Los Angeles Mission College
Academic Senate Meeting Minutes
Thursday, Feb. 17, 2011

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

Executive Members Absent: David Pardess


Voting Members Absent: Stephen Brown, Lilamani de Silva, Rudy Garcia, John Morales, Mark Pursley, and Jose Luis Ramirez

Proxy Holders: Angela Echeverri for Stephen Brown, Gloria Daims for Lilamani de Silva

Faculty Present: Roza Ekimyan, Tobin Sparfeld, Yolanda Ramil, Gloria Daims, Diana Bonille, Gary Prostak, Nancy Kelly-Smith, Chris Williams, D’Art Phares, Fay Epps, Robin Jeffries, Robert Schwartz, Curt Riesberg, Riye Park, and Steve Nerud.

I. Call to Order: President Echeverri called the meeting to order at 12:15 pm.

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

III. Officers Reports

A. President’s Report - Echeverri

1. Administrative, Faculty, and Other Hiring at LAMC:

   • Faculty Hiring: Two new probationary faculty members were hired over the break: Steve Nerud (Accounting) and Marie Zaiens (Learning Center Director). Congratulations to both Steve and Marie. The Faculty Hiring Prioritization Process for 2011-12 is complete and the ranked list has been distributed to all faculty by e-mail.

   • Office of the President: President Judith Valles retired on January 31, 2011. A farewell reception was held in her honor in late January. Pierce President Kathleen Burke-Kelly kindly agreed to serve as interim president during the transition period. She met with the Academic Senate Executive Board on her first day at Mission. She expressed her support for shared governance and the accreditation process during our meeting.

   • Presidential Search: The selection process for our next permanent president is well underway. The search committee interviewed candidates earlier this month and forwarded finalists to Chancellor Daniel LaVista. The Chancellor and Board of Trustees will probably interview candidates later this month; an announcement should follow shortly thereafter.

   2. Educational Master Plan: The EMP is nearing completion. The Educational Planning Committee spent many hours reviewing the plan over the break and it will be presented at today’s Senate meeting. Special thanks to D’Art Phares, Gary Prostak, and EPC members for all their hard work and dedication.
3. **SB1440 Update:** At the state level, the first three Transfer Model Curriculum (TMC) majors have been approved in Sociology, Psychology, and Communication Studies. Three additional majors are currently under review in Mathematics, Kinesiology, and Administration of Justice; the vetting period for these TMC will end February 28, 2011. I strongly encourage you to review the TMC in your disciplines and provide input as needed. To view all approved and proposed TMC please visit: http://www.c-id.net/

4. **DAS Report:** There have been two DAS meetings since our meeting in December. At the December DAS meeting on 12/9/10 the following action items were approved:

   - **Credit by Examination (Board Rule 6704):** A revision was added to stipulate that students must satisfy all stated course prerequisites.
   - **College Level Examination Program (CLEP) Addendum:** Exams for English, Math, and Natural Sciences were updated.
   - **DAS Dues Increase:** The DAS voted to increase each college’s annual dues to the DAS from $200 to $300 starting this fiscal year.

The last DAS meeting took place at City College on 2/10/11. Mike Climo was appointed as a representative to the District Budget Committee. The following items were discussed and/or noticed:

   - **By-law Change Proposals (noticed):** DAS President David Beaulieu proposed a by-laws change that would alleviate the workload of the DAS vice president and president. Current by-laws stipulate that the DAS vice president chairs the District Curriculum Committee and the Educational Policies Advisory Committee (EPAC). A by-laws change would allow either EPAC or DCC to be chaired by someone else. Another option discussed would be to change the constitution to allow for a second DAS vice president. One vice president could oversee equivalencies and policy, while the other could focus on curriculum.

