Los Angeles Mission College
Academic Senate Meeting Minutes
Thursday, Sept. 1, 2011

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

Executive Members Absent: Mike Climo and Mark Pursley


Voting Members Absent: Rudy Garcia, Robert Schwartz, Afri Walker, Marie Zaiens

Proxy Holders: Monica Moreno for Ife Keller, Steve Brown for Mo Elkerdany

Faculty Present: D’Art Phares, Ryan Yamada, Jeannie Cassara, Sherrie Loper, Michong Park, Diana Bonilla, Riye Park, Cindy Cooper, Lilamani de Silva, David Jordan, Ed Raskin, Yoon Yum, Tigran Mkrtchyan, and Debby Wong

Guest: Sandy Thomsen

I. Call to Order: President Echeverri called the meeting to order at 1:25 pm.

II. Approval of Minutes: The May 2011 minutes were approved (Milke/Pazirandeh MSP)

III. Officers Reports

A. President’s Report

1. Administrative and Faculty Hiring at LAMC:
   - LAMC Vice President of Academic Affairs: After last June’s senate meeting and subsequent discussion with President Perez, Vice President Alma Johnson-Hawkins has agreed to rescind her resignation.
   - Faculty Hiring: Three new probationary faculty members have been hired in Math:
     - Bamdad Samii
     - Ryan Yamada
     - Roula Dakdouk
   Math Chair Bob Smazenka briefly introduced the new faculty members. President Perez accepted the revised FHPAC recommendations approved by the senate in June. Additional hires are underway for tenure track faculty in ESL, General Counseling, and EOPS Counseling. President Perez also agreed to hire an additional probationary position in Food Service management to start in Spring 2012. Finally, the hiring process for a limited contract counselor direct the Transfer Center is also underway.

   - Vice President of Administrative Services: This position has been vacant since Vice President Karen Hoefel’s departure last year. The position will close on Friday, September 2,
President Perez has indicated he will follow the draft LACCD Administrative Hiring Policy, which is in the final stages of development.

2. **Achieving the Dream (AtD):** All nine LACCD campuses are participating in this data based student success initiative. Southwest is in the second year of the program, the other eight colleges are starting in 2011-12. LAMC sent a team of five individuals to Seattle for the AtD kick-off in June (President Perez, VP Johnson-Hawkins, VP Ramirez, Dean Tran, and Senate President Echeverri). We are currently negotiating the composition of the core team and data team. The following upcoming activities have been outlined:

- **September 2011:**
  - Determine the type of student data we need to gather. Focus on basic skills and gatekeeper courses, retention, persistence, etc.
  - Review of quantitative data on the performance of our students.
  - Share this data with faculty and student services personnel to identify educational gaps and areas in need of further research.

- **October 2011:** Host focus group training for faculty and staff.

- **November 2011:** Conduct student focus groups in the identified areas and collect data.

- **December and January 2012:** Review the quantitative and qualitative data. Based on this review host meetings to have faculty and student services staff, administrators and others propose and design interventions to increase student success.

3. **DAS Report:** The last DAS meeting took place at Valley College on 5/12/11.

- DAS elections took place and officers were elected for 2011-2013.

- Changes to the following administrative regulations and Board Rules were approved:
  - Repeatable Courses (E-103)
  - Repetition of Courses in Which A Satisfactory Grade was Recorded (BR 6701.20)
  - Associate Degree and General Education (BR 6201)
  - Financial Transactions with Students (BR9700.1)

- **Priority Registration:** A proposal from a task force of vice presidents was discussed. Two proposed changes have been made to the current districtwide registration policy:
  - Add another group of students called “continuing students on probation”, who would have less priority than continuing students.
  - LACCD students would be limited to 19 units in the district.

The next DAS meeting will be on Thursday, September 8 at 1:30 pm at City College.

4. **Budget Update:** Colleges throughout the LACCD have used a variety of strategies in order reduce their budget such as cutting academic programs (summer, winter, hourly offerings),
regionalization, dropping athletic programs, and/or looking for additional revenue. Many colleges have already cut 5% and will be unable to cut 10% with their current staffing levels. The proposal to the District Budget Committee (DBC) is that we spend down the district’s balance considerably to minimize the impact of the fiscal crisis; this is a one-time deal. Another issue that has come up is that of staff giving back something. The DBC Executive passed a motion for the immediate elimination of the travel allowance for senior administrators ($1500/month). The AFT contract negotiations are still underway and may result in additional concessions on the part of the faculty.

