Los Angeles Mission College  
Academic Senate Meeting Minutes  
Thursday, February 7, 2013

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

Senators Present:  Mike Climo, Pat Flood, Janice Silver, Tobin Sparfeld, Steve Nerud, Gloria Daims, Afri Walker, Robert Schwartz, Gary Prostak, Jolie Scheib, Marie Zaiens, Steve Brown, Robert Smazenka, Said Pazirandeh, and D’Art Phares

Senators Absent:  Kelly Enos, John Morales, Ife Keller, Jose Luis Ramirez, Margie Long, John Klitsner, Donna Ayers, Mark Pursley, and Rudy Garcia

Proxy Holders:  Madelline Hernandez for Kelly Enos, Angela Echeverri for Donna Ayers, Veronica Diaz-Cox for Margie Long

Faculty Present:  Joanna Gray, Jill Biondo, Tigran Mkrtchyan, Veronica Diaz-Cox, Nancy Smith, Sherrie Loper, Tashini Walker, Joyce Woodmansee, Paul Kubicki, and David Jordan

Guests:  Vice-President Daniel Villanueva

I. Call to Order:  President Echeverri called the meeting to order at 1:40 pm.

II. Approval of the Agenda:  Motion by to approve by Echeverri carried unanimously (Phares/Silver)

III. Approval of Minutes:  Motion to approve by Echeverri with corrections tabled (Milke)

IV. Public Address:

David Jordan discussed the Etudes pilot that is underway. Twenty-eight hours of flex credit are given for getting certified in Etudes. Mike Climo was thanked for recording the Flex credit; Louie Zandalasini and the Culinary Arts staff was thanked for the great food; and the LAMC Foundation was thanked for paying for the lunches. Twenty faculty are currently certified and about 40 classes are currently using Etudes.

V. Officer Reports

A. President’s Report – Echeverri

1. Faculty & Administrative Positions:
   • Full Time Obligation Number (FON):  LAMC will hire several faculty members to help reach the District FON.  The Faculty Hiring and Prioritization Committee (FHPC) met and ranked requests for 2013-2014 faculty positions.  President Perez has indicated he wants to start the hiring process fairly quickly once the list is approved by the Academic Senate.
   • Vice President of Academic Affairs:  Mr. Michael Allen, JD started at LAMC the second week of January.  He was formerly a tenured faculty member in the Paralegal Program at Highline
Community College in Des Moines, Washington. He later worked as the Interim Associate of International Programs and Services for the American Association of Community Colleges in Washington D.C. for nearly three years. Prior to that appointment he was Dean of Instruction and the Coordinator of the Faculty Resource Center. He has over 15 years of experience in community college instruction, administration, and faculty development. He is well versed in accreditation, teaching, educational planning, management and leadership in academic affairs.

- **STEM Director:** The STEM Director Dr. Par Mohammadian, is no longer serving in this position due to objections to her assignment raised by the union and/or administration. Currently Dean Stephanie Atkinson-Alston is managing the STEM program and there is no faculty director.
- **Dean of Curriculum:** Nadia Swerdlow has transferred to East Los Angeles College to accept a teaching position in the English Department. She served at LAMC from December 2008 through fall 2012. The search process for a new Curriculum Dean has started. Said Pazirandeh and Angela Echeverri will serve on the selection committee.
- **Institutional Researcher:** This position, which has been vacant since March of 2012, has been posted. A selection committee is currently being assembled.
- **DSPS Director:** A search for a limited contract DSPS director has concluded. Mr. Larry Resendez has been selected to fill this position.

### DAS Report

The DAS met at L.A. City College on December 13, 2012.

