Los Angeles Mission College
Academic Senate Minutes
Thursday, February 11, 2010

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

Executive Members Absent: David Pardess

Voting Members Present: David Jordan, Madelline Hernandez, Stephen Brown, Said Pazirandeh, Myriam Levy, Mike Climo, Pat Flood, Mark Pursley, Jan Silver, Lilamani de Silva, Kelly Enos, and Edward Casson

Voting by Proxy: Margie Long to Louis Zandalasini, Monica Moreno to Jan Silver, Curtis Stage to Deborah Paulsen, Terry English to Gary Prostak, Jose Luis Ramirez to Angela Echeverri

Voting Members Absent: Terry English, Rudy Garcia, John Klitsner, Robert Smazenka, Joe Luis Ramirez, Margie Long, John Morales, Monica Moreno, Curtis Stage

Faulty Present: Joyce Woodmansee, Lorraine Manoogian, Geri Shapiro, Faye Epps, Suzanne Ritcheson, Cindy Cooper, Jeanne Cassara, Jason Bordbar, Michong Park, Gary Prostak, Ed Raskin

Guests: Dean of Academic Affairs Nadia Swerdlow, Vice-President of Academic Affairs Alma Johnson-Hawkins, President Judith Valles, Delicia Neihman, Victoria Charles, Dean Kathy Brinkman, Steve Ruys

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

II. Approval of minutes: December 2009 minutes were approved (Milke/Silver)

President Echeverri: Made a motion to move the agenda to vote on old business items/action items first. Motion approved (Milke/Pazirandeh)

III. Officers Reports

A. President’s Report – Echeverri

1. Introduction of New Tenure Track Faculty Member in Theater and Cinema: Guillermo Aviles-Rodriguez comes to us from the Watts Village Theater Company where he is currently serving as Artistic Director. He holds a Master of Fine Arts in Theater from University of California at San Diego and a Bachelor of Fine Arts from the University of Utah. His literary highlights include commissions from the Center Theater Group Theater Education Department to write two teacher and student Discovery Guides for En Un Sol Amarillo and Palestine, New Mexico. He recently directed the play Inherit
the Wind by Jerome Lawrence and Robert E. Lee at College of the Desert, Palm Desert, California.

2. Hiring Update:
   Learning Resource Center Director: The position has closed once again and a selection committee is being put together. We would like to have representatives from Math, English, ESL, and at least one other discipline. Let me know if you are interested in serving on this committee.
   Counseling Positions: A selection committee has been formed to select candidates for two full time counseling positions. Mike Reynolds has been appointed as the Senate representative on the committee.
   Other Faculty Positions: The Faculty Hiring Prioritization Committee has ranked the requests for full time faculty positions to be filled in 2010-2011 academic year.

3. Administrative Update
   - Chancellor Search: A selection committee for a new LACCD chancellor will interview candidates on February 22-24. A new permanent chancellor is expected to replace interim chancellor Tyree Wieder within a few months.
   - Vice Chancellor Resignations/Retirements: Two of the LACCD vice chancellors are leaving their positions after many years of service to the district:
     - Vice Chancellor of Academic Programs John Clerx
     - Vice Chancellor of Institutional Effectiveness Gary Colombo

4. Faculty Teaching and Learning Academy: The FTLA is being hosted at Mission this year. Ten LAMC faculty members are participating in the program: Leslie Milke (Health), Jan Silver (Child Development), Veronica Cox (English), Mike Fenton (Chemistry), Pat Flood (CAOT), Christopher Williams (Psychology), D’art Phares (History), Roza Ekymian (Basic Skills), Carol Akl (Math), and Angela Echeverri (Biology).

5. Accreditation and Strategic Planning: Los Angeles Mission College gave a presentation to the Student Success Committee of the Board of Trustees yesterday. The presenting team consisted of President Judith Valles, Alma Johnson-Hawkins, Maury Pearl, and Angela Echeverri. The accreditation midterm report will be presented to the Board for approval at their next meeting on Wednesday, February 24th.

