West Los Angeles College
Meeting of the Academic Senate
Approved Minutes
September 14, 2010
Winlock Lounge

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

Absent: Adjunct Faculty, Morris, Pat; Business, Harris, Lartee; Science, Haley, Thomas

Guests: Dean of Research and Planning, Tillberg, Rebecca; ASO President, Mohsin, Ahmed; ASO Vice President, Bawa, Siraze; Vice President of Student Services, Regalado, Betsy; Dean, Friedman, Judith Ann; Counseling, Sherron, Rouzan; Co-Chair BPMC, Jane Witucki

Call to order by President Foster 12:50

ORGANIZATIONAL ITEMS
1. Confirmation of the agenda
2. Joyce moved and Suzanne seconded to approve agenda as written

II. ADMINISTRATION REPORT
Dr. Rose Marie Joyce could not attend due to a previous commitment, so her designee, Vice President Betsy Regalado reported the following to the Senate:
Measure J Construction Project Town Hall meeting will be held Sept 20 at 3pm on the HLRC 4th floor. Senate was invited to email Vicky Nesia with questions to present at meeting.
Construction of the General Classroom and Student Services buildings is moving forward. Opening is delayed since the contractor is behind. Projected completion has moved to Fall 2011.
The following major Measure J projects are being discussed: Teaching and Learning Center, Diane Watson Center, Allied Health and Physical Education Building, Athletic Fields, and North Parking Lot. The Building Program Management Committee is holding ongoing open meetings to discuss those projects.
College and district officials met last Wednesday with Culver City officials and three homeowners associations to refine settlement agreement. The new agreement goes to the City Council, and the college leadership is feeling optimistic.
The road is in final stage of approval for opening. The college is waiting for one last county permit. Hopefully the road will open within the next couple of weeks. The college leadership is discussing ways to campaign to inform the college community about the new road.

Assembly Bill 185 was enacted for $5 million of ARRA funds; $621,645 will go to LACCD and 7% of the funds will come to West: approximately $50,000.

No state budget has passed, but Student Services is operating in good faith; the ARRA funds will help.

Credit enrollment is up by 3%, headcount up by 2%, more students are taking larger class loads, new student enrollment is down by 3% (maybe because some new students did not register early enough).

Student Services asks instructors to make sure that all students are officially enrolled. Math faculty are writing expiration dates, good for 48 hours, on add slips to prevent students from holding add slips until a later date. With the upcoming system, faculty will give students add codes to add classes; similarly, those codes will have expiration dates.

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

IV. ASO REPORT TO THE SENATE – Ahmed Mohsin, President

ASO is almost fully staffed.

Ahmed introduced ASO Vice President, Siraze Bawa and acknowledged the rest of his administration.

Ahmed’s Vision: He ran for president because he saw a need for advocacy; he would like to see the Aviation program used to build up the physics dept, and would like to see West apply for grants to fund Aviation-related high tech programs. West is the only college in the area that offers an AMP program. A large percentage of Fed Ex AMPs are close to retirement, which means likely 70,000 upcoming job openings.

Aviation provides a “stepping stone” to higher education for some. For example, Ahmed is working toward an Engineering degree.

V. OFFICERS’ REPORTS

1. Adrienne Foster – President

Thanks for Flex Day; under her leadership, the senate will be asked to read reports prior to meeting, instead of during the meeting.

Senators will be expected to disseminate reports to their constituents.

Bonnie Blustein requested that reports be emailed to all West Faculty. President Foster agreed to copy West_Faculty when reports are emailed.

Phyllis Morrison is stepping back from full leadership of the Educational Policies and Standards committee, so the committee needs a co chair.

EPAC – Faculty equivalencies – Committee meets the second Monday in the district office. This District committee needs a representative from West. Dr. Foster asked interested senators to email her.

2. Judy Chow – Vice President

Academic Ranking Committee
The committee has one vacancy. Faculty members interested in serving
should contact VP Chow.
November 1 is the deadline for faculty to submit rank change application
Ken Lin is creating a ranking database to date back to 1985.
The committee determined that honorary professorships should have the same
criteria as Emeritus.
The committee recommends that Child Development, Counseling, and
Learning Resources should have separate senate representatives, which
requires a change to the college constitution.
President Foster followed up saying that the committee’s honorary degree
recommendation made at the Senate’s May 25 meeting is being reviewed by
President Joyce.

