to fast forward its
   IT retrofit. The December board meeting will be hosted at West.

3. Discussion ensued about whether West’s preparation of more students for transfer,
   would there be room at the CSU and UC campuses for them.

4. Dr. Joyce observed that California Community College certificate offerings were
totally excluded from the study, and 63% of Cal State graduates transfer from
Community Colleges, which indicates that community colleges are making huge
contributions to California’s BA graduates.

5. Dr. Joyce engaged in some discussion of the issue.

VI. OFFICERS’ REPORTS – 5 MIN

1. Adrienne Foster – President
   i. Introduced Dean Shalamon Duke, Student Support Services
   ii. West will need a rep from its new Student Success Committee to serve
      on the LACCD Student Success Initiative Committee. Its next meeting
      will be Dec 3 at 1:30.
   iii. Coming up is a District wide meeting to develop standards for SMART
        classrooms.
   iv. A District Academic Senate Faculty Summit Leadership Institute is
   scheduled for March 4. Details to follow.
   v. West Committee Meetings –
      a. Distance Ed PCR 11/10/2010 1:30
      b. Technology MSB 217 3:00
   vi. Fall State Academic Senate starts Thurs 11/11 to Sat 11/13 to vote on
   resolutions
   vii. President Foster has started the process of formulating the new Student
    Success Committee and is still looking for membership. It will include
five representatives from General Education: Clare Norris, Matt
Robertson, Norma Jacinto, Karen Quitschau, and Tim Russell; two
representatives from vocational education, two representatives from
Student Services: Vidal Valle and Maria Mancia, one representative
from Assessment, one representative from ASO (Achmed volunteered
himself), and a Grants Management representative, who will be Mark Pracher. This committee will review the plan developed over the summer and look to get it approved by the full senate.

viii. Dr. Joyce asked for clarity on the Distance Ed Committee’s Charge according to the Senate. A discussion ensued about the charge and history of the Distance Ed/Distance Learning Committee.

2. Judy Chow – Vice President (No Report)

3. Yvonne Simone – Treasurer
   1. Three more faculty members paid dues.
   2. The Senate budget is frozen in order for the Senate to be able to award its four scholarships this academic year. As a result, meeting lunches will no longer be provided from the senate budget.

VI. ACADEMIC AND PROFESSIONAL MATTERS – 45 MIN – INFORMATION

1. Curriculum Committee Report (Chow)
   a. ECD Database started this semester with 853 courses without outlines, but now only 513 courses (Mostly in HBS) are without outlines. 310 courses need to be updated in ECD. Another 137 need to be updated by 2011. Concern was raised about the ECD system’s level of reliability.
   b. The Academic Rank Committee received 10 applications from faculty for increased rank. Three were approved: Nikki Jacobson, Vidya Swaminathan and Robert Irvin. Seven more are in process.
   c. The committee will prepare a noticed motion connected to Honorary Professorships for next the next Senate meeting.

2. Educational Policies Committee Report (Sweeney)
   a. New Chair – Joyce Sweeney
   b. The committee is small, and J. Sweeney invited others to join.
   c. The issue of honorary professorship was directed back to the Academic Rank Committee since the Ed Policies Committee determined that it is not an academic matter.
   d. The committee discussed the recent Noticed Motion about for-profit institutions. Vice President B. Regalado received a written statement from the District counsel stating that the college must grant access to institutions without discriminating. Discussion ensued.
   e. The Senate President is working to determine whether the Transfer Honors or Transfer Advisory Committee is the best group to deal with this issue with Ed Policies. The Senate President recommended publishing a statement expressing our concerns about these institutions.
   f. The next Ed Policies meeting will be Dec 3, 2010 at 9:00am.

3. Accreditation Update Report (Leonard)
   a. The Accreditation Steering Committee did not receive the level of first drafts by Nov 1 that it had hoped since building program management issues have dominated many committee members’ attention.
   b. The new deadline for the Standard IV draft is December 10.
   c. On November 29, a meeting will be held in Winlock for colleges to discuss best practices. Harbor, Southwest and West are all up the comprehensive self study for accreditation report and visit in 2012.
d. Overall the Standards Committees are submitting drafts and doing work.
e. The Library’s Standard II.C self-evaluation and description draft provides a
good example for other Standards. It identifies strengths and weaknesses and
recognizes the current fiscal climate.
f. Joint Council will meet Nov 15 to examine and discuss drafts.

4. District Academic Senate Report (DuBois) (No report) Next meeting Dec. 9
5. Foundation Skills Think Tank Report (Leonard) (No report)
6. Building Program Management Committee Report (Witucki) (No report)
7. Budget Report (Keskinel) (No report)
8. Enrollment Management Committee Report (Lin) (No report)
   a. The committee’s next meeting will be Wed 11/10/2010 in Winlock at
      1:00pm
   b. K. Lin emailed his report.