IV. Treasurer’s Report - Zandalasini:
Report on account at the Pacific Western Bank:
   Faculty Senate Checking Account $1,183.04
   Carla Bowman Scholarship $3,869.58
   David Lee Moss Scholarship $458.66

1. Faculty Dues of $25 are currently due. Please inform Adjunct Faculty as well. Pay Louie as soon as possible for our fiscal year 2009 – 2010 senate dues. Our faculty dues help to provide scholarships from the Academic Senate. Please pay accordingly.
2. Conference Request’s are being reviewed by the Professional Growth Committee, so please adhere to the two week prior notice of request, and also remember to turn in the Report on Conference & Travel Expense Claim Form within ten days after the conference has been attended.

3. Flowers for Dr. Raymond Evans (who passed away recently) were sent on behalf of Mission College, and the Academic Senate. There was no charge to our account, Louis Zandalasini paid for the arrangement.

4. The Tuition reimbursement accounts have been decentralized to each campus which allows us now to have access for the funds available. Please email Louis for a copy of the form (golden rod). Tuition is at 50% cost of the coursework completed. The process for reimbursement will be posted soon.

5. If anyone is interested in chairing the Scholarship committee, or would like to participate for this academic year please email/phone Louis, ext. 7849.

V. Public Address

President Judith Valles: President Valles welcomed everyone back for the spring semester. She thanked Vice-President Johnson-Hawkins, Senate President Angela Echeverri, and Dean Maury Pearl for doing a wonderful job in presenting Mission College’s strategic plan to the Board of Trustees’ Student Success Committee. She commended Pat Flood for making huge strides and putting LAMC on the map with SLO’s. Further, she recognized everyone at Mission for their hard work and dedication. She encouraged everyone present to attend the grand opening of the New Health, Fitness and Athletic Center (HFAC) and to participate in the 5K walk/run on February 20th. Please announce to all the students about the Shuttle that runs between the parking structure and HFAC.

Dean Nadia Swerdlow: A copy of the Textbook Provision Act was passed out at Council of Instruction. The Textbook Provision itself is part of a much larger bill called the Higher Education Opportunity Act that was passed by the Senate and House of Representatives on July 31, 2008. It was signed into law by the President on August 14th. Subsequent to that the bill was looked at by various government and education bodies and the Textbook Provision called Section 133 was added as an amendment. In general the HEOA Textbook Provision reflects the entire intention of the bill, which is to include transparency for students, who are perceived as consumers. The student as a consumer is considered entitled in this law to having full disclosure on everything from loans, fees, course materials fees, loan payback interest, etc. The Chairs who have looked at the Textbook Provision will see by its level of detail that it encourages that kind of disclosure of course material costs. Some very large and influential educational organizations such as the American Association of Collegiate Registrars and Admission Officers (AACARO) and the American Council on Education (ACE) have come out with statements about the provision as well as summaries of the provision. The links are very helpful and will be sent to Senate President Echeverri. AACARO made a statement that “Section 133 gives no regulatory authority and prohibits the Secretary of Education from promulgating regulations from a perspective of the Section. This scripted effort will
satisfy the law.” The guidelines for this provision are a campus decision. The US Government Accountability Office, which is the investigative arm in congress for education, is charged with auditing and evaluation of these programs to determine that some sort of implementation has taken place on campuses. The actual date of the Textbook Provision requirement is July 2010. The focus is on transparency and the cost of course materials. Course material fees should appear attached to the registration cycle and online, not in the printed schedule. The rest is a campus-wide decision. Basically a link to the textbook information such as the online syllabus, the registration system, or the course management system that links to textbook info is required. Other campuses have book rental programs, open source book programs, and many campuses have instituted committees made up of all sorts of members of constituencies to take an annual look at the cost of course materials. This approach to the provision is not regulated. In addition, publishers are fully aware of the regulations and are encouraged to disclose all information regarding costs to the bookstores.

**Vice-President Alma Johnson-Hawkins:** At one of the College Council of Instruction meetings there was a discussion with the department chairs about the Textbook Provision. The discussion centered around chairs going back to their departments and having discussions with faculty members, so there could be some sort of a textbook policy within the department. Possibly even a campus wide policy about how departments select textbooks can be discussed as well. There have been many discussions about faculty selecting textbooks and because of the full disclosure the possibility of students now selecting classes and/or institutions based on what books cost is possible. On one side of the discussion is how this campus will make public or display the costs of books so that students and families can plan their education based on cost. The other side is to look at how faculty pull together and begin to have discussions on how textbook selection. What does it look like within departments? What is actually required by a course and what is recommended by a course and how that is publicized? That was the backdrop for Vice-President Johnson-Hawkins bringing forward the Higher Education Opportunities Act to the Council of Instruction based on textbook selection.

