AGENDA

I. Call to Order

II. Accreditation

III. Campus Climate Survey and Focus Groups

IV. Non-Smoking Policy

V. Budget

VI. College-wide Summit

VII. Website Maintenance Policy Manual

VIII. Committee Structure

IX. Adjourn
# Los Angeles Southwest College
## College Council Committee Minutes
### Monday, April 8, 2013

**Meeting attended by:**
Dr. Leonard Apenahier - Academic Senate President, Dr. Sandra Lee - AFT Faculty Chapter Chair, Ms. Lynn Bebelle - Supervisors Unit Rep, Dr. Patrick Jefferson, Acting VP of Academic Affairs, Dr. Neil Mantena -, Tangelia Alfred, LaShawn Brinson, Mr. Jerome Robertson – AFT 1521A Staff Guild Chapter Chair

**Absent from meeting:**

**Guests:**
Dr. Jack Daniels, Miya Walker – Public Information Officer, Oscar Cobian – Dean, Student Services, Tamura Howard – Academic Senate, Executive Committee Member.

**Date:**
Monday, April 8, 2013

**Time:**
2:30 pm

**Location:**
Student Services Building Conference Room 230

**Minutes submitted by:**
Ms. Cassaundra Walker

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<tr>
<th>Agenda Topics – Agenda Attached</th>
<th>Duration/People Responsible/Deadline</th>
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<tbody>
<tr>
<td><strong>Topic #1:</strong> Call to Order – Dr. Apenahier</td>
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<td>The meeting was called to order at 2:46 pm by Dr. Apenahier. Dr. Apenahier called for a motion to accept the meeting agenda. Dr. Lee made the motion and Mr. Robertson second the motion.</td>
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<tr>
<th>Topic #2: Accreditation – Dr. Jack Daniels</th>
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<td>Discussion Process</td>
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<td>-Dr. Daniels spoke about the upcoming Accreditation team visit on Tuesday, April 16, 2013 lead by Dr. Pam Luster, President at San Diego Mesa College. The team of 3 will visit LASC and the District Office. There are some additional items that will be attached to the addendum which should go out Thursday, April 11, 2013. The team will be looking at Library Services as referenced in Recommendation 4. Tomorrow, Tuesday, April 9, 2013 the LASC Accreditation Committee will meet.</td>
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<td>-Dr. Lee inquired as to what additional items will be added to the addendum. Dr. Daniels stated that all the addendum items amplify what has already been written and submitted. It is documentation/assessments for specific items, such as the</td>
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Brown Bag Workshop schedule.

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<th>Topic #3:</th>
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<tr>
<td>Campus Climate Survey and Focus Groups – Dr. Oscar Cobian</td>
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<td>Discussion Process</td>
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<td>-Dr. Cobian passed out a handout – Results of Student Focus Groups (attached) dated January 29, 2013. Dr. Cobian explained that the process for the Climate Survey started in Fall 2012. Approximately 350 surveys were distributed to students. Of the 300 surveys they received back 250 in English and 70 in Spanish. The survey findings included students did not have a hang out space, they were interested in more classes, more and better tutors, more study space on campus, better Library services and additional hours of operation, better communication of campus events and a lack of information on campus clubs. The findings were used to ask specific questions in the student focus groups. Eight focus groups were conducted. The number one issue was that students felt we needed more class offerings at a variety of times. To the students it seems that the classes they require were not spaced out and were offered at the same time. Students were also interested in more tutoring services, more weekend classes, better Library management and extended Library hours especially on Saturday, and College orientation in Spanish. Dr. Cobian stated that the focus group findings were sent campus-wide. Dr. Lee stated that a number of these issues have been addressed. She stated that faculty needed a way to allow access to SmartThinking for their students. Dr. Jefferson stated that students need to go to the Student Success Center to sign up for SmartThinking access. -Dr. Lee inquired if the email addresses that faculty can access online with their rosters are the same email addresses used to contact students. Dr. Cobian stated that as of April 2, 2013 all students should have an LACCD email address and that should be what she has access to. -Dr. Cobian stated that he is putting together talking points and he will be requesting that faculty allow a five minute period during their classes for student services to come and speak to their class and to provide additional information. Mr. Robertson asked what was being done about addressing the need for tutors. Dr. Cobian stated that we have a limited budget – SmartThinking is the way to go. Dr. Daniels stated that students were only allowed ten hours per semester of SmartThinking tutoring. After that the student has to pay for additional hours. Dr. Daniels stated that we need to look at where we get additional tutors from – perhaps look to four-</td>
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Dr. Cobian recommended focus groups during Fall 2013 semester.
Dr. Lee inquired as to how many veterans we have on campus. Dr. Cobian stated that there were approximately 160. He also stated that he was looking into a program where we would get an intern trained by Veteran Affairs (VA) to assist with the paperwork for veterans. Dr. Jefferson stated that we need some sort of psychological support, especially for female veterans. Dr. Daniels stated that it is also an issue for Academic Senate – what do we accept as credit. Some four-year institutions are not willing to accept military experience for academic credit. Dr. Lee inquired if SmartThinking’s 10 hour limit was per year or per semester. Dr. Jefferson answered it was per semester.