The following action items were approved:

- **Changes to DAS Constitution:** Articles 4 (Officers) and 9 (Amendment to Constitution and Bylaws).
- **LACCD Policy on Prerequisites, Corequisites, and Advisories:** State now allows faculty to establish prerequisites based on content review.
- **E-64:** Procedures for the Development and Approval of New Educational Programs: Revisions clarify steps of the approval process.
- **Board Rule 8603 East LA College resolution:** The DAS reaffirmed its year-long position on Board Rule 860. Urges the Chancellor to revoke the practice of district-wide priority enrollment and to allow each college to manage its enrollment. Calls for the establishment of a joint DAS/Administration and Student task force to examine effects of current practice on enrollment management and student access and success.
- **LACCD Distance Education Policy-Verification and Authentication of Student Identity:** Specifies that one or more of these methods will be used to authenticate or verify the student’s identity:
  - Secure credentialing/login and password
  - Proctored examinations,
  - New or other technologies and practices effective in verifying student identification
- **Definitions of Distance Education and Correspondence Education.** This distinction between both types of courses needed to be clarified. Correspondence courses are not DE; they are typically self-paced courses in which students have limited interaction with instructors.
- **Academic Honesty and Student Conduct policies also apply to the DE environment.**

• Course Approval: The policy specifies that each DE course must be reviewed and approved separately.
• State Authorization: Under federal regulations, a student that is enrolled in any DE program offered by a post-secondary institution cannot use Title IV program funds for that program if the institution the student is attending does not have authorization in the State in which the student resides.

The following items were discussed:

• **Draft Monument Policy:** Defines a monument as a statue, sculpture, or other installation intended to honor an individual, group, or event that the District installs in response to an offer by an outside party. Noticed for February, 2013.
• **LACCD Discipline Day:** Discipline Day will take place on Friday February 22, 2013 at Valley College in Monarch Hall from 8:30 am to 3:00 pm. There are new state mandates regarding Transfer Model Curriculum (TMC) degrees. Assistance will be provided to help faculty develop TMC degrees. Maury Pearl’s office will provide data and labor market studies to help faculty submit their TMC degrees. All disciplines are welcome even if they are not listed on the flyer.

The next DAS meeting will be at Harbor on Thursday, February 14, 2013 at 1:30 pm (12:30 pm lunch).

3. **Los Angeles Mission College Self Evaluation Report for Accreditation:** The report was submitted to the Board of Trustees in December and the ACCJC in January. All full-time faculty and standard leads will receive a hard copy of the report within two weeks. LAMC’s comprehensive accreditation visit is scheduled for March 11-14, 2013.

Several workshops and meetings will be conducted over the next few weeks during “College Hour” to help prepare the campus community for the visit:

• Focus group for Standards I & IV (Mission & Institutional Effectiveness and Governance): Tuesday, February 12
• Focus group for Standard II (Educational Programs and Services): Tuesday, February 19
• Focus group for Standards III (Resources): Tuesday, February 26
• Accreditation Town Hall Meeting: Thursday, February 21

Focus groups will concentrate on the findings in each of the standards. The Town Hall meeting will focus on what to expect during the four-day visit. The team will interview faculty, so try to participate in these events and read the report. On Tuesday, March 5th we will also conduct a training session for all standard leads.

The chair of our team is Mr. Michael Rota, who is also an ACCJC Commissioner. He will be visiting the campus next week on 2/12/13 to prepare for the visit.

**B. Treasurer’s Report—Zandalasini**

- Faculty Senate Checking Account $1,366.37
- Carla Bowman Scholarship $3,562.66
VI. Old Business:

A. Approval of Curriculum Committee Recommendations - Pazirandeh
The following actions have been taken by the Curriculum Committee during December 2012, and are hereby submitted for Senate approval:

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<th>Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>Law 911</td>
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<tr>
<td>AJ 209</td>
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<td>9/4/12</td>
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<td>Chicano Studies 58</td>
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<td>Update</td>
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<td>Child Dev 38</td>
<td>Update</td>
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<tr>
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<td>Update</td>
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<tr>
<td>Psych 185, 285</td>
<td>Update</td>
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<tr>
<td>Art 204, 305, 306</td>
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<tr>
<td>Math 129, 129A, 129B</td>
<td>New</td>
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</tr>
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</table>

The course outlines for the December meetings can be viewed at the following links:

http://www.lamission.edu/enrollment/c/c120412.htm

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

The Curriculum Committee’s Recommendations were approved unanimously.

   i. Courses/Programs:

Curriculum Approval Deadline & Process:
Due to the scheduled site visit in early March, the catalog committee has announced that only changes approved to the curriculum by the end of February will be included in next year’s catalog.

Faculty can now view progress of their submitted curriculum through the process through the “Curriculum Activity Log” link available on the Curriculum website. This log documents progress of submitted curriculum through Tech Review, Curriculum committee and Senate approvals.