President Echeverri asked about bundling of textbooks with other materials becoming problematic in the future.

Vice-President Johnson-Hawkins stated that bundling was part of the discussion to be taken back to the individual departments by Chairs to resolve textbook selection and how we adopt the textbooks based on faculty within departments.

President Echeverri stated that according to the Textbook Provision, if you bundle you also have to offer the materials to be sold separately. The reason for this being that for some students the bundles become so expensive students can’t afford them.

Vice-President Johnson-Hawkins responded that’s why this discussion has been handed over to department chairs. She also mentioned that it is not prudent for teachers to select an expensive text and then to select only a couple of chapters that are required. That is
why departments need to meet to discuss what books are best for the courses being taught.

Myriam Levy pointed out that students can electronically access the bookstore to find out textbook information and that we are already disclosing the information required.

Vice-President Johnson-Hawkins said that the backdrop of the discussions to bring the Textbook Act forward is to determine what is our textbook policy? Do all faculty understand the textbook policy? Does the Senate support a textbook policy or a departmental textbook policy? The Senate is encouraged to create textbook guidelines. Also textbooks older than six years old should be eliminated.

Edward Casson encouraged faculty to put a copy of their textbook being used in the library.

**Steve Ruys:** Introduced himself as the new Fitness Center Coordinator, who transferred over from Peirce. He is working very hard to put the faculty staff fitness program together. A faculty staff program has been started that will run for the length of the semester. There is a $75 initiation fee. The program runs Monday through Friday from 6:00 am to 9:30 pm and on Saturday from 8:00 am to 11:30 am. The program offers a fitness assessment to focus on six key elements: body fat, weight, cardiovascular fitness, core strength, and flexibility. He would like to expand these six areas of assessment later on. Please help to get the word out. Even if you don’t want to work out, come down and visit the new beautiful Health and Fitness Center. If you have any questions, please call him at extension 7621 or email him.

**Dean Kathy Brinkman:** Dean Brinkman introduced Delicia Neihman, Student Greening Program from LACCD and Victoria Charles from Sustainable Works, who gave a presentation at the CTE meetings this past week.

Sustainable Works is an eight week workshop that introduces students to the topics of sustainability on a local scale and global scale. It is divided by topics such as energy, waste, transportation, chemicals, and food. It focuses on practical solutions for students to implement to make themselves and their communities more sustainable. As part of the widespread support received on other campuses, an internship has been created for some of the students who graduate from the workshop to become EGA’s. The internship is a LEED GA (Leadership in Energy and Environmental Design, Green Associate) internship for four graduates of Sustainable Works. The intention of the internship is to fuse people and professions.

Selected Sustainable Works graduates will work on campus in a yearlong paid internship with the end goal of becoming LEED GAs and gaining skills in sustainable green building design and construction. This is a one year paid internship on the campus.

Sustainable Works needs students to form Crews starting in March. You can refer students by offering extra credit to complete and graduate from Sustainable Works. It can
tie into a research project or the topics may even tie into your curriculum. You can have students write a paper about their experience as a Crew member. If you are interested, Victoria will come give a presentation in your class or at your department meeting. The Crews will start Mar. 8 or 9th. This is a life altering program that will teach our students how to save money at home such as on water and electricity and how to save the planet at the same time. Victoria’s contact information is 310 463-5323 or Victoria.charles@sustainableworks.org. You can also visit Sustainable Work’s website at www.sustainableworks.org.