5. **Accreditation:** The Accreditation standard co-chairs have been selected and teams are being assembled. On FLEX Day the co-chairs gave overviews of standards I, II, III and IV. Hanh Tran has developed a Share Point website with relevant accreditation documents and information that can be viewed on LAMC’s homepage or at: https://sharepoint.lamission.edu/Pages/Default.aspx
   The Accreditation Steering Committee has also been meeting since last spring.

6. **Review of LAMC Certificated Hiring Policy:** Our current hiring policy dates back from 2005. The assembly of the counseling hiring committees in coordination with VP Joe Ramirez was extremely challenging for a variety of reasons, including attempts to limit discipline faculty participation. The E-Board unanimously made the appointments, but Ramirez repeatedly challenged the committee composition and attempted to remove discipline faculty from the panel. Additionally, the classified union met with the president (without the E-Board) to demand certain classified staff be placed on the committees. Fortunately President Perez agreed to the committee membership recommended by the Senate E-Board, so that all discipline faculty appointed by the senate could participate. Another issue that needs to be addressed in our current policy is the presence of a voting AFT representative on hiring committees. The policy will be revised to clarify the language and brought to the senate for consideration at a future date.

7. **Facilities Oversight:** The State Controller’s Office released a very critical audit of the LACCD Bond Program, which was followed by a scathing editorial in the Los Angeles Times last week. The Times editorial can be viewed at: http://www.latimes.com/news/opinion/opinionla/la-ed-inspector-20110826,0,4189822.story
   The Executive Board has proposed expanding the membership of the Facilities Planning Committee to increase oversight of the Bond Construction Program.

B. **Treasurer’s Report** - Zandalasini
   - Faculty Senate Checking Account $1,548.47
   - Carla Bowman Scholarship $3,588.89
   - David Lee Moss Scholarship $547.78
Faculty dues are $25 and are currently due. 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 Milke reminded faculty to be patient with students riding the shuttles between the HFAC and main campus. We have a lot of new students this semester and they need time to get the hang of it. It will settle down in the next couple weeks. Please be patient as the issues resolve.

Monica Moreno informed us that student parents cannot drop off their children at the child development center before 7:30. But sometimes students need a 7:30 class. She asked that faculty be kind to these students. They need 12 units to maintain their priority and if they have to drop a class, they lose priority. Monica is discussing the issue with staff to see if they can open at 7:15. But in the meantime, please be understanding of these students.

Kelly Enos made the following announcement:

“Over the past week, several people have approached me and Gary (Prostak) asking about the AFT 1521 LAMC Chapter recall and events that have transpired in reaction. Due to the amount of interest and to dispel any rumors, we have prepared a brief statement. We have asked President Perez for an internal investigation, and we have been advised not to talk about the details of the case.

What I can tell you is that on Wednesday, the 24th (of August), Gary and I received phone form the LA County Sheriff’s Department on campus who told us that a faculty member, identifying herself as Maria Fenyes, had called the District Diversity Office saying that Gary and I were planning to shoot her. Later that same day, Lilamani De Silva walked into the campus sheriff’s office to report she was in fear for her life for the same reasons.

A preliminary investigation quickly determined that these allegations were false. As I said, because we have requested an internal investigation to the initiated, we are not free to discuss details related to these specific events.”

Edward Casson told the senate that many students are coming into the library looking for copies of textbooks on reserve. If you haven’t already put your textbooks on reserve, please do so. Students will greatly appreciate it.

Margie Long suggested that we have a Monthly Mission Day to wear our LAMC t-shirts to bring faculty and students together. It’s a way to bring us together with the students so that everyone can be part of the Mission College family. Gina Ladinsky supported Long’s idea but pointed out we need to also try to maintain a college hour, so both faculty and students can attend these types of functions.