Incomplete submissions will be returned to originators and will need to be resubmitted once the deficiencies are completed. Status of these submissions will also be available through the log.

Faculty are responsible for tracking their curriculum and making timely resubmissions once it is returned to them.

**DE Approval Process:**

- The new DE approval process adopted by the Curriculum committee in Fall 2012 has been noticed to be approved by the Senate on 2/7/13.
- The new process includes a 10 day college-wide notification for new DE courses, followed by review by Tech Review subcommittee and approval by the Curriculum committee.

The new approval forms and approval timelines will be available at the curriculum website shortly. Until the new forms become available on the website, anyone interested in submitting an application can email Said Pazirandeh or Susan Ghirardelli

**Transfer Degrees (AA-T and AS-T)**

- The State Chancellor’s office issued a directive last year requiring all colleges to adopt AA-T and AS-T degrees in 80 percent of the majors they offer in which there is a TMC by Fall 2013, and in 100 percent by Fall 2014.
- Mission College has filed plans with the State Chancellor’s office for adoption of the following additional AA-T and AS-T degrees to meet this directive:
  
  Administration of Justice  
  Computer Science  
  Elementary Teacher Education  
  English  
  Political Science

- Adoption of these degrees in addition to the ones already approved will allow the college to meet the 100% directive by Fall 2014.
- Madelline Hernandez and I will meet with the appropriate departments to discuss plans for adoption of these degrees and any new courses that might be required for them.
- The District Academic Senate is sponsoring a Discipline Day on February 22, 2013 to assist various disciplines that might need help with adoption of degrees in their area. More information for this day will become available in the next week.

  ii. Distance Education Approval Process

  Motion to approve the DE Course Approval Process by Pazirandeh carried unanimously
B. LAMC Accreditation Self Evaluation Report – Hernandez and ASC Members

Hernandez announced the dates for the focus group meetings that will run every week through February. The meetings will explain all the standards and the individual sections of each standard. The meetings will discuss what the standard covers, the response to the standards, the key areas of strengths as well as the key areas that need improvement. The action plans for improvements will be covered as well. In addition to the focus groups, there will be a town hall meeting on February 21 to let everyone know what to expect when the team is here. Further, all website links and evidence is being verified. On March 5th there will be workshops by invitation to let committee chairs know what to expect from the accreditation team.

VII. New Business
    A. Faculty Hiring Prioritization List for 2013-14-Silver/Brown

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<tr>
<th>RANK</th>
<th>DISCIPLINE</th>
<th>SCORE</th>
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<tbody>
<tr>
<td>1</td>
<td>Physical Ed./Athletics</td>
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</tr>
<tr>
<td>2</td>
<td>Library</td>
<td>31.6+</td>
</tr>
<tr>
<td>3</td>
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<tr>
<td>4</td>
<td>Art</td>
<td>63</td>
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<tr>
<td>5</td>
<td>Family &amp; Consumer Studies</td>
<td>61.4</td>
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<tr>
<td>6</td>
<td>ESL</td>
<td>53.9</td>
</tr>
<tr>
<td>7</td>
<td>CSIT</td>
<td>51.3</td>
</tr>
<tr>
<td>8</td>
<td>Developmental Communication #1</td>
<td>47.1</td>
</tr>
<tr>
<td>9</td>
<td>Food Service Management</td>
<td>46.3</td>
</tr>
<tr>
<td>10</td>
<td>General Counseling #1</td>
<td>20.9+</td>
</tr>
<tr>
<td>11</td>
<td>Counseling, Articulation</td>
<td>20+</td>
</tr>
<tr>
<td>12</td>
<td>Counseling, DSPS</td>
<td>19.4+</td>
</tr>
<tr>
<td>13</td>
<td>Counseling, EOPS</td>
<td>17+</td>
</tr>
<tr>
<td>14</td>
<td>Counseling, Vet/International</td>
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<td>N/R</td>
<td>General Counseling #2</td>
<td>12.3+</td>
</tr>
<tr>
<td>N/R</td>
<td>Developmental Communication #2</td>
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</table>
Brown presented the FHPC list and described the ranking process used by the committee. 
Notice was given to approve the FHPC ranking at the next senate meeting by Brown

B. Program Review Oversight Committee (PROC) Charter-Phares

College Council has agreed to create a PROC. The proposed membership includes only one Senate appointee. Given that Program Review is part of the 10+1 areas of Senate authority, Phares notified the Senate and sought feedback.

