Executive Members Present: Angela Echeverri, Louis Zandalasini, Gina Ladinsky, and David Pardess

Executive Members Absent: Deborah Paulsen and Leslie Milke


Voting Members Absent: Stephen Brown, David Jordan, Myriam Levy, Monica Moreno, John Morales, Mark Pursley, and Jose Luis Ramirez

Faculty Present: Steve Nerud, Alan Wagenbach, Gary Prostak, Sandy Thomas, Sheri Loper, Yolanda Ramil, Robert Schwartz, Afri Walker, Roza Ekimyan, Gloria Daims, Michong Park, Nancy Smith, Curt Reisberg, and Tobin Sparfeld

Guests: Adrian Gonzales

1. Call to Order: President Echeverri called the meeting to order at 1:50 pm.

II. Approval of Minutes: The February 2011 minutes were approved (Klistner/ Pazirandeh)

Abstain: Tobin Sparfeld

III. Officers Reports

A. President’s Report – Echeverri

1. Administrative and Faculty Hiring at LAMC:
   - Presidential Search: The selection process for our next permanent president is almost complete. The search committee interviewed candidates in February and forwarded five finalists to Chancellor Daniel LaVista. The Chancellor interviewed the finalists and sent some, but not all, of the candidates forward. The Board of Trustees and Chancellor interviewed candidates last week; an announcement is expected soon. The next Board meeting will be on Wednesday, March 9th at Harbor College.
   - Faculty Hiring: The Faculty Hiring Prioritization Process for 2011-12 is complete. The ranked list was distributed to all faculty last month and is up for approval today. Given the budget crisis, we are still waiting to hear how many faculty will be hired this year. The Fiscal Policy Review Committee is expected to make a recommendation to the District Budget Committee.

2. Educational Master Plan: The Educational Planning Committee is being submitted for approval 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 just completed review last month in Mathematics, Kinesiology, and Administration of Justice. 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:** The last DAS meeting took place at City College on 2/10/11. 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. In order to approve a constitutional change, a vote must be held at each campus.

- **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 West Los Angeles College.

5. **Facilities Concerns:** Many of you have probably read the first three (in a series of six) articles in the Los Angeles Times on the LACCD Bond Program. The articles have raised many concerns about wasteful spending and the management of the program. On the other hand, it appears that LAMC will not have enough funds to pay for all of the projects that have been planned. Remaining projects include the Media Arts Building, Allied Health Sciences Building, Student Services Building, Central Plant, Library Renovation, and Athletic Fields. Other projects that have been discussed include acquisition of the Nursery property on Hubbard, staff restrooms in the CSB and new blinds (to replace the recently installed blinds) for classrooms throughout the campus. In the coming months it is imperative that we make sure that the decision making processes related to the bond are as transparent and sound as possible.

**B. Treasurer’s Report-Zandalasini**

**Report on account at the Pacific Western Bank:**

- Faculty Senate Checking Account $1853.47
- Carla Bowman Scholarship $3768.95
- David Lee Moss Scholarship $ 457.31

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:**

**Adrian Gonzales:** Adrian explained that Los Angeles Mission College is required by law to have all videos in use by any teacher closed captioned. It is recommended that instructional videos be purchased already closed captioned. 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 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. 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 will be discussing this further with Vice-president Alma Johnson. An email regarding the development of a policy to get all videos closed captioned will be forthcoming.

V. Committee Reports

A. Curriculum Committee - Pazirandeh The following actions have been taken by the Curriculum Committee during February 2011, 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>Accounting 15</td>
<td>Update</td>
<td>2/15/11</td>
</tr>
<tr>
<td>Art 101</td>
<td>Update</td>
<td>2/15/11</td>
</tr>
<tr>
<td>Art 202</td>
<td>Update</td>
<td>2/15/11</td>
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<tr>
<td>Art 203</td>
<td>Update</td>
<td>2/15/11</td>
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<tr>
<td>Art 703</td>
<td>Update</td>
<td>2/15/11</td>
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<tr>
<td>Law 18</td>
<td>Update</td>
<td>2/15/11</td>
</tr>
<tr>
<td>Philosophy 6</td>
<td>Update</td>
<td>2/15/11</td>
</tr>
<tr>
<td>Sociology 4</td>
<td>Update</td>
<td>2/15/11</td>
</tr>
<tr>
<td>Art 111</td>
<td>Addition of District Course</td>
<td>2/15/11</td>
</tr>
</tbody>
</table>

The course outlines for the February meetings can be viewed at the following link:

[http://www.lamission.edu/enrollment/c/1.html](http://www.lamission.edu/enrollment/c/1.html)

B. District Academic Senate – Echeverri

See President’s report.

