Los Angeles Mission College
Academic Senate Meeting Minutes
Thursday, Dec. 2 2010

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


Voting Members Absent: Edward Casson, Rudy Garcia, Kelly Enos, Myriam Levy, John Morales, and Jose Luis Ramirez

Proxy Holders: Louis Zandalasini for Rudy Garcia

Faculty Present: Gary Prostak, D’Art Phares, Robin Jeffries, Tobin Sparfeld, Louis Eguaras, Michong Park, Tigron Mkrtchyan, Sherrie Loper, Suzanne Ritcheson, Curt Riesberg, Cindy Luis, Riye Park, Chris Williams, Gerald Scheib, Yolanda Ramil, and Cindy Cooper

I. Call to Order: President Echeverri called the meeting to order at 1:45 pm.

II. Approval of Minutes: The November 2010 minutes were approved (Milke/Silver)

III. Officers Reports

A. President’s Report

1. Administrative, Faculty and Other Hiring at LAMC:

   • Presidential Search: On 11/17/10 the Board of Trustees approved the job announcement for the President of Los Angeles Mission College. The announcement can be seen at: [http://info.laccd.edu/acadjobs/jobs/docs/1539/MissionPresSearchRev.pdf](http://info.laccd.edu/acadjobs/jobs/docs/1539/MissionPresSearchRev.pdf)

      The Academic Senate Executive Board has appointed Pat Flood and Angela Echeverri to sit on the Presidential Search Committee. The AFT representatives are Maria Fenyes and Richard Rains. The Committee is being chaired by Harbor President Marvin Martinez. The deadline for applications to be considered in the first reading is January 17, 2011 at 4:30 pm. First round interviews are scheduled to take place in February, 2011.

   • 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 appointed Hanh Tran as an interim dean to replace him.

   • Vice President of Administrative Services: Karen Hoefel’s position has not been filled yet. However, Rolf Schleicher, the new Chief Financial Officer joined our staff on December 1, 2010.

   • 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. The deadline for FT hiring requests was 11/30/2010.

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. David Jordan has agreed to serve, but we would like an additional volunteer.

At the last DAS meeting held on Thursday, September 9th, 2010 the following items were approved:

- **Student Transcript Notations (E-118):** This Administrative Regulation specifies that transcript notations should be posted consistently across all LACCD campuses. The following notations shall be posted in the Memo field of the transcript:
  - External Exam Scores
  - Credits: Credit-by-exam, transfer credits from other colleges, military credits (awarded under E-107), law enforcement academy training (awarded under E-12), credit for work at foreign institutions, and credits granted by petition.
  - IGETC and CSU Breadth Certification
  - Graduation Honors: *Magna, Summa, Cum Laude or Valedictorian.*
  - Student Activities: Honor societies and ASO officer positions.
  - Expulsions: List specific violations of District Standards of Student Conduct.
  - Other items: ITV classes, waivers or substitutions of classes, records prior to 1974, records under multiple IDs and other waivers and notations

- **Degree Petition (BR 6202.10):** Students who met all requirements in Board Rule 6202 but did not petition for, or were not otherwise awarded their degree or certificate, may return to the college and petition for their degree or certificate. The college must award the degree based on the catalog rights at the time of completion and may not impose additional requirements. Degrees awarded under this Board Rule will be dated the year the students completed the graduation requirements.

3. **ASCCC Report:** The Academic Senate for California Community Colleges met November 11-13 in Anaheim.
   - **SB1440 Update:** The consensus is that CCCs and CSUs will collaborate to develop Model Transfer Curriculum that can be quickly adopted by the CCC system. As of today, drafted transfer model curriculum has been developed for the following disciplines: Math, Sociology, Communication Studies, Geology, Criminal Justice, and Psychology. To view the proposed degrees visit:

http://www.e-id.net/
By the Spring of 2011 additional model transfer curriculum is expected for the following disciplines: Accounting, Art History, Biology, Chemistry, Child Development, English, Geography, History, Kinesiology, Philosophy, Physical Education, Physics, and Theater.