3. Yvonne Simone – Treasurer
25 faculty members had paid dues at the time of her report.
36 faculty members paid dues as of 1:19pm: $1,330 was collected

VI. ACADEMIC AND PROFESSIONAL MATTERS – INFORMATION
1. Curriculum Committee Report (Chow)
Approx 800 courses have not been updated into ECD. She invited
divisions to tech review in HLRC 218.
Curriculum Committee Meetings
The committee verified the list of CC representatives and filled gaps.
Vice President Chow needs verification that all CC members are certified
in ECD for the district.
Norma Barragan expressed concern about courses updated last semester
by her division but were not indicated on the list distributed on Flex Day.
Bonnie Blustein suggested that those updated course outlines may still be
pending for former Curriculum Committee chair Lloyd Thomas’s
approval.
President Foster recommended that these questions be addressed in the
9/20 Tech Review Meeting
Senate Bill 1440 – Physical Education courses will no longer be
transferrable to CSU, potential name change to Kinesiology. This issue
calls for further discussion between CSU and CCD Academic Senates

2. Educational Policies Committee Report (Morrison) – NO REPORT

3. Accreditation Update Report (Leonard)
Due Dates for Self Study: Draft 1: November 21, 2010, Draft 2: April 29,
Committee endorsed combining the work done in Accreditation Standard
groups with standing committee work.
Program Review - The work done through the summer included selecting
questions for the new program review template.
Program Review New Form (PDF Form) – Notice Motion to be approved
by Senate – The committee is working on an online form.
Rebecca Tillberg provided an overview of the new comprehensive
program review form. It will be completed by each division and is made
up of three parts.
Dean Tillberg demonstrated online Program Review resources.
Completed Program  Reviews are due October 22
Professor Leonard read Noticed Motion for Sept 28 Senate meeting:
Move that the Academic Senate approve the comprehensive Program
Review, Part 1 Reflection and Assessment and Part 2 linking planning
to budget.  
Professor Leonard highlighted the SLO assessment section of the form.
Bruce Anders expressed concern about Program Review done at the
division level instead of discipline level.  Professor Leonard and Dean
Tillberg assured him that the new template provides opportunities for
individual disciplines to provide input relevant to their specific issues.

4. District Academic Senate Report (DuBois)
DAS met last Thursday September 9 at LASC
Transcript Notation should be consistent at all 9 colleges
To be eligible for credit by examination, a student must be in good
standing and have completed at least 12 units in LACCD.  15 units is the
maximum amount of credit a student can acquire by examination in
LACCD.
Senator Dubois presented a summary of SB 1440

5. Foundation Skills Think Tank Report (Leonard)
Thanks to committee members who worked through the summer.  Think
Tank work is posted on GoogleDocs.  Bonnie Blustein requested to be
invited to join the GoogleDocs group to view the Think Tank’s work.
Foundation Skills Think Tank project was in response to Objective 2 in
the 2008-2011 Ed Master Plan.
The Foundation Skills Think Tank proposes a new Senate Committee:
Student Success/Innovation
One member would join the district Student Success Committee
The new committee would examine the summer draft plan and
propose possible action items.
Noticed motion for 9/28:
Move that the Academic Senate establish a Student Success
Committee (Committee on Innovation) with oversight and
responsibilities as specified in the proposal from Summer 2010
Foundation Skills Think Tank.  
MP Moved by Fran Leonard and
seconded by Yvonne Simone
Bonnie Blustein asked whether this new committee will replace the
current Senate Basic Skills Committee.  President Foster replied that this
issue will be addressed in upcoming Think Tank/Steering Committee
Follow-Up Meeting, which will be open to all faculty.

