LOS ANGELES MISSION COLLEGE
2013 FALL FLEX DAY – August 22, 2013 – 3:30-5:00pm
COMM STUDIES DISCIPLINE MEETING MINUTES

- The Fall Flex Day Discipline meeting was held in the Learning Resource Center from 3:30 to 5:00pm, and was attended by Juliet Wallace, Bonnie Barker, Nune Dervishian, Peiwen Fu, and chaired by Margie Long. Those faculty members not attending were Rudy Casarez, Michael Goodwyn, Andres Torres, and John Glavan.
- We started our meeting discussing our SLO requirements for COMM STUDIES 121, 102, and 101.
- Peiwen Fu, who is teaching COMM 121, Interpersonal Communication, presented the focus for the new SLO that will be assessed this Fall. As stated in our Discipline meeting of May 6, 2013, and followed up today, the new SLO addresses “personal perception checking statements”. This assessment will be conducted around the 6th week in the semester.
- Bonnie Barker, who is teaching COMM 102, which was not taught last semester, will be implementing a new SLO. The new SLO will assess the understanding and pragmatic implementation of “making a claim”. The time frame for implementing this SLO has not been specifically determined but terminology development begins early in the semester and is used throughout the course to demonstrate students’ overall understanding and application.
- As stated in our Meeting on May 6, COMM 101 would be addressing SLO#2 – Audience Analysis. However, at our Flex Day meeting, our SLO Coordinator Pat Flood stated our SLOs assessments need data driven results. Therefore Margie recommended that each Instructor evaluate his or her own specific changes recommended from the Fall 2012 SLO assessment report, and do a comparison of how these suggestions that you implement this semester worked or did not work achieving student success. We need measurable results that are data driven. Here is a hypothetical example of how you can do this: compare how using a visual aid helped students complement their overall organizational flow. Compare your Fall 2012 results to your Fall 2013 results. Maybe you could use a bar graph or a histogram so show the measurable difference. You could make your own rubric to do the comparison and contrast showing the percentages of successful organization. More details will be discussed at our Fall COMM Discipline meeting which will be early in September. Your input would be greatly appreciated. As stated at the general Flex Day meeting, Student Learning styles and Instructional styles are related to the achievement of SLOs.
- Our COMM STUDIES Discipline meeting day was determined by consensus to be Thursday. Margie will schedule our Fall meeting early in September within the first two or three weeks of the semester. Please plan to attend.
- Mission College Day is the first Tuesday of each month. Please participate and wear some item of Mission College attire. We want to show our collegiality and pride in our Mission College community. Please announce this in all your classes. I will send more
information to all faculty and staff next week. It was suggested by Peiwen that perhaps we could purchase our item tax free or have some sort of discount when purchasing from our Eagles Landing Bookstore. Margie will check with the bookstore manager to see if this might be a possibility for all of us. She will get back to us with an email or at our Discipline meeting.

- At the Active Shooter on Campus portion presented by the Sheriff’s Department, it was stressed we lock our doors in case of an emergency. Therefore Margie stated she will submit key requests for all faculty today. (FYI...I requested keys to our classroom for all adjunct faculty immediately after this meeting adjourned. The key requests have been submitted and signed by our chair and Maryland will contact you when she has the keys back. You can pick up your key and sign your form at her desk when she contacts you.)

- For additional safety, all faculty in attendance put the Sheriff’s Department number in our cell phones. For those of you who were not present, please put the following number in your cell phone. LAMC Sheriff’s Department (818) 364-7843

- Student Discipline issues were discussed. Margie will contact Joe Ramirez about two questions brought up by faculty. If you are having any difficulties with student discipline, please contact Joe Ramirez, VP of Student Affairs. His contact information is: ramirejs@lamission.edu or (818) 364-7642. Please keep this contact information handy for your use.. Additionally, all faculty should check out the Student Discipline Forms which are located under Campus Forms on our college web page.

- Make sure you have all your class policies written in your syllabus. This is your contract with the students.

- Margie will schedule a meeting with VP Michael Allen, as stated in our May 6 discipline meeting and reiterated today, focusing on the reduction of class size. She had a meeting with a professor from Cal State Northridge and discussed the number of students in their COMM 101 classes. Their number of students was 20 with a maximum of 25. Peiwen stated that was the maximum at other Cal state Universities. A lively discussion was shared and anyone who can attend the meeting when it is scheduled is MOST welcome and appreciated!!

- Meeting adjourned at 5:00pm

Respectfully submitted,
Professor Margie Long
Communication Studies
Vice Chair, English/COMM Studies Department

/ml