**EPC Meetings held February 28th 2011**

C. Educational Planning Committee - Silver

Summary of Agenda Items Discussed:

- Program Review discussions included the need for clearer data analysis to be added to the process
• Distance education proposed that data be included in the departmental unit assessments reflecting online coursework. EPC confirmed the need for program review for Distance Education, and the process of how best to do this is being explored further.
• Educational Master Plan will be voted on at the Academic Senate Meeting March 3, and at College Council March 17th
• Strategic Enrollment Management is divided into subcommittees to draft the governing handbook.
• SGTF recommendations to EPC were addressed at the February 28th meeting, particularly the relationship of EPC to Academic Senate. Models from other campuses and being reviewed and discussed.

**Report of Action Items (if any):**

• Approval of Educational Master Plan 2010-2015

**D. Education Master Plan – Prostak**

The Educational Master Plan was approved by EPC.

**E. Budget and Planning – Sparfield**

Budget and Planning decided to present to College Council that summer session be cancelled due to the dire budget situation. There is a $2.8 million dollar deficit that has to be made up. Cutting summer will enable the college to preserve fall without having to do any reductions. The Senate is going to request further discussions about this decision as it will prevent students from progressing in their classes.

**F. College Council – Milke:** No report.

**G. Faculty Hiring Prioritization Committee – Prostak**

The committee met on February 25, 2011. We reviewed the processes and charters from the faculty hiring committees at Pierce and East. The committee members agreed that these would serve as a good starting point to modify our local committee structure, policy, and process. Materials were delivered to the three committee members who were unable to make the meeting. Feedback has been requested by March 18, and the FHPC will meet again on March 25, 10:00-11:30, in the CCDS Conference Room.

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

The Institutional Effectiveness System (IES) design team met on February 24. They are developing a district online program review system. Part of this is an online SLO system. Maury Pearl, Hahn Tran, and Pat Flood attended. Pat demonstrated our new online SLO system. The participants were very enthusiastic about the system. We also have been asked to present our system to the District Student Success Committee which should be meeting again in a couple of weeks.
Following this meeting, the District SLO Advisory Committee met. The main focus of this meeting was the preparation for the District SLO Symposium on Friday, May 6, from 10 a.m. – 2:00 p.m. at Trade Tech. At the symposium there will be a panel of experts who will be addressing the question of “How do we meet SLO proficiency by Fall of 2012?” After that there will be poster sessions. We would like each department to send a representative to do a poster presentation about an SLO assessment they have done. Presenters will receive double flex credit. This is a wonderful opportunity to share what we have been doing with others and to learn from other presenters. We are also working with Student Services and Administrative Services on their Service Area Outcomes and assessments.

I. Essential Skills Committee – Prostak: No new report. Their next meeting is on March 16, 2011.

J. Commencement Committee – Long: No new report

K. Elections Committee – Long
The Election Committee needs at least three more people. Margie actually retired from the position, but was asked to continue as no one else has been trained. Margie is willing to train the new people and is hopeful someone will take this on as a pet project. The training is going to be Tuesday, March 8th from 1:15-3:15. The volunteers cannot be running for any office.

VI. Old Business:

A. Faculty Hiring Prioritization List-Prostak
The Faculty Hiring Prioritization ranking list that was brought to the Senate at the Feb. 17, 2011 meeting and which appears in the February minutes was approved.

B. Educational Master Plan- Prostak:
The Educational Master Plan was approved.

VII. New Business

A. Curriculum Approval-Pazirandeh
The course outlines listed under the Curriculum Committee Report were approved.

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 or 14. Please contact Louis Zandalasini for more information.
The meeting was adjourned at 2:50 pm.

Respectfully submitted by Gina Ladinsky, Secretary.