Registration is now available for the Spring 2011 Discipline Input Group (DIG) meetings. The following disciplines will be convening in spring 2011: Business, Management, Marketing, Accounting, Studio Art, English, Economics, Computer Systems, Information Systems, Political Science, Music, and Math. In addition, the "liberal studies" (i.e., "teacher preparation") major will be discussed and the relevant C-ID descriptors reviewed. They have planned for one meeting in the north and one in the south to accommodate more faculty and to reduce travel time as much as possible. You can visit the following website for more information:
http://www.c-id.net/dig_mtg.html

ASCCC Resolutions: To view a list and the text of all approved resolutions visit:
http://www.asccc.org/resources/resolutions?page=1

4. Student Success

- Divided We Fall in LA Report-Improving Completion and Closing Racial Gaps in the Los Angeles Community College District: Colleen Moore and Nancy Shulock published the report on the performance of the LACCD in November, 2010. The study found that only 25% of degree seekers in the LACCD completed a certificate or degree, or transferred to a university within six years of enrolling, compared to 31% across the CCC system. While 17% of the LACCD students transferred to a university, only 10% completed transfer curriculum. Furthermore, only 5% earned a certificate and 9% were awarded an associate degree. In general, the performance of Black, Latino, and Asian-Pacific Islander students lagged behind that of other groups. All student success milestones studied were consistently lower for degree seekers in the LACCD, than for those in Los Angeles County or California. Chancellor LaVista and Vice Chancellor Delhoussaye gave a presentation addressing this report at the 11/17/10 Board meeting.

- Achieving the Dream: Is a national nonprofit organization launched in 2004 that aims to help community college students succeed, particularly students of color and low-income students. It focuses its efforts on campuses and in research, public engagement and public policy — and emphasizes the use of data to drive change. Southwest College enrolled in the program this fall. All other LACCD colleges are applying to participate in the Achieve the Dream Program, which is aimed to improve student success. This is at least a three year commitment; participation in the
program will be funded by the LACCD. It is not clear how additional services will be funded once approved, but one possibility is through external funding.

B. Treasurer’s Report-Zandalasini

Report on account at the Pacific Western Bank:
- Faculty Senate Checking Account $1913.47
- Carla Bowman Scholarship $3729.43
- David Lee Moss Scholarship $ 457.25

Faculty dues are $25 and are due if you have not yet paid. Please give your payment to Louis. Make checks out to LAMC Academic Senate. Cash is also accepted. Donations are tax deductible.

IV. Public Address:

Leslie Mike introduced the new Chief Financial Administrator, Rolf Schleicher. He is excited to be at Mission.

Cindy Lewis is looking a partner for FTLA. It would need to be someone who is not in her department, which is ESL. Anyone who is interested, please contact Cindy.

Deborah Paulsen announced that there will be a big art show going on the gallery next Tuesday night from 5-8 pm. Everyone is invited.

Leslie Milke announced that the new Physical Education Center won the Design of the Year Award as number one in the state of California!

Curtis Stage announced that the video and animation festival is Dec. 11 from 12-5 pm. This year is a special year as it is being held at an off campus venue, which is a professional soundstage. Attendance is free all day. Culinary will be there making delicious food for the event. The food is also free. We are teaming up with Pierce. It’s called the “Cross-fade Festival.” Please announce to your students and please attend.

Louis Zandalasini announced that Culinary Arts is moving into the new building called “Culinary Arts Institute and Eagle’s Landing Bookstore.” It will be open as of Feb. 7 for the spring semester for lecture classes only. There will be a grand opening in March or April. They are planning to move in completely after spring break.

V. Committee Reports

A. Curriculum Committee - Pazirandeh

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

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management 2</td>
<td>Update</td>
<td>11/2/10</td>
</tr>
</tbody>
</table>
The course outlines for the November meetings can be viewed at the following links:

http://www.lamission.edu/enrollment/c/c110210.htm

http://www.lamission.edu/enrollment/c/1.html. Curriculum Committee: Pazirandeh

B. District Academic Senate – Echeverri

See President’s report.

C. Educational Planning Committee - Silver

EPC Meetings held November 15th 2010

Summary of Agenda Items Discussed:

- Implementation of Comprehensive Program Review as well as annual updates – validation teams arranged
- Program Review screens have been made “read only”.
- Educational master plan has continued work on goals and actions. Deadline for faculty input was November 24 and the December 6th meeting will focus on the final draft.
- EPC reviewed the recommendations provided by the Shared Governance Task Force and will dedicate the December 6th meeting to addressing them.
D. Education Master Plan – Phares

The committee met last month. Everyone has had enough time to read the Master Plan. D’Art hasn’t received any emails requesting changes. It was decided to let EPC approve it first and to make any appropriate changes. The Senate will approve it after EPC has done so.

E. Budget and Planning – Milke

The committee met today, and it is starting to receive presentations from various units on campus requesting funds. The presentations were great and they help the committee to get a better understanding of what is going on in the various programs. We have a negative balance for this year. But we have some money coming. We are getting $67,000 from the District for utilities for new buildings. We are also going to get some growth money from the District in Feb. As a result of these funds, we are in pretty good shape. We also have some money in reserve, but we can only use 25% of it. Lastly, program reviews have been submitted and the committee is now waiting for the divisions to send out the prioritized requests. The goal of the committee will be to come up with a prioritized list of requests.