6. Building Program Management Committee Report (Witucki)
Teaching and Learning Center discussed at last meeting and the committee
tried unsuccessfully to make changes to the current plans to save funds.
Upcoming Meeting Thursday at 3:00pm

7. Budget Report (Keskinel) – Dr. Foster called the Senate’s attention to the
budget handout which reiterates what was stated at Flex Day
The Budget committee hasn’t met this semester.

8. Enrollment Management Committee Report (Lin)
Students liked the Welcome Week brochure.
DegreeWorks and Transfer eChat events had high participation.
631 AA/AS and Certificates were awarded last year. A 7% decrease is average in District. The college has had a 5% increase in section count and 3% decrease in enrollment. The number of full time international students has increased. VA intern option to serve veterans and to form partnerships like mental health and job placement services, 130 veterans receive benefits through West. The debit card company paid to advertise in Welcome Week brochure. The college has $63,000 allotted for advertising. Michelle Long Coffee distributes class schedules. $.25 cost of schedules reduces the number of schedules that must be printed. Ahmed expressed his concern about student morale around the charge for the class schedules. He was encouraged to send a student rep to attend Enrollment Management Committee meetings on the second Thursday of the month. The Athletic department has added a survey in CCC application to investigate student interest in athletics. 9. Distance Education Report (no report) The new co-chairs are Alice Taylor and Mary Apigo. 10. Basic Skills Report (no report)

VII. SENATE NOTICED MOTIONS – 15 MIN
1. Move: that the Senate recommends priority given to Learning Skills English position (tenure track) to supersede the next position on FPIP list and be filled Fall 2010. MSP
   Bruce Anders asked which division’s position is next on the list – Child Development. Bonnie Blustein pointed out that the Basic Skills committee has been working for a full time Learning Center position, so this is a huge step forward. Unanimous approval

VIII. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS
1. Distance Education Committee will develop a policy on load assignments. The Senate recommends that the Distance Education Committee take up this issue. President Foster will disseminate membership list to ensure that the committee membership is balanced. Bruce Anders commented that this is an issue that should be addressed by the union instead of the Senate.
2. Constitute a constitution and bylaws committee to revise WLAC Academic Senate’s Constitution and Bylaws. Norma Barragan volunteered to serve. Mary Jane McMaster asked the purpose of revising the constitution and then volunteered to serve on the committee, and President Foster stated that it is time for the 1987 constitution to be updated.

OTHER CONCERNS/COMMENTS
1. **Transfer Fair**

   Bonnie Blustein expressed concern that so many for-profit institutions participated in West’s transfer fair. Vice President Regalado made clear that all universities were invited to participate, and because of budget cuts, public schools were less likely to attend. Extra encouragement was even extended to CSUs and UCs. Because the state universities are so impacted, in many cases for-profit institutions have more room for West students desiring to transfer.

   **Professor Blustein made a noticed motion for 9/28 The Academic Senate shall create an ad hoc committee to investigate the issue of for-profit colleges at transfer fairs in consultation with Student Services and to report back to the Academic Senate with recommendations.**

2. President Foster made a correction - Vidya and Mary Jo Apigo are Co chairs of Technology Committee, Alice Taylor vice chair and Vanita chair of Distance Ed

3. **FPIP List Issues**

   Lisa Kamibayashi requested the academic senate’s support for a full time faculty hire in Dental Hygiene. Externally Accredited programs need a policy for securing faculty outside of the current FPIP process to protect these programs from being put in jeopardy. This is also a budget committee issue. President Foster recommended that the FPIP committee should be reconstituted needs new leadership since Phyllis Morrison, former chair, is stepping out for this semester, to address these concerns and that budget committee be attended by representatives. Bonnie Blustein suggested that the president could take on these types of emergency situations.

   Judy Chow commented that the budget committee should ensure that divisions keep their budget $ when they lose faculty.

4. **Updated Committee List**

   Norma Barragan asked about committee lists – Standard 4 has taken that on and is working on it.

5. **Senate Raffle**

   Yvonne Simone distributed raffle tickets to faculty members who paid their dues. Ahmed pulled the name of the iPad recipient. Fran Leonard won the raffle.

IX. **ADJOURNMENT at 2:45 - Next meeting: September 28, 2010**

Respectfully submitted,

Clare Norris