   - **Amend Board Rule 9700 to regulate cash transactions with students.** LACCD General Counsel has proposed adding the following language:

     *9700.1 CASH TRANSACTIONS WITH STUDENTS Faculty members are prohibited from engaging in cash transactions for required or recommended materials directly to students in their classrooms. When a faculty member wishes to distribute classroom materials in class for which students are required to pay, the faculty member should use a voucher system through the College’s bookstore or business office and must substantiate that the materials are being provided at cost. Faculty members are prohibited from engaging in other cash transactions with students except to facilitate participation in voluntary, extracurricular activities such as theater trips or sporting events, but the faculty member is required to provide an appropriate accounting and receipts to the supervising administrator upon request.*

The next DAS meeting will be on Thursday, March 10th at 1:30 pm at Valley College.

5. **Budget Update:** As you probably know the state’s budget situation is dire. There is a much speculation and concern about what will happen next fiscal year. The only thing that is certain is that there will be further cuts to our budget. The question that remains is how we can best protect the integrity of our academic programs during these difficult times.

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

   Report on account at the Pacific Western Bank:
   - Faculty Senate Checking Account $1803.47
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:

President Kathleen Burke-Kelly: The President first addressed the budget as there is currently a spending freeze. This doesn’t mean that spending will not take place, but it means that all purchases will be reviewed at the senior staff level to be sure it is an essential purchase. Be prepared for the reduced spending. The next area the President discussed was accreditation. Mission has made progress in the area of accreditation. This is the time we should start putting the committees together, so we can write a self-study next year. Pierce and Trade created an Accreditation Steering Committee, which is a permanent committee of both colleges that continues on. The President is going to bring that recommendation forward to College Council today. She will also present models at College Council. If we can get the Steering Committee going, then we can create the standard committees. The last topic the President discussed was Facilities. In the few weeks she has been here, she has sensed the need for a campus wide discussion regarding facilities, and she will begin that process today at College Council. We may need to ask College Council to meet more frequently, maybe twice a month.

A question from the floor was about faculty hiring. As far as faculty hiring, there was a lengthy discussion at the District yesterday and a decision was not reached. But at the most, expect to replace retirees, not necessarily in the same discipline. The District also needs to avoid violation of the 75/25% requirement based on the Faculty Obligation Number (FON).

Gina Ladinsky and Adrian Gonzales: Gina introduced to faculty that all faculty, both on-campus and online, using videos for their classes are required to use only closed-captioned videos.

Adrian went on to explain that Los Angeles Mission College is required by law, Sections 504 and 508, of the rehabilitation Act of 1973, and AB 386, to have accessible materials for any students with disabilities such as hearing impairments. These students need to be given all the available resources needed to have the same equal opportunities as other students. It is recommended that any instructional videos be purchased directly from catalogs that are already closed captioned. If a video is not closed captioned, and you must have it, then LAMC needs to establish a policy to insure that the laws are followed. It’s the college’s responsibility for getting the material for the disabled students and to be sure the regulations in place are met.

Adrian went on to explain that although this is not the responsibility of DSPS, he will assist faculty who either have online classes or have on-campus classes, who require conversion for videos for the current semester. For on-campus classes, Adrian will help contact publishers to get the permission needed. It’s a lengthy progress, but Adrian is willing to help.

Faculty teaching online courses should quickly submit their videos to Adrian, and he will submit the videos for closed captioning conversion as part of a grant being managed by College of the Canyons.

Adrian emphasized that the money available through the grant is limited and action should be taken quickly in order to qualify. The grant, managed by COC, is from the California Community Colleges Chancellor’s Office. The grant will cover:

- Hybrid classes (and some instructional hours offered at a distance)
• On-campus classes utilizing distance methods of content delivery as they evolve (e.g., class capture, web conferencing, vodcasting, podcasting, content posted within a Learning Management System)
• Digital learning object repositories used to collect and make available digitized content; this content could be used by on-campus, hybrid, online, and other delivery methods

Further, Adrian is in the process of creating an excel sheet that lists all closed captioned videos used at Mission. Further discussion on this topic is needed. In the meantime, if you have questions, please contact Adrian.