9. Distance Education Report (Taylor)
   a. The committee has met once this semester after not having met for
      three or four semesters.
   b. They attempted to resolve the issue of whom the committee reports to.
   c. The Senate acted on May 11 to keep the committee as part of the
      Senate. S. Floyd will bring documentation of the history of the
      committee.
   d. The committee will meet tomorrow, Wednesday, 11/10/2010 and will
      continue to report to the Academic Senate until further notice.
   e. At the committee’s meeting, members considered what they want to
      accomplish. They intend to put together a handbook/survival guide.
   f. V. Nicholas is co-chairing. The group would like to include faculty
      who do not teach online. H. Young and A. Taylor are the only
      attendees so far. H. Young has been working on expanding online
      student services and gathering data to assess success with students.
   g. The committee originally reported to Ed Policies not directly to the
      Senate, but the committee determined that it would be more effective
      reporting directly to the Senate. Original members were appointed by
      AFT and Senate.

10. Achieving the Dream
    a. According to the Senate president, this program would help West
        make “data conscious decisions”. Discussion ensued regarding
        ineffective K-12 reform, practical classroom impact, how Achieving
        the Dream funding and personell will be used to implement the
        Foundation Skills Plan, faculty driven committee, how the program
        will be funded
    b. Dr. Joyce recommended that West check with LA Southwest College
       regarding the competitive application process. They reported that the
       funding goes to the college but goes to support for training. Gathering
       data gives the district the opportunity to apply for grants for major
       funding as a district and support college research needs.
11. B. Anders moved and F. Leonard seconded that West participate in Achieving the Dream effort and write a proposal to ensure that faculty have open participation. MSP

In Favor 12  Opposed 2  Abstentions 2

12. Dean Duke offered his resources from his participation in Achieving the Dream at his former institution.

VII. Bookstore Rental Program (Pech)

West was awarded a $1 million FIPSE Grant to test a self sustaining 2-year pilot book rental program. West will report back to Washington DC with results.

Rental Program
Rental Friendly Textbooks do not include consumable components like access codes, workbooks, bundled books, CDs, booklets. The program seeks to rent books to students 4 semesters in a row.

O. Pech asked whether faculty members are willing to assign textbooks without extra components. The program will start at 60% off the cover price for students.

$450,000 of the grant is for textbook rentals.

Discussion ensued regarding faculty participation in grant efforts.

Dr. Joyce responded that FIPSE grant preliminary proposals take time.

The Senate president asked who the Senate rep is on the Grants Management Committee and suggested that the Senate make sure it has adequate representation on that committee.

VIII. SENATE NOTICED MOTIONS

1. The Senate moves that West LA College analyze the telephone and email problems that so far have resulted in four weeks worth of disruption in service and develop long-term solutions including but not limited to a back-up system and outsourcing the email system.

One abstention  MSP

2. The Academic Senate Executive Committee moves that the College hire a 0.5-1.0 Student Learning Outcome Coordinator.

The senate moved to extend the meeting time 15 minutes. MSP

Discussion points included the following:
Unnecessary additions of more expenditures for non-instructional governance and administrative functions
Concern for the integrity of West’s curriculum
SLOs must be determined and assessed by faculty.
Filling this position will help West fulfill that accreditation requirements.
Concern for the depletion of the faculty teaching force
Possibility of grant funds to support faculty release time, administrative costs, etc.
West’s urgent need for someone to finish the SLO work that Lloyd Thomas began as coordinator.
B. Blustein recommended a substitute motion for a half time position as .5 for rest of academic year and not from Program 100 funds.

The Academic Senate Executive Committee moves that the College hire a 0.5- 1.0 Student Learning Outcome Coordinator.

One abstention MSF

1. The Academic Senate Executive Committee moves that the College hire a 0.5- 1.0 Curriculum Committee Chair.

Discussion points included the following:
The updating of the Electronic Curriculum Database
The .6 average release time across the district for Curriculum Committee Chair

The senate moved to extend the meeting time 10 minutes MSP

Reassigned time is a matter of negotiation between the Academic Senate and the college president.
A friendly amendment was moved and seconded to cap 0.5 release time for the Curriculum Committee Chair motion.

The senate moved to extend the meeting time 5 minutes MSP

Call for amendment

The Academic Senate Executive Committee moves that the College hire a 0.5 Curriculum Committee Chair.

In favor 11 opposed 2

Motion as amended

In favor 11 Opposed 3 Abstention 1 MSP as amended

Fourth and fifth motions:

1. The Academic Senate Executive Committee moves that the College hire a 0.4-0.6 Professional Development Coordinator.

2. Textbook loan noticed motion

These motions were postponed to the Nov 30, 2010 meeting.

IX. ADJOURNMENT 3:28 - Next meeting: November 30, 2010

Respectfully submitted,
Clare Norris