Executive Members Present: Angela Echeverri, David Pardess, Louis Zandalasini, Gina Ladinsky, and Deborah Paulsen, Leslie Milke, Pat Flood, and Mike Climo


Voting Members Absent: Rudy Garcia, Myriam Levy, Stephen Brown, and John Morales

Proxy Holders: Angela Echeverri for Stephen Brown

Faculty Present: Robbin Jefferies, Tobin Sparfeld, Robert Schwartz, Sherrie Loper, Michong Park, Yoon Yun, Roza Ekimyan, Suzanne Ritcheson, Carolyn Daly, Chris Williams, D’Art Phares, and Gary Prostak

I. Call to Order: President Echeverri called the meeting to order at 1:41 pm.

II. Approval of Minutes: The October 2010 minutes were approved (Pursley /Long)

III. Officers Reports

A. President’s Report

1. Administrative, Faculty and Other Hiring at LAMC:

   - Presidential Search: On Friday, November 5th Chancellor LaVista will hold a campus wide focus group for the presidential search in the Teleconference Room of the Learning Resource Center. The meeting will allow various groups to provide input into the selection process at the following times: Administrators & Support staff (9:00 am), students (10:00 am), faculty (11:00 am), classified (12:00 am), and community members (1:00 pm). President Valles is stepping down effective February 1, 2010. The Academic Senate Executive Board has appointed Pat Flood and Angela Echeverri to sit on the Presidential Search Committee.

   - Dean of Technology and Institutional Effectiveness: Maury Pearl left LAMC on November 1 for a position as Interim Associate Vice Chancellor at the District Office. President Valles has indicated that she is initiating a search for an interim dean to replace him.

   - Vice President of Administrative Services: Karen Hoefel’s position has not been filled yet. President Valles is exploring the possibility of hiring a consultant and/or an Associate Vice President to replace her until the new president comes on board.

   - Faculty Hiring: Two full-time hires are currently underway: Accounting and Learning Resource Director. The District has not calculated the Full Time Obligation Number for 2011-12, so it is unclear how many faculty positions will be filled next year.

   - Campus Project Manager: Nick Quintanilla is no longer the Campus Project Manager with Gateway Science and Engineering. He has been replaced by George Johnson.
2. **DAS Report:** The next DAS meeting will take place on Thursday, December 12th at 1:30 pm at Valley College.

   - **Smart Classroom Faculty Task Force:** This new task force was formed to address faculty concerns surrounding the technology standards for smart classrooms. The task force will have its first meeting tomorrow, Friday, November 5th, from 10:00 AM-12:30 PM in the District Office at 770 Wilshire Blvd, in the 3rd floor conference room. David Jordan will be unable to attend because of the Presidential Focus Group meeting, so we need a volunteer.

At an earlier DAS meeting the following administrative regulation was approved:

   - **Credit for Military Service (E-107):** Credit for military service will be awarded toward the Associate Degree requirements as follows:
     - Three units of credit towards LACCD Associate Degree general education Area E: Health and Physical Education (Board Rule 6201.14)
     - Three units of elective credit toward the 60 units required for an associate degree.

   **Follow-up:** Mike Climo and John Klitsner objected to the military credit for Health and proposed passing a motion to ask the DAS to reconsider the decision. Echeverri followed up with District Curriculum Chair Kathleen Bimber, who informed her that any proposed changes should be approved locally and then brought to the DCC by Curriculum Chair Pazirandeh. She also provided her with background information on how the decision was reached.

**Background Information on the rationale for Approving E-107 (Military Credit for Health and PE)**

Elizabeth Atondo Articulation Officer at Pierce:

The CSU has been allowing our veterans to clear CSU Area E with military credit for years and it is most helpful to our students if our policies align where possible. Both Health and PE are part of CSU Area E. Pierce, Harbor, City (since 1948!!) and maybe some additional LACCD colleges have been clearing associate degree areas E1 and E2 for years with military credit and we all agreed it is important to have policies in place that align with each other for our students, including our veterans.