Jose Luis Rameriz supported Professor Long’s and Professor Ladinsky's recommendations regarding Mission Day and the college hour, particularly after the concerns expressed by Professor Enos earlier. He said he had some serious concerns regarding the divisions on campus. He is conducting his own research on the recall efforts against union leaders. The non--
collegial environment on campus was addressed by the last Accreditation Team and things need to improve. Monica Moreno agreed with Jose Luis.

V. Committee Reports

A. Curriculum Committee: Pazirandeh:

The following actions taken by the Curriculum Committee during May 2011 require Senate approval and are hereby submitted for such:

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astronomy 485</td>
<td>Course Archive</td>
<td>5-03-11</td>
</tr>
<tr>
<td>Child Development 32, 35A, 35B, 35C, 41</td>
<td>Course Archive</td>
<td>5-03-11</td>
</tr>
<tr>
<td>Cinema 7</td>
<td>Course Archive</td>
<td>5-03-11</td>
</tr>
<tr>
<td>English 84</td>
<td>Course Archive</td>
<td>5-03-11</td>
</tr>
<tr>
<td>FCS 485</td>
<td>Course Archive</td>
<td>5-03-11</td>
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<tr>
<td>Math 103</td>
<td>Course Archive</td>
<td>5-03-11</td>
</tr>
<tr>
<td>Microbiology 1, 185, 285, 385</td>
<td>Course Archive</td>
<td>5-03-11</td>
</tr>
<tr>
<td>Physiology 185, 285, 385</td>
<td>Course Archive</td>
<td>5-03-11</td>
</tr>
<tr>
<td>Spanish 9</td>
<td>Course Archive</td>
<td>5-03-11</td>
</tr>
<tr>
<td>AA – Art</td>
<td>Program Change</td>
<td>5-31-11</td>
</tr>
<tr>
<td>AA – CAOT</td>
<td>Program Change</td>
<td>5-31-11</td>
</tr>
<tr>
<td>Certificate – CAOT Administrative</td>
<td>Program Change</td>
<td>5-31-11</td>
</tr>
<tr>
<td>Certificate – CAOT Office Assistant</td>
<td>Program Change</td>
<td>5-31-11</td>
</tr>
<tr>
<td>Skill Certificate – CAOT Business Communications</td>
<td>Program Change</td>
<td>5-31-11</td>
</tr>
<tr>
<td>Skill Certificate – CAOT Computer Applications</td>
<td>Program Change</td>
<td>5-31-11</td>
</tr>
<tr>
<td>Music 141</td>
<td>Addition of District Course</td>
<td>5-31-11</td>
</tr>
<tr>
<td>History 12</td>
<td>Course Update</td>
<td>5-31-11</td>
</tr>
<tr>
<td>FCS 1</td>
<td>Course Update</td>
<td>5-31-11</td>
</tr>
<tr>
<td>FCS 50</td>
<td>Course Update</td>
<td>5-31-11</td>
</tr>
<tr>
<td>CAOT 108</td>
<td>Course Update</td>
<td>5-31-11</td>
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<tr>
<td>Theater 271</td>
<td>Course Update</td>
<td>5-31-11</td>
</tr>
<tr>
<td>PE 516</td>
<td>Course Update</td>
<td>5-31-11</td>
</tr>
</tbody>
</table>

The course outlines for the May 31, 2011 meeting can be viewed at the following link: [http://www.lamission.edu/enrollment/c/1.html](http://www.lamission.edu/enrollment/c/1.html)

The courses were approved unanimously.

B. Distance Education: Jordan

Status Update of 9-1-11 on the Substantive Change Proposal to the Academic Senate:
A. Version 26.5 ("initial rough draft") of the Substantive Change Proposal was completed over the summer by the DE Coordinator, and was presented to the DE Committee on August 15th.

B. There are 15-20 sections of the proposal that need additional information [29A], and the DE Committee requested collaboration and cooperation with the various units, departments, and individuals who will provide the required information to complete the "draft" proposal.

C. DE will present an update on its Program Review to the EPC [28] in September, and the EPC will provide "feedback, suggestions, and comments" on the update which will be integrated into the overall proposal.

D. In early Fall 2011 semester the VP of Academic Affairs, who is a Co-Chair of the DE committee and the DE Coordinator/Co-Chair will present a update on Mission College’s progress on its Substantive Change Proposal to the Institutional Research Committee at the LA Community College District in downtown LA.

