Executive Members Present: Angela Echeverri, Madelline Hernandez, Louis Zandalasini, and Deborah Paulsen

Executive Members Absent: Leslie Milke and Gina Ladinsky

Voting Members Present: Mike Climo, Pat Flood, Kelly Enos, Jan Silver, Tobin Sparfeld, Gloria Daims, Afri Walker, Robert Schwartz, Jose Luis Ramirez, Gary Prostak, Margie Long, Yolanda Ramil, John Klitsner, Marie Zaiens, Edward Casson, Robert Smazenka, and Rudy Garcia

Voting Members Absent: Steve Brown, Said Pazirandeh, Mark Pursley, Steve Nerud, John Morales, and Ife Keller

Proxy Holders: Angela Echeverri for Steve Brown and Gina Ladinsky

Faculty Present: Joyce Woodmansee, Diane Bonilla, Aleida Gomez, Sherrie Loper, Tigran Mkrtchyan, Curtis Stage, Riye Park, David Jordan, Monica Moreno, Daniel Villanueva, Veronica Cox, Ed Raskin, Mi Chong Park, David Jordan, Parthenia Grant, Lilamani De Silva, Jesus Sanchez, Par Mohammadian, Patricia Johnson, Curtis Stage, Mike Fenton

Guests: President Monte Perez, Vice-President Alma Johnson, Vice President Daniel Villanueva, Guillermo Rodriquez

I. Call to Order: President Echeverri called the meeting to order at 12:12 pm.

Motion to move the March senate meeting to March 8 at 1:30 by Echeverri carried.

II. Approval of the Agenda: Motion by Ladinsky to approve carried.

III. Approval of Minutes: Motion to approve with corrections by Climo carried.

IV. Officers Reports

A. President’s Report - Echeverri

1. Administrative and Faculty Hiring at LAMC:

   Faculty Hiring: Three new probationary faculty members were recently hired.

   • General Counseling: Aleida Gomez is a graduate of Los Angeles Mission College, who started out as an ESL student. She obtained an Associate’s Degree in Liberal Arts and then transferred to California State University Northridge where she graduated with a Bachelor’s Degree in Liberal Studies and a Master’s degree in Career Counseling. Prior to this position, she worked at Los Angeles Valley College for five years and at another four different colleges as well as UCLA.

   • Food Service Management: Chef Jesse Sanchez has worked as an adjunct teacher for seven years at Los Angeles Mission College. He is also a graduate of Los Angeles Mission College with an Associate’s
Degree in Food Service Management. He attended the Culinary Institute of America (CIA) in Napa Valley for continuing education, and currently is pursuing his Bachelor’s Degree with the New England Culinary Institute. He is an active community member participating in scholarship fundraising banquets, Career Day, and Healthy awareness programs. He is currently developing his skills in the areas of Vegetarian, Gluten Free, and Vegan-Raw-Super Foods.

- **EOPS Counseling:** The president recently selected Linda Marie Avalos for this position.
- **Other Hires:** The hiring processes for limited contract counselors for the STEM (Science Technology, Engineering, and Math) grant are underway.

**Vice President of Administrative Services:** Daniel Villanueva has been selected for this position. He comes most recently from Compton Community College District and the Los Angeles County Office of Education.

2. **Three-Attempt Limit on Course Enrollment:** The following policy will be effective in Summer 2012 and note that as of that date attempts will be counted retroactively:

   “The Board of Governors recently adopted a policy that limits students to only 3 attempts per course in the district. An attempt is defined as a substandard grade (D or F) or a withdrawal (W) from a course. This policy will be implemented beginning summer 2012 and is retroactive in its effect. As the census drop deadline approaches in your classes, please let students know of this change in policy and remind them that if they remain in the class, they will incur an attempt for the course. This change is particularly important in courses that have high repeat rates.”

3. **Administrative Reorganization Plan:** In Academic Affairs the president plans to eliminate the position of the Associate Dean of CTE and move the responsibilities to the Office of the President and Student Services with the exception of CTE, CTE Perkins, and the South Bay Program. Those three programs will remain in Academic Affairs. The responsibilities related to the following special projects will be moved to Student Services: Cal Works, Community Collaboratives, FKCE, ILP, and MAPP. In Student Services he will not hire the Transfer Center director.

4. **Achieving the Dream (AtD):**
   - **Strategy Institute:** Will take place in February 28 through March 2, 2012 in Dallas, Texas. LAMC will send a team consisting of Monte Perez, Joe Ramirez, Stephanie Atkinson-Alston, Gary Prostak, Louise Barbato, Bob Smazenka, Diana Bonilla, Monica Moreno, Hanh Tran, and Angela Echeverri.

5. **DAS Report:** DAS President David Beaulieu has stepped down from his position and been elected to the DAS Vice President of Equivalencies. Don Gauthier from Valley has assumed the DAS President position. The next DAS meeting will be on Thursday, April 12th at 1:30 pm at West.

6. **Student Grievances E-55:** Faculty members appointed by the Academic Senate are Mike Reynolds, Myriam Levy, Gary Prostak, Leslie Milke, and Bob Smazenka.