I also found emails supporting this policy from John Clerx, who served in the Veterans Administration for five years. It is also in the ACE guidelines for awarding credit.

**Brenda Guertin from Harbor College:**

We have been giving the Health/PE credit for basic training for a few years now at Harbor. The reason we did is that staff from the Admissions Office went to a meeting where CSU asked us to give credit for these, since they were giving the credit. We took a look at what is covered in basic training and they learn a lot about basic health and safety, in addition to the physical aspect of it. The PE Chair here was OK with it, so we took it to Curriculum Committee and they approved.
3. Academic Senate Committee Appointments to Shared Governance Committees 2010-2012:
   - **Budget and Planning:** Yoon Yun and Tobin Sparfeld (Robbin Jeffries as alternate).
   - **Educational Planning Committee:** D’Art Phares (Distance Education), Abdo Malki (Math), Veronica Cox (English), and Gary Prostak (Basic Skills).
   - **Professional Development:** Christopher Williams
   - **Facilities:** John Klitsner and Sandy Thomsen
   - **Student Support Services:** Monica Moreno
   - **Technology:** Curtis Stage

B. **Treasurer’s Report**-Zandalasini

Report on account at the Pacific Western Bank:
   - Faculty Senate Checking Account $1863.47
   - Carla Bowman Scholarship $3688.62
   - David Lee Moss Scholarship $ 457.19

Faculty dues are $25 and are currently due. Please give your payment to Louis. Make checks out to LAMC Academic Senate. Cash is also accepted. Angela added that some campuses are starting payroll deduction for Senate dues. Donations are tax deductable.

IV. Public Address: No public address

V. Committee Reports

A. **Curriculum Committee: Pazirandeh**

The following actions have been taken by the Curriculum Committee during September and October 2010 and are hereby submitted for Senate approval:

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>Humanities 3</td>
<td>Update</td>
<td>9/7/10</td>
</tr>
<tr>
<td>Marketing 31</td>
<td>Update</td>
<td>9/7/10</td>
</tr>
<tr>
<td>Math 134</td>
<td>Archive</td>
<td>9/7/10</td>
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<tr>
<td>Math 136</td>
<td>Archive</td>
<td>9/7/10</td>
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<tr>
<td>Admin Justice 3</td>
<td>Update</td>
<td>10/5/10</td>
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<tr>
<td>Anthropology 102</td>
<td>Update</td>
<td>10/5/10</td>
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<tr>
<td>CAOT 285</td>
<td>Update</td>
<td>10/5/10</td>
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<tr>
<td>CAOT 385</td>
<td>Update</td>
<td>10/5/10</td>
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<tr>
<td>Course</td>
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<tr>
<td>Sociology 3</td>
<td>Update</td>
<td>10/5/10</td>
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<tr>
<td>Admin Justice 62</td>
<td>Addition of a District Course</td>
<td>10/5/10</td>
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<tr>
<td>Art 638</td>
<td>Archive</td>
<td>10/5/10</td>
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<td>Admin Justice 150</td>
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<td>10/19/10</td>
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<td>Admin Justice 204</td>
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<tr>
<td>Admin Justice 209</td>
<td>Update</td>
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The course outlines for the September and October meetings can be viewed at the following links:

http://www.lamission.edu/enrollment/c/c090710.htm

http://www.lamission.edu/enrollment/c/c100510.htm

http://www.lamission.edu/enrollment/c/1.html

B. District Academic Senate - Echeverri: See President’s report.

C. Educational Planning Committee - Silver

**Summary of Agenda Items Discussed: EPC Meetings held October 18th, November 1st, 2010**

- Implementation of Comprehensive Program Review as well as annual updates – workshops and technical assistance
- Educational master plan has continued work on goals and actions. A meeting was held October 25th, and our November 1st meeting was dedicated to the review and revision of future assumptions, goals and actions.
- EPC reviewed the Technology Master Plan which was approved with the addition of “upgrading the computers in the Math Center” in the item that deals with computer upgrades. This recommendation was given to the Technology Committee co-chair at the Shared Governance Task Force meeting.