F. College Council – Milke

At its meeting last month, the Council gave final approval for the Technology Master Plan. This was the only action item. The committee was also informed of the hiring of the CFA, who was introduced.

G. Faculty Hiring Prioritization Committee – Prostak

The following disciplines have submitted applications for full-time tenure-track faculty:

Art
Business
Chemistry
Child Development
Counseling (5)
Dev Com
English
Environmental Technology
ESL (2)
Food Service Management
Geography
Math (3)
Multimedia
Philosophy
Speech

The FHPC meets next Tuesday, Dec 7, to begin the prioritization process. Our goal is to bring this list to Academic Senate in February 2011 for approval.
The committee also agreed to begin discussions on how to improve the process, procedures, and forms for the next cycle.

**H. Student Learning Outcomes and Assessment – Flood**

Pat handed out a form that she suggested we fill out prior to going online to fill out the electronic form. Once the form is filled out, then you can go online, copy and paste, and post it. While you are grading your final exams and posting grades, keep in mind ways that you can use the final assessments to demonstrate that the SLOs have been met. Pat checked that everyone in attendance was working on assessing at least one SLO this semester. The next step is to post the results online. You can also create a sample of students to assess by using the randomizer. Pat is working on making the assessment as accurate as possible. For example, if one student did not do the assignment, that will affect the average of students who attempted the assignment. She is working on a way to exclude the score of non-participating students.

**I. Essential Skills Committee – Prostak**

The committee had its final meeting for the semester on November 17.

The Basic Skills Coordinator reported:

- Data is being gathered from the Summer Bridge and First Year Experience programs
- She and Dean Atkinson-Alston are updating our Basic Skills Matrices
- LAMC’s allocation for 2011-2012 has been reduced to $150,000
- She (Roza) will pursue alternate funding sources such as Perkins, Title III, Facebook, and the Gates Foundation
- The annual Action and Expenditure Plan will be submitted. Since we are moving into our fifth, and final, year of funding through this initiative, we need to provide a detailed status report on our efforts over the past five years, status in terms of reaching stated goals, and a line-item reporting of expenditures.
- Participation in Student Success Center Workshops has been good and has been increasing. Keep spreading the word!

Pat Flood gave an update on the status of “clickers”, some of which have been purchased with BSI funds. She is arranging for the “clicker man” to give workshops on campus. Faculty can also go to eInstruction.com for a tutorial.

The updated Essential Skills webpage should be ready for Spring 2011. Nick Minassian is working with Gary Prostak to update the content pages of the site.

The district’s Student Success Initiative, with the full support of Chancellor La Vista, has identified 5 key areas of focus:

- Expanding the “Bridge to College” efforts district-wide
- Enhancing E-Portfolio and the Student Portfolio
- Developing an Intensive Math Sequence
- Creating a research taskforce
- Enhancing Faculty Preparation and Professional Development

The SSI meets on Dec 17, 2010.
The committee, at Dean Atkinson-Alston’s lead, will begin discussions on how we can institute and/or improve upon contextualized learning opportunities for our students. She is putting together a task force to begin work in January.

VI. Old Business:

A. Educational Master Plan-Phares & Prostak: Draft document can be viewed at: http://www.lamission.edu/eduplanning/planningdocuments.aspx

VII. New Business

A. LACCD Technology Master Plan – Jordan
The plan has been approved by most committees. David will bring a slide show to the Senate’s next meeting to give further information on it.

B. LAMC Substantive Change Proposal-Jordan
Department Chairs were surveyed with a few questions created by the Distance Education Committee. As a result, a lot of input came back that was very helpful for the committee. For example, based on a suggestion as a result of the survey, online teaching will become part of program review. In January, David will begin to type up the Substantive Change Proposal. In spring, the proposal will be brought to the Senate as well as EPC. By the end of semester, it should be ready to go to accreditation and in fall we can continue the review.

C. Human Resources Guides 110 (Administrative Hiring) and 120 (Faculty Hiring)-Echeverri
An administrative and faculty hiring policy from the district is forthcoming. This is a result of college presidents wanting to appoint faculty to hiring committees. This was objected to as it does not follow state regulations. The guidelines were serve to clarify state guidelines.

Announcements

- LAMC Holiday Luncheon: Thursday, December 9th.
- ASCCC Vocational Education Leadership Institute: January 27-29, 2011 at the Hyatt Regency in Newport Beach

The meeting was adjourned at 3:08 pm.

Respectfully submitted by Gina Ladinsky, Secretary.