V. Committee Reports

A. Curriculum Committee - Pazirandeh

• The following actions have been taken by the Curriculum Committee during December 2010 and January 2011, and are hereby submitted for Senate approval:

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<thead>
<tr>
<th>Course/Program</th>
<th>Action</th>
<th>Date</th>
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<tr>
<td>Art 102</td>
<td>Update</td>
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<td>Art 103</td>
<td>Update</td>
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<td>Law 16</td>
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<td>Law 19</td>
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<tr>
<td>Political Science 385</td>
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• The District Curriculum Committee (DCC) approved a resolution to expedite the approval of the SB1440 Transfer degrees through the curriculum approval process. A copy of the complete resolution is attached.*

• The DCC is revising E-103 e-regulation dealing with repeatability of courses within the district, in order to reflect the new language of Title 5. The draft of this e-reg specifies the criteria for courses being repeatable and requires the Course Outlines of Record to clearly specify these criteria before being approved at the local curriculum committee.

*SB1440 Transfer Degree Resolution  
(General Education and Vetting Requirements)

• Whereas, SB 1440 (Padilla, 2010) was approved and written into California Education Code §66745 - §66749 which requires every college to offer State approved Associate of Arts for
Transfer (AA-T) and Associate of Science for Transfer (AS-T) degrees beginning in Fall 2011, and

- Whereas, California Education Code §66746 (a)(1)(A) requires completion of “the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements” for each AA-T and AS-T transfer degree and §66746 (b)(1) states that a community college district shall not impose any additional requirements for the AA-T and AS-T transfer degrees,
- Whereas, Board Rule 6201.14 (f) defines Graduation Plans A and B and allows for “additional graduation plans recommended by the college academic senate and college president and approved by the Board of Trustees or its designee provided that such plans comply with all statutory and regulatory requirements,” and
- Whereas, Administrative Regulation E-64 requires a twenty (20) day vetting period for all new programs before being placed on a Board of Trustees agenda, and
- Whereas, The California Community College Chancellor’s Office and Academic Senate for California Community Colleges are encouraging colleges and districts to expedite their degree approval processes for the new AA-T and AS-T transfer degrees,
- Resolved, That the colleges of the Los Angeles Community College District be permitted to use IGETC and California State University General Education-Breadth Requirements as the general education plans for all AA-T and AS-T transfer degrees while Board Rule 6201.14 is being revised, and
- Resolved, That the required twenty (20) day vetting for new programs be suspended for new AA-T and AS-T transfer degrees

B. District Academic Senate – Echeverri

See President’s report.

C. Educational Planning Committee - Silver

- Educational Master Plan was reviewed extensively in a five hour meeting Wednesday, January 26th from 11:00 – 4:00. The finalized draft was approved at the February 7th meeting!
- Comprehensive program reviews were done for PACE (January 24th) and Social Sciences (February 7th).
- SGTF recommendations are on the February 28th agenda.

D. Education Master Plan – Phares

The Master Plan is finished. Some changes have been made. From this point, there should not be further changes. It was approved by EPC and will be brought to the Senate for approval next. If you have not yet read it, please do.

E. Budget and Planning – Milke

1. The committee discussed the current college financial status.
2. Ideas and strategies were brainstormed to explore strategies to help reduce expenditures. The committee will devote more time at our next meeting to come up with a proposal for reduction in expenditures for the 2011-2012 budget.

3. The committee spent the rest of the meeting reviewing the ranking procedures for prioritizing budget requests from Academic Affairs, Student Services and Administrative Services. The committee approved the final process with the intent of evaluating its effectiveness for next year. (See attached)

4. On 2/8/10 the B&P Task Force met and extracted budget requests from the divisions that fell into the Stability and Sustainability college approved priority category. On 2/10/11 the committee met as a whole and ranked the requests.

ACTION ITEM: These rankings are submitted to College Council for approval.

F. College Council – Milke

The last meeting was very small, and no new action was taken. College Council is focusing on the budget for the most part.