EPC reviewed the recommendations provided by the Shared Governance Task Force and will dedicate the December 6th meeting to addressing them.


E. Budget and Planning – Milke: As departments are doing unit updates, Budget and Planning is asking for a list of objectives for program review. Any requests need to be included, and that’s going to be part of your operational plan request for next year. There will be no other request for funds other than this way. These are due November 15, and Budget and Planning is urging
everyone to get these done. If you need any help contact Budget and Planning. The next big task that is not completed yet is to create criteria and priority for assigning funds, if we have funds to allocate. The funds this year are very limited. Special fund programs are also submitting its requests to Budget and Planning.

F. College Council – Milke

The last meeting had no significant action items. The President has been asked to send out information to the college as she has been doing via email. It takes awhile for information to trickle down to faculty, which is why College Council asked the President’s office to disseminate information. The Shared Governance Task Force has submitted the yearly evaluation for shared governance committees. All the evaluations are posted under Shared Governance Task Force Westside on the college’s website. The Facilities’ Planning Committee is the only committee that required reconstitution, which has started to take place. It is now a fully functioning committee.

G. Faculty Hiring Prioritization Committee – Klitsner/Prostak: President Echeverri reported that John Klitsner has stepped down as chair. The committee is being reconstituted. Gary Prostak has agreed to serve as the new chair.

H. Student Learning Outcomes and Assessment – Flood
Yesterday the new SLO program was demonstrated to the Chairs and Vice-chairs. Individual faculty members can go into the online SLO program and post their SLO assessments. The program will be accessible to everyone on campus. Workshops will be held in the future. Flood welcomed feedback.

I. Essential Skills Committee – Prostak: They met in October for the task force to develop an assessment tool to access the success programs that have been implemented so far.

J. Academic Rank Committee – Long
The following candidates have been approved for academic rank and their names sent to the President. Several more requests are pending.

- Donna Ayers, Professor of Library Science
- Sherri Denise Loper, Assistant Professor of Counseling
- Mark Pursley, Professor of Philosophy
- Gloria San Jose Daims, Assistant Professor of Child Development
- Tobin Sparfeld, Assistant Professor of Music
- Yoon H. Yun, Associate Professor of Mathematics

VI. Old Business:

A. Follow-up on Administrative Regulation E-107 (Health and PE Credit for Military Service) – Climo and Echeverri: See President’s report.
B. Administrative Hiring Policy – Echeverri: Echeverri distributed a copy of Valley’s Administrative Hiring Policy. Valley is the only college with a local Administrative Hiring Policy. If anyone would like to help with the writing of a policy for Mission, contact Echeverri.

VII. New Business

A. Educational Master Plan – Phares and Prostak

The work began last February. They decided to use the same format as is used in the current plan. It is in draft form. It is posted on the website. Everyone is encouraged to read the draft and give feedback by November 24. The document needs to be back to EPC by December 1 to do the final tweaking of the document. Then it will be brought back to the senate for a vote.

Go to Education Planning’s link and click on Planning Documents, there are components that compose the Master Plan. They are in pdf format. If you want to edit them, e-mail Phares and he will send you a word document. About 90% of the first part of the document is the history. The tail end is the part that has been changed.

Announcements

- **LAMC Presidential Search Focus Group Meeting:** Friday, November 5\(^{th}\), 2010 at 11:00 am for faculty. Location: Learning Resource Center, First Floor.
- **ASCCC 2010 Fall Plenary Session:** Will be held November 11-13, at the Sheraton Park Hotel in Anaheim.
- **Honors Ceremony:** Friday, November 18\(^{th}\) in Campus Center at 5:00 pm.
- **LAMC Holiday Luncheon:** Thursday, December 9\(^{th}\).
- **ASCCC Vocational Education Leadership Institute:** January 27-29, 2011 at the Hyatt Regency in Newport Beach.

The meeting was adjourned at 3:20 pm.

Respectfully submitted by Gina Ladinsky, Secretary.