C. Update on Transfer Model Curricula (TMC) degrees - Hernandez/Pazirandeh/Echeverri

See above

D. Learning Center Update - Zaiens

Zaiens announced the formation of a Learning Center advisory group and invited others to join. She also discussed the new Institutional Learning Outcomes (ILO) mural in the Learning Center. Zaiens discussed the resources in the center, including the various tutoring resources available to students.

VIII. Reports of Senate and College Committee Meetings

A. SLOs, PLO’s, ILO’s, SAO’s, and Assessment – Flood/Paulsen/Zaiens

Flood spoke about the accreditation process and SLOs. She emphasized that faculty need to be able to speak about the results of SLO assessments and improvements that have been made. She also stated that all syllabi must include the SLOs for the course and all syllabi must be posted on SOCO. She further stated that students need to be aware of what SLOs are and be able to speak about them.

B. Faculty Hiring Prioritization Committee – Milke: See above.

C. Educational Planning Committee – Phares: No report.

D. Budget and Planning Committee – Sparfeld:

Sparfeld reported that this year we were projected to have a $2.8 million deficit before the passage of Proposition 30. We are now projected to have a $260 K deficit for fiscal year 2012-13. The College is doing well on FTES. We are going to have about 20 class sections for the summer intersession; we are probably going to carry the FTES over into the next year. Budget Prioritization Rankings—The Budget and Planning Committee will rank the Over Base requests in March. The committee requests that no decision be made regarding faculty hiring and/or administrative hiring until we receive the over base requests from the Vice Presidents and send those ranked lists to College Council.

E. Facilities and Planning – Klitsner: No Report

F. Professional and Staff Development Committee - Climo

The following report was given by the committee to be included in the minutes:
In December, 2012, Michael Climo became the chair of staff development by consensus. The committee also met on January 17 to work on planning more activities. In January, David Jordan coordinated a highly attended course, training faculty on the use of *Etudes*, which LAMC is considering for next academic year. This training included an initial 6-hour training on Jan 4, an online course training the participants in the use of etudes, and a final meeting on January 25. Next week, there will be many accreditation meetings. Everyone should understand that attending accreditation meetings can count for flex. They are meetings. Flex is for all non-instructional activities like that. Make sure you submit your own flex form for the committee participation activities you have done related to accreditation. (Of course, there is a max of 16 hours of yearly committee participation, which includes all committees, not just accreditation, so take that into account.)

The Faculty Academy last semester was well attended again. We plan to have another one next fall. The Holiday Party was a huge success, with a large turnout and many attending. On April 11, Jesse Sanchez along with others from culinary, health and other academic departments will host a Health and Food Expo. On March 28, there will be the “Breakfast by the Patio” event to honor staff, followed by a training on emergency preparation.

The President is planning several special workshops, including:
1. Multi Cultural communication—Co sponsored by the AFT Faculty Guild in late March
2. Transition of Young Adults with Autism to the Community College - Late April
3. Organizational Culture and Team Work—Early May
   There will be a Free Tai Chi week coming. Pay attention to the dates.

The committee is planning many other activities as well, and will be assessing our functions and effectiveness this semester. Many dates have not been finalized. We’ll keep everyone posted. We appreciate all the support and participation of faculty in workshops. If anyone would like to give a workshop or has ideas about interesting workshops, please contact Michael Climo at ext 7693 or cli-momj@lamission.edu

**G. Elections Committee:** Eguaras/Nerud: No report.

**Announcements**

**Los Angles Mission College Self Evaluation Report:** The College submitted its 2013 report to the Accrediting Commission for Community and Junior Colleges (ACCJC) in January, 2013. The ACCJC will send a team to visit the College March 11-14, 2013.

**LACCD Discipline Day:** Find out about important new state requirements regarding transfer degrees. Will be held at Valley College’s Monarch Hall on Friday February 22, 2013 from 8:30 am to 3 pm. This event is eligible for FLEX Credit.

Meeting was adjourned at 3:10 pm.

Respectfully submitted by Gina Ladinsky, Secretary