It is anticipated that the Substantive Change Proposal will be completed in the Fall, and will then be submitted to the Educational Planning Committee (EPC), the Academic Senate, the College Council, and finally to the LACCD Board of Trustees for review and approval.

E. The DE Committee reviewed and approved 30 online classes in the Spring 2011 semester. These 30 online classes had not been reviewed within the last four (4) years (2007), and needed to be reviewed and approved as part of the Substantive Change. Now all online classes have been reviewed, approved, updated and are current.

F. All online faculty at Mission have now completed training with @One in "Intro to Online Teaching and Learning" (IOTL) in online pedagogy. [29B] as recommended by the EPC in its review of the DE Program Review (June 2009.)

Faculty after completing the IOTL course are able to do the following:

• Develop online activities and apply tools and strategies to fulfill Chickering and Gamson’s "Seven Principles of Effective Teaching," and other sound online learning theories of best practices.

• Demonstrate and incorporate California Community College distance education policies and procedures and Title 5 requirements.

• Develop class policies including, but not limited to, those for grading, providing timely feedback, and student conduct issues

• Build an online course design map based on learning outcomes.

• Design learning activities that support a variety of learning styles and promote interaction.
• Create an instructional module for an online course or program that is the basis for the development of a complete online course.

• Apply principles of copyright and "fair use" to online content.

• Search for and integrate Creative Commons licensed content into the faculty’s online course.

G. Nearly 4000 students (both online and on campus) in the Fall 2011 semester are using materials, and resources provided by Moodle Course Management system.

Here is a breakdown of the usage of our Moodle system.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Online Classes</th>
<th>Campus Classes</th>
<th>TOTAL STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Spring</td>
<td>27</td>
<td>27</td>
<td>2160</td>
</tr>
<tr>
<td>2010</td>
<td>Fall</td>
<td>34</td>
<td>35</td>
<td>2760</td>
</tr>
<tr>
<td>2011</td>
<td>Spring</td>
<td>41</td>
<td>40</td>
<td>3240</td>
</tr>
<tr>
<td>2011</td>
<td>Fall</td>
<td>28</td>
<td>68</td>
<td>3840</td>
</tr>
</tbody>
</table>

B. District Academic Senate - Echeverri: See President’s Report.

C. Educational Planning Committee - Silver

Summary of Agenda Items Discussed June 6th, 2011:

• Comprehensive Program Review was done for the Library
• Year end celebration of the completion and approval of the Educational Master Plan was held Wednesday June 8th

Fall 2011 Announcements:

• Unit assessments will be due in November. Screens should be opened by the end of September. All departmental and unit needs must be documented on the unit assessment/program review reports to be considered for resource allocation.
• The third and final group of departments/units will have comprehensive program reviews this year to complete the three year cycle. These departments are:
  1. Arts/Humanities/Multimedia
  2. Chicano Studies
  3. ESL/Dev Com/Learning Skills
  4. Foreign Languages
  5. Health and PE
D. Education Master Plan – Phares:

The plan was approved and has been filed in Academic Affairs.

E. Budget and Planning – Sparfield:

College Financial Update — The financial picture remains relatively unchanged from previous meetings as there is no news regarding our budget situation. There are some new expenses emerging such as Blackboard Connect, an Emergency Response system similar to Alert U. Our budget outlook for 2012-2013 is still tentative but is currently expected to be roughly flat. The school has also signed a vending machine agreement with Canteen Corporation.

The Committee also discussed the Budget and Planning Operational Timeline for 2011-12. This process will start during the fall and will include the program review process done by each unit. The end of the Budget and Planning Operational process should be completed by mid-February 2012. Finally, the Budget and Planning Committee elected Tobin Sparfeld as Co-Chair, replacing Leslie Milke.