**GRIEVANCE COMMITTEE COMPOSITION**

   a. The College President shall annually establish a standing panel from which one or more committees may be appointed. The panel shall consist of a minimum of:
1) Five (5) students recommended by the Associated Student Government Organization;
2) Five (5) faculty members recommended by the Academic Senate; and
3) Five (5) administrators/supervisors or staff selected by the College President.

b. The College President shall appoint a Grievance Committee from the standing panel and shall ensure that committee members have no possible conflict of interest in hearing the grievance. The Committee shall be constituted in accordance with the following minimum criteria:
   1) Two (2) students;
   2) Two (2) faculty members not from the same discipline as the Respondent; and
   3) One (1) academic administrator.

7. **Board Rules On Hiring:** Please make sure you follow LACCD Board Rules before job announcements are posted.

2.2 Under the college procedures, the first step in initiating a search shall be the formation of a search/selection committee composed of at least three members, a majority of whom shall be faculty members in the discipline (or, if the Academic Senate deems it appropriate, closely related disciplines) of the position to be filled, and a non-voting affirmative action representative. Working with the members of the discipline, the search/selection committee shall prepare a job announcement to be used in announcing the job opening for approval by the President.

8. **Student Success Task Force Recommendations:** These recommendations are under review by the Board of Governors and are expected to be bundled into legislation SB1143 and voted on in March, 2012. Some of the more controversial recommendations have been removed. For more information on the recommendations, or to post your comments visit:

   [http://californiacommunitycolleges.cccco.edu/PolicyInAction/StudentSuccessTaskForce.aspx](http://californiacommunitycolleges.cccco.edu/PolicyInAction/StudentSuccessTaskForce.aspx)

**B. Treasurer’s Report** - Zandalasini

- Faculty Senate Checking Account $1,328.47
- Carla Bowman Scholarship $3,748.02
- David Lee Moss Scholarship $357.48

- A donation in the amount of $100.00 was made to the families of both Dr. Catherine Coyle-Thompson and Professor Julie Ruelas.

- Faculty dues are $25 and are currently due.

**V. Public Address:**

President Perez announced his administrative reorganization plan which includes the elimination of Ms. Cathy Brinkman’s position as Associate Dean of Career Technical Education (CTE) and moving
her current areas of responsibility to the Office of the President and Student Services, with the exception of CTE, CTE Perkins, and the South Bay Program.

**Vice President of Administrative Services Daniel Villanueva** introduced himself to the Senate. He stated he would be available to answer faculty questions and concerns about the budget.

**Margie Long** presented a report from the Commencement Committee. They are looking for a Grand Marshall – preferably someone who is retiring. LAMC founding faculty member David Pardess was suggested. Further, she announced the Academic Rank Committee will meet on April 4th.

**Monica Moreno** announced that Spring Fest will be on Saturday May 12, 2012.

**Ed Raskin** brought up the time requirement of getting students between the main campus and the East Campus Health, Fitness, and Athletic Complex (HFAC) and the new science building. President Perez suggested that there be a minimum 10 minute interval between classes. Smazenka mentioned the problem with block scheduling is that it is sequential, and suggested that there be a change in the block scheduling for classes held at HFAC and the new science building. Further, the shuttle service between the main campus and HFAC is supposed to end this spring.

**Angela Echeverri** announced that two LAMC faculty members have passed away since our December 2011 meeting. They are Professor of Child Development Julie Ruelas and Adjunct Faculty member of Life Sciences Dr. Catherine Coyle-Thompson.

V. Committee Reports

A. Curriculum Committee: Pazirandeh:

The following actions have been taken by the Curriculum Committee during December 2011 and are hereby submitted for Senate approval:

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<tr>
<th>Course/Program</th>
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<tbody>
<tr>
<td>CAOT 1</td>
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<td>CAOT 84</td>
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<tr>
<td>ITV-Anthropology 101, 102</td>
<td>Updates</td>
<td>12-06-11</td>
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The recommendations from the Curriculum Committee were unanimously approved by the Senate.

B. Accreditation Steering Committee - Hernandez - The next meeting is March 19. On March 19, the first draft will be presented to ASC. New drafts will be submitted by March 12.

C. College Council - Stage/Flood - There were no action items in January meeting. The building moratorium list is available online.

D. District Academic Senate – Echeverri - The next DAS meeting is Thursday April 12, 2012. Echeverri reported on the resolution approved by the DAS regarding district wide enrollment.

E. Distance Education (DE) – Jordan - A presentation was made to the Institutional Effectiveness Committee. The new contract designates DE as an advisory committee. Deans and department chairs will be responsible for reviewing the shells. The forms for new online courses are available online. The deadline for these is related to general course scheduling with chairs, deans and the vice president.

