

Los Angeles Southwest College
Academic Senate
Minutes of February 9, 2010
SSEC 314; 12:30 – 3:00 p.m.

Members Present, Executive Committee: Allison Moore, President; Sabrena Turner-Odom, Vice President; Linda Larson-Singer, DAS Representative, 1; Joanna Mrava, Treasurer; Darren Cifarelli, Secretary; Hassan Elfarissi, Part-Time Faculty Representative.

Members Absent, Executive Committee: Reggie Morris, Chair of Chairs; Kathi Cliff, DAS Representative, 2; Al Reed, Jr., Past President; (Vacant), Parliamentarian.

Members Present, Departmental and other Representatives: Pat Lewis, Arts and Humanities; Nouha Toure & Majid Haghgoo, Business; LaVerne McField, Learning Assistance; Gabrielle Arvig, Library; Guadalupe Ramos, Math & Engineering; Igor Daza, Counseling.

Members Absent, Departmental and other Representatives: (Vacant), Behavioral and Social Science; Robert Stewart, Natural Sciences, Health and PE; Catherine Azubuike, Nursing; Sioban Dillon, Full-time Representative, 1; (Vacant), Full Time Representative 2; Ne'Keya Billingslea, English; LaShawn Brinson, Child Development; Ernest Young, Part Time Representative, 2.

Other Faculty Present: Erika Miller, Tamura Howard, Darlene Wooten, Angela Jenks, Kimberly McBride, Celeste Phelps, Glenn Yoshida, Leonard Apenahier, Alistair Callender, Philip Jones-Thomas, Paul Doose, Felipe Payan, Lernik Saakian, Al Khoury, Carolyn Magee.

Guests Present, Administration: Dr. Mary Callahan, Vice President LASC.

Other Guests Present: None

1. Call to Order:

The meeting was called to order at 1:15 pm by Allison Moore, President of the Academic Senate.

2. Guest Speaker – None

- Our guest speaker, Mona Field, was unable to attend but will reschedule her appearance for our next meeting.

3. Approval of Agenda and Previous Minutes:

- The agenda was approved unanimously.
- Minutes from December 8, 2009, were approved unanimously.

4. Treasurer's Report – Joanna Mrava:

- The report was approved unanimously. Our balance is \$4999.33. If you have not already done so, please pay your dues.

5. Noticed Motions

- None

6. Senate President's Report – Allison Moore:

- **Enrollment Update:** Mary Callahan stated that enrollments are up 1% over last year. There has been a decrease in enrollment on campus and in the district recently. Our class size average is smaller than last Spring and Fall. The trend is difficult to explain and is district-wide. DB1 and DB2 (Design / Build for Performing Arts / Voc Ed and Annex / P.E. Area are coming to a close.
- **Six-Pack:** Every other Thursday at 8:00 am., the Six Pack is convened to make construction decisions. Any construction concerns should be communicated to Allison. Please make arrangements to attend or send a delegate to these meetings during construction projects that affect your department or discipline.
- **Spring Flex Day:** Allison stated that Spring Flex Day exceeded expectations.
- **Committee Issues:** SPC approval is pending for Program Review schedule and process. The Faculty Hiring and Prioritization Committee needs to be made permanent—and now is the time because no hiring is

foreseeable in the near future. Please give us input; we will discuss the procedure and your input in the Executive Committee Meeting.

- **Personnel Changes:** The new program review chair is Angela Jenks. Glen Yoshida will focus on SLO committee work while Lashawn Brinson will be the new Accreditation Chair. On March 5, 2010 Reggie McCoy will be retiring. We will get him a plaque, and Allison will speak at his retirement.

7. Standing Committee Reports:

A. Committees, Academic Senate, Sabrena Turner-Odom

-No report.

B. Student Learning Outcomes, Dr. Glenn Yoshida

-Glenn distributed the SLO Committee meeting notes from February and thanked faculty for working on SLOs, assessments, and assessment strategies. Glenn is always available to assist with SLO identification or assessments and strategies. His extension is 5263. He will be working with Department Chairs to identify a Lead Faculty member to oversee SLO assessment in each department and maintain a dialog with all instructors. SLO assessment must occur with samples from all sections of course taught. Also, in all departments, document in Department Meeting Minutes any and all dialog regarding student success. This also includes Programs and Program SLOs. Certificate SLOs must be identified and assessed. Angela Jenks is the new Program Review Coordinator; VP Greg Sandoval is on the committee for Non-Instructional Program Review. Glenn pointed out that Institutional SLOs are a challenge to assess. However, certain SLOs at the course, program, or department level may tie into Institutional SLOs and, therefore, be directly linked together so that course, program, or department SLOs function as part of the Institution's SLOs. Continue to focus on Course Outline Updates, SLOs, and dialog about SLOs.

C. Curriculum Committee, Linda Larson-Singer

-Linda Larson-Singer distributed a HUGE list of new course outlines and updates that have been completed and passed through Curriculum Committee. She noted that February 26 is the deadline for any new courses to be submitted for inclusion in the Fall 2010 Schedule of Classes. Classes which have expired (i.e. not updated since 2006) will be removed from the catalog. She distributed the CurrComm report.

D. Chairs Committee, Reggie Morris

-No report given.

E. District Academic Senate, Allison Moore, Sabrena Turner-Odom, Linda Larson-Singer, Kathi Cliff

-Linda Larson-Singer also distributed the DAS Report detailing the action items from the last meeting. She commented on the fact that the District Senate has focused on standardization lately. In addition, she distributed copies of the proposed changes to E-93, Acceptance of non-district courses and BR 6201.14, General Education requirements. After a brief discussion, we agreed with the changes.

F. Travel Committee, Kathi Cliff

-On behalf of Kathi, Allison announced that the Tuition Reimbursement account has been unearthed and, in fact, contains money. See Kathi if interested in receiving reimbursements for tuition.

G. Facilities Planning Committee, (Vacant)

-No report given.

H. Technology Committee, Carolyn Magee

-Carolyn reported that the Tech Master Plan has made some progress. The committee contains active faculty, who even met over the holidays. They meet on the second Thursday of the month from 1-3. Currently, they are working on including Tech in the Educational Master Plan as well as equipment and software purchases. A notebook for Accreditation 2012 is being assembled now. She informed us that

Jessica Martin, the Executive Assistant to the President, is the contact person for any mistakes to the online schedule of classes.

I. Budget Committee, Paul Doose

-Paul distributed handouts detailing the LACCD budget, showing where the expenditures go throughout the district.

J. Program Review Committee, Angela Jenks

- Angela said that the Program Review process will begin shortly.

K. Distance Education Committee, James Hicks

-On behalf of James, Allison said she would email dates for the future meetings.

L. Accreditation Committee, LaShawn Brinson

- No report given

8. Old Business:

-None.

9. New Business:

-None

10. Announcements:

- 2/16 will be a non-teaching day. The Academic Success Center will be closed until the 22nd. After the 22nd it will be closed afternoons. There will be no tutors, but it will be open as a lab. New hours are 7:45-2; 4-7:30. This is to help with the budget and accommodate students in the evening.

11. Departmental Reports

- No reports given

12. Adjournment

- President Allison Moore adjourned the meeting at 2:15 pm.

Minutes prepared by Darren Cifarelli

Next Meeting Date: Tuesday, March 10, 2010.

History:

Distributed by email and posted, 3/5/2010