F. College Council – Milke: No Report

G. Facilities Planning Committee: Klitsner

Summary of Agenda Items Discussed:

- Measure J Updates: Gateway
  1. Media Arts Building: The District has delivered two “notices of default” to the contractor. The process to “Terminate for Cause” will be pursued. Spring 2013 is the optimistic date when the building should open.
  2. Nursery Property: Four Requests for Bids have been sent out for contractors to bid on.
  3. Student Services: DSA approval should be complete by Dec with project to follow.
  4. East Campus: No delays, project moving along well.
  5. Library Renovation: Concern that the leaks on the roof were not fixed were addressed. Assurance was provided that this has been completed.
  6. The contract for the Photo Voltaic project is being finalized and will be sent for Board approval.
  7. Chilled Water Loop project is running about 4 weeks late.

- Athletic Fields:
  1. Report given on the meeting conducted between the L.A. County Parks and Recreation people and the College President, and Athletic Director. County was receptive to the upgrades on the baseball field but at this time not interested in
improving the softball field or working an agreement with the projected soccer fields.

- CSB Restrooms: The concerns were revisited.

H. Student Support Services: Moreno

Student Support Services has been meeting for program review. In 2010-2011, six departments that include, Student Support Services - the program, Admissions and Records, EOP&S, TPP, DSPS, and ASO went through comprehensive review. The webpage is also revamped. All reviews are posted on the website. Service Area Outcomes (SAO) are the counterpart to SLOs. Every department has completed at least one SAO and they are in the process of assessing all of their SAOs. Most departments have completed them. These are also on the webpage. The committee meets every second Tuesday of the month.

I. Faculty Hiring Prioritization Committee: Prostak

The FHPC was unable to meet during the summer. We expect to bring a draft of the proposed revised hiring policy to the Senate in October.

H. Student Learning Outcomes and Assessment – Flood

In July Pat Flood and Deborah Paulsen attended an SLO Institute in San Diego which was excellent and included many valuable resources.

On Flex Day faculty worked on Program Learning Outcomes (PLOs) with other members of their disciplines and their department chairs and discussed the results of last year’s assessments. At the end of the hour-and-a-half session, each department gave Flood a schedule of planned meetings for the semester along with a list of the key points of their discussion.

This year we are especially emphasizing program and certificate and institutional outcome assessments. Flood stressed the importance of utilizing assessment results in making planning and resource allocation decisions.

Over the summer Monica Moreno posted on the Student Support Services Web page their Service Area Outcomes and assessments. In addition, most administrative units reviewed and refined their service outcomes and developed an assessment plan. The Student Survey planned for this fall will assist them in completing their assessments.

Faculty has been working on posting their assessments on the online SLO system. Some revisions of the system are continuing to be made such as exporting files to Word documents for easier review and developing a means of indicating the courses that have been assessed to date rather than by semester.

I. Essential Skills Committee – Prostak:
The ESC does not meet during the summer. Our first meeting of the year is on Wednesday, September 21, at 2:00 pm in LRC-215.

We have lost our Basic Skills Coordinator due to the depletion of BSI funds, but the committee will continue to work to further the goals of the District Student Success Initiative and Achieving the Dream.

The committee welcomes representatives from all campus constituencies who are committed to improving access, retention, and completion.

VI. Old Business:

A. Accreditation: Flood/Echeverri: See the President’s Report

B. Committee Appointments: Echeverri
   i. Shared Governance Committees
   ii. Accreditation Standard Committees
   iii. Academic Senate Committees
       An e-mail went out regarding the above committees that have openings for senators. If you are interested in being on one of these committees, please contact Angela Echeverri.

VII. New Business:

A. Bond Oversight

i. Facilities Planning Committee Proposal – Echeverri
   The Los Angeles Times and the recent State Controller’s audit have been very critical of the LACCD bond program. Echeverri sent out a link to a recent LA Times article. It’s important for all faculty to be involved in facilities discussions. The amount of remaining bond money is limited and not every construction project on our campus will be funded. Echeverri reported that during the E-Board’s consultation with President Perez, he agreed that we should increase faculty representation on the Facilities Committee. Currently there are two Senate and two AFT representatives on the committee. Echeverri will present a proposal to increase faculty representation on the Facilities Committee.

B. Review of Faculty Hiring Policy - Echeverri
   Echeverri reported that it’s time to review our faculty hiring policy because with the last run of hires in there was confusion regarding the number of discipline representatives allowed on the selection panel. The language needs to be clarified.

   The meeting was adjourned at 3:20 pm.

   Respectfully submitted by Gina Ladinsky, Secretary