F. Educational Planning Committee - Silver

Summary of Agenda Items Discussed:

- Comprehensive program review of Chicano Studies.
- Comprehensive program review reports are now being posted to the unit assessment screens as well as on the EPC webpage.
- A comprehensive list of EPC responsibilities for program review was presented and refined
- Discussion is underway for alignment of CTE mandated reporting with CTE departmental program review
- Program viability policy from Academic Senate was reviewed for role of EPC in program initiation, modification and discontinuation. Further discussion is scheduled for March.
- Pat Flood reported on the Student Learning Outcomes Retreat
- Distance education committee reported its new role as reflected in the contract
- Strategic enrollment management committee will be scheduled at the end of the month to address decision making strategies to meet budget restraints as well as the approval process for the strategic enrollment management master plan
- Election for EPC faculty co-chair was held. D’Art Phares will begin his term July 1st. Plans are being developed and implemented to ensure a smooth transition.

G. Budget and Planning – Sparfeld: The president mentioned the main issues to be looked at – the budget. A task force has been set up to plan the cuts.

H. Facilities Planning Committee-Klitsner
- **Work Environment Committee**: Air Quality concerns for the area by Counseling and Admissions: Reported that Facilities has cleaned the air supply sources, filters etc. Users bringing in plants, refrigerators, fans, heaters etc may be a part of the problem.
- The issue of window blinds in the Instructional building was again addressed.
- **Measure J Updates**: Fourteen projects have been moved forward with White Papers to ask to have removed from the Moratorium. Eight additional may be added by the March 23rd deadline.
- The East Campus is moving along well. Fall semester the building should be in operation.
- A new construction is close to being hired to take over the Media Arts project.
- Student Services Building has been delayed due to the Chancellor’s Moratorium.
- Computer Lab renovations from STEM Grant money
  It has been requested that rooms 2007-2010 be opened up to accommodate space for two labs each containing 40 work stations. The ramifications of removing walls, heating, air conditioning will be looked into. If feasible, action should begin quickly to allow for work to be done during the summer.
- Traffic Mitigation plans is moving forward. A meeting with City Council members has been scheduled.
- **ASO Report**: The ASO proposes that a “Memorial Garden” be established on campus.
- **Addition of new members to the Committee**: A discussion occurred and vote followed, “not in approval” of changing the current charter to add 2 new faculty members to the committee

**Recommendations for College Council Approval**

- The Committee recommends that College Council accepts the motion to look into the planning of reconfiguring rooms 2007-2010 in the Instructional building to renovate computer labs for STEM grant monies.

**I. College Council – Stage**: No report.

**J. Faculty Hiring Prioritization Committee**: Prioritization submitted to Academic Senate on February 16, 2012:

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<td>21</td>
<td>Interior Design</td>
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<td>22</td>
<td>Spanish</td>
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**Process Timeline:**

- **September/October 2011:** FHPC reviewed existing process and form with input from the VP Academic Affairs and Institutional Researcher
- **November 2011:** Revised Form/Process presented to Academic Senate
- **December 2011:** Applications received by FHPC
- **January/February 2012:** FHPC reviewed, ranked, and prioritized requests
- **February 2012:** Prioritized list presented to Academic Senate
- **Spring 2012 Semester**
  - Add an AFT Rep to the FHPC (per Article 32)
  - Further refine the Application Form and Instructions
  - Bring a revised application form to the Academic Senate in June
  - Develop training workshops for the 2012-2013 request cycle
- **Fall 2012 Semester**
  - October: training workshops
  - November: application deadline

**K. Student Learning Outcomes and Assessment – Flood** - Over 130 faculty staff and administrators attended our College-wide Assessment Retreat on Thursday, February 2. Those who attended participated in round table discussions about our Institutional Learning Outcomes (ILOs), Program Learning Outcomes (PLOs) and Course Outcomes (SLOs) and their assessment, the impact of our assessments on budget and planning. Administrative Service Units and Student Service areas also discussed their Service Area Outcomes (SAOs) results and planned assessments for the semester. Participants were given six worksheets in their packets and as they discussed each, their comments were recorded on laptop flash drives and highlights were reported orally to the larger group. These results are being combined and shortly a report will be made to the campus.

In addition, results of the Fall Institutional Learning Outcome Student Survey were presented and discussed; 514, or 12% of the students contacted responded to the survey. A brief demonstration of the online SLO system was made and suggestions for improvement were made on index cards which have been compiled and shared with IT.

We will follow-up on the retreat with more focus group discussions to plan additional assessments as needed this semester for our seven Institutional Outcomes.

**L. Essential Skills Committee – Prostak:** The committee is in transition and is examining its role and involvement in student success.

**VI. Old Business:**
A. Update on Student Grievances (E-55)- Echeverri: See the President’s report above.

B. Approval of Curriculum Committee Recommendations – Parzirandeh – Approved

VII. New Business:

A. Recommendations from Faculty Hiring Prioritization Committee – Prostak - Approved

B. Naming Media Arts Building – Paulsen/Klitsner – The proposed name for the building is “Arts Media Performance” to better describe the disciplines, Art, Cinema, Photography, Multimedia, Music and Theater that will use the building. The signage on the building is a campus wide issue and all shared governance committees are being asked for input to be submitted to the College Council.

The meeting was adjourned at 1:40 pm.

Respectfully submitted by Gina Ladinsky, Secretary