G. Faculty Hiring Prioritization Committee – Prostak

The committee met on Dec 8 and Feb 1 and has completed the ranking of requests for this year.

The committee will continue to meet throughout this semester to explore revisions to the current policy, including the criteria used in the application procedure.

Our next meeting is scheduled for Friday, February 25.

Los Angeles Mission College
Faculty Hiring Prioritization Committee
February 17, 2011

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<th>RANK</th>
<th>DISCIPLINE</th>
<th>SCORE</th>
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<td>1</td>
<td>Math (3 positions, unranked)</td>
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<td>Child Development</td>
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<td>9</td>
<td>Geography</td>
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<td>10</td>
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**H. Student Learning Outcomes and Assessment – Flood**

Our SLO system is up and running. Trainings are continuing. A number of departments have not yet reported their results and need to do so. If you need help, Pat or Deborah will help you. The purpose of collecting the data is to improve learning for our students. It’s important to remind students of the expected outcomes of the course you are teaching. Even though the SLOs are stated on your syllabus, you need to discuss throughout the semester the purpose of taking the course with your students. For accreditation, students will be asked what the outcomes for a specific course are. If students are not familiar with the expected outcomes, this will not bode well when we are going through accreditation. This year we are gearing up to do an assessment of our Institutional Learning Outcomes and we will begin with written and oral communication. The District is also creating an online assessment program for SLOs. Deborah and Pat are working with Chairs to update their SLO spreadsheets for our annual report SLO assessment report.

**I. Essential Skills Committee – Prostak**

The committee had its first meeting of the semester on February 16, 2011.

They will start to focus their discussions and work in three areas that support the District Student Success Initiative:

1) Expanding our “Bridge to College” efforts
2) Explore accelerated pathways in English and Math
3) Expand participation in Learning Communities
2011-2012 is the fifth and final year of the Basic Skills Initiative, so we are looking at how we can institutionalize some of the programs we have piloted. Our Basic Skills Coordinator is pursuing alternate sources of funding such as Perkins, Title III, Facebook, and the Gates Foundation.

Participation in the Student Success Workshops is expanding, as is the use of “clickers” for assessment.

The Essential Skills webpage redesign was in hiatus, but the revamped site should be ready soon.

There are several workshops/conferences this semester:
1) The Math Summit on March 11 at Trade Tech
2) Acceleration In Context Initiative on April 1 at Chaffey College
3) CA Learning Communities Annual Retreat on April 8-9 at American River College in Sacramento

Their next meeting is on March 16, 2011.

J. Commencement Committee – Long
The committee would like the submission of names for the Faculty Grand Marshall or Marshalls. We normally honor faculty who are retiring. Additionally, the committee is accepting requests from faculty who are interested in being Faculty Ushers for seating the graduates at our June graduation. Please submit your name to the Commencement Committee Chair, Joe Ramirez’s, secretary, Debra Manning. They would like the requests to be submitted by Wednesday, Feb. 23, 2011. Graduation is set for Tuesday, June 7 at 5:00 pm. The keynote speaker is in process. An invitation has been sent to Alex Padilla. We are awaiting confirmation.

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

1. New Business
   A. Curriculum Approval-Pazirandeh
      The course outlines approved at the February 2011 meetings can be viewed under Curriculum Committee Report

Announcements

- DAS Meeting: Thursday, March 10 at 1:30 pm at Valley College (Lunch at 12:30 p.m.)
- Math Summit: Friday March 11, 2011 from 9:00 a.m. to 2:30 p.m. at Trade Tech College Room TE-101. Keynote speaker Uri Treisman, Distinguished Professor University of Texas at Austin.
- Honors Ceremony: Thursday April 14, 2011. Contact Debra Manning for more information.
• **Opening of Culinary Arts Building:** Scheduled to take place either May 7. Please contact Louis Zandalasini for more information.

The meeting was adjourned at 1:35 pm.

Respectfully submitted by Gina Ladinsky, Secretary.