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<th>Topic #4: Non-Smoking Policy</th>
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<td>-Dr. Apenahier stated that the campus smoking survey was not done. Dr. Jefferson stated that he had spoken with Felicia and that something had been done. He would check with her. Ms. M. Walker stated that the campus map(s) had been updated to reflect smoking areas. Dr. Daniels stated that we must be clear in how we articulate where the areas are.</td>
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<th>Topic #5: Budget – Dr. Daniels</th>
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<td>-Dr. Daniels stated that the Budget Committee had submitted proposals to him. One has been approved - $50,000 to the Library for print and database materials. This has been approved for five years. He will look at the other request once the final college budget is set and approved by LACCD. We submit our budget to the Board the last week in May. -Dr. Daniels stated that we have been running a $1.5 million deficit for the last three years. This year we are below that. We need to get closer to a $500,000 deficit. The college cannot have a deficit next year. We must be deficit free next year.</td>
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**Topic #6: College-wide Summit – Dr. Jefferson**

**Discussion Process**

- Dr. Jefferson stated that a decision was made to not go forward with a campus-wide summit. Smaller groups were pulled together to see which direction we should go in an attempt to map out a way to move forward as a campus before we meet campus-wide. Here are three issues that have been decided upon:

1. Email communication is out of hand. Email guidelines will be sent out by M. Walker.
2. Classified staff will be given two hours a month to participate in Staff Development activities or committee work.
3. Email will now be the official means of campus communication.

- Dr. Daniels stated that the next meeting of the group will be the second week of May 2013. He also provided some background information on the first meeting. The day before the initial meeting the managers and supervisors met. They key take away from that meeting was an understanding of how individuals actually work and their working behavior. How do you work with someone whose working behavior is different from yours? How does that tie into student success and us moving forward to the next level as a campus?

- Dr. Daniels stated that the Chancellor's Office Student Success Scorecard would come out on Wednesday, April 10, 2013. He emphasized that as a campus we all need to be on the same page as we move forward and determine our next steps including strategic planning and budget.

- Dr. Lee inquired how we measure our progress. Dr. Jefferson stated that we first need to determine the issues before we move on to solutions and measureable results. We have four areas/issues that are important:

1. Communication
2. Roles Responsibility
3. Civility
4. Accountability

- Dr. Daniels stated that we have to be analyzing and assessing what we do and that will come as we continue our discussions. We need to hold ourselves accountable – how do we do this? Lots of discussions still need to occur.
**Topic #7:**
**Website Maintenance Policy Manual – Miya Walker**

**Discussion Process**
Ms. Walker passed out a handout of the draft LASC Website Policy (attached.) She is responsible for the website. Ms. M. Walker stated that an extensive amount of work had been done to update and maintain our college website. She asked that each department designate someone to be responsible for forwarding any website updates to her. Included in the handout on the last page is a Faculty Webpage Template proposed to meet Accreditation standards. Dr. Daniels stated that the template should go to Academic Senate. Dr. Apenahier stated that the Senate did discuss the template.

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**Topic #8:**
**Committee Structure – Dr. Tamura Howard**

**Discussion Process**
Dr. Howard stated that the Strategic Planning Committee was charged with finding a way to reduce the number of committees on campus. During the March 12, 2013 Academic Senate Committee Meeting, the Senate voted on the following (taken from the Academic Senate Meeting Minutes of March 12, 2013):

I. **Campus Committee Consolidation (SPC):** Vote to consolidate the following committees:

1. **Human Resources Committee absorbed into the Education Master Plan committee:** Approved Unanimously
2. **Facilities Planning and Technology committee combined and renamed Facilities and Technology Planning Committee:** Approved Unanimously
3. **Strategic Planning and Budget combined and renamed Strategic Planning and Budget Committee (SPBC):** No Vote; converted to a discussion item due to both committees not being under Senate purview.

II. **Campus Committee Elimination (SPC):** Vote to eliminate the following committee:
4. **Calendar Committee:** Approved Unanimously

III. **Campus Committee Reclassification (SPC):** Vote to reclassify the following committees into subcommittees; subcommittee membership would be a subset of larger committee membership.
5. **Achieving the Dream to become a subcommittee of Student Success Committee:** Approved Unanimously

*Note: We then reviewed SPC recommendations for changes to*
be placed on the Senate ballot to change by-laws:

IV. **Convert Committees to Ad Hoc Task Force:** 6. Nominations and Elections; 7. Academic Rank; 8. Professional Standards Committee

V. **Consolidate Committees:** 9. Staff development and Travel Conference committee combined and renamed Professional Development Committee; 10. Strategic Planning and Budget combined and renamed Strategic Planning and Budget Committee (SPBC)

VI. **Eliminate Committees:** Honors

VII. **Committee Reclassification** (reclassify the following committee into subcommittees; subcommittee membership would be a subset of larger committee membership): 12. Distance Learning and SLO to become subcommittees of Curriculum Committee

Ms. Bebelle stated that the Classified staff also need to be included in the process. Dr. Howard stated that she went ot the Senate first, but any changes are pending approval by the committee members.

Dr. Apenahier called for a motion to adjourn the meeting. Ms. Bebelle moved for the meeting to adjourn. Dr. Lee second the motion. The meeting was adjourned at 4:21 p.m.

Dr. Apenahier stated that the next meeting will be Monday, May 6, 2013 at 1:30 pm.

**Next meeting will be held**
May 6, 2013 at 1:30 p.m.
**Location:** TBD