VI. Old Business

Course Management System Task Force – Echeverri: In December David Jordan presented a proposal by the group to continue to support the Course Compass and Moodle platforms for online instruction. The ETUDES course management system will be discontinued due to its cost. The Senate voted to approve the proposal by the CMS Task Force (Levy/Milke)

Faculty Hiring Prioritization – Echeverri: The Faculty Hiring Prioritization Committee chaired by John Klitsner ranked the 14 hiring requests submitted in the following order: Sociology, Athletics/PE, Developmental Communications, Health, Philosophy, Speech, Business, Counseling, Art, ESL, Multimedia, Humanities, Journalism, and Music. A correction to the list was noted by Deborah Paulsen. Art needed to be inserted as number 9 in the hard copy that was distributed. The Senate approved the list to be forwarded to President Valles for consideration. (Levy/Pazirandeh)


The report is due to the ACCJC on Monday, March 15th. Please submit any comments or suggestions to the accreditation co-chairs. Pat Flood asked those present to focus their review on the “Response to the Planning Agendas” section which is the newest part of the report.

Past President Leslie Milke took over the meeting as President Echeverri had to leave to attend a DAS meeting.

VII. Committee Reports

Curriculum Committee – Pazirendeh
• The Electronic Curriculum Database (ECD) is now available at Mission and beginning Spring 2009, all curriculum submissions must be done using the ECD. Submissions that were completed prior to this date will be processed as submitted and once approved these outlines will be imported into ECD.
• Several training sessions in use of ECD were held in January and many faculties attended one of the sessions. More training sessions will be conducted during spring semester to assist in use of ECD.

• The new cross-listing procedure has been approved by DAS as part of the approval of E-65 and is awaiting approval by the Board of Trustees. Once approved, all cross-listed courses in the district will be removed and departments will have one year to resubmit their requests for cross-listing. The new requests will be vetted through the District Curriculum Committee (DCC) and be subject to review by all colleges in the district.

District Academic Senate – Echeverri reported that the DAS met on December 10, 2009 at City College. There is a DAS meeting this afternoon at Trade Tech College. Several administrative regulations and Board Rules were approved at the December meeting including:

- **Curriculum Development and Approval (E-65):** Important changes on course cross-listing will go into effect. All current course cross-listing will expire in one year.
- **Community Services Offerings (E-XX):** New regulation.
- **Law Enforcement Academy Credits (E-12):** Specifies how credit for basic recruit academy training in Administration of Justice or related areas shall be granted.
- **Repetition of Activity Courses (E-103):** Title 5 language added.
- **Acceptance of Credit/Grading (BR 6703.11):** Specifies how a C minus grade from another institution is handled by the district.
- **Military Credit (E-XX):** LACCD policy to give military students 3 units of credit towards area E and 3 units of electives.

A more detailed report of all regulations and board rules discussed at the DAS will be given at next month’s meeting.

Educational Planning Committee – Silver Meetings held January 11th, Feb. 8th 2010

Summary of Agenda Items Discussed:

- **Educational Master Plan** - A campus-wide retreat will be held February 16th from 9:00 – 12:00 to provide the foundation for the committee work. Facilitators of the three groups were designated and format and timeline were developed.
- **Program Review** – Comprehensive reviews as well as updates are completed. Validation teams for comprehensive reviews have been developed with one member from EPC and one member from the shared governance task force. Rubrics for standardized reviews were approved. Timeline for comprehensive reviews were approved. Updates will be reviewed by the deans and important recommendations will be reported to EPC. A rubric is being developed for the update reviews.
- **The linkage between planning and resource allocation was reviewed and recommendations are being developed to further clarify the connection between program review and departmental operational plans.**
- **Charter** – the charter and membership revisions were reviewed and will be approved at the February 22nd meeting.
Report of Action Items (if any):

- EPC will meet February 22\textsuperscript{nd} at 1:30 in CC4 (change of schedule)
- EPC will hold an Educational Master Plan retreat on Tuesday, February 16\textsuperscript{th} from 9:00 – 12:00 to “kick off” and provide the foundation for the development of the new 2010-2015 Educational Master Plan. Please come!
- Validation of comprehensive program reviews is underway.

Budget and Planning Committee – Milke

The committee is getting ready to receive all of the Op Plans from the divisions on campus. Our March meeting will be the beginning of the allocation of next year’s budget. The committee is finalizing the criteria that will be used to prioritize requested items from each college division. The next B&P meeting will be held on March 4\textsuperscript{th} at 12:00.

College Council - Milke – No report

Student Learning Outcomes and Assessment – Paulsen for Flood: The Defined SLO’s are at 89%. The Defined Assessments are at 89%. The Evaluation of Assessments is 45%. If anyone has a problem writing up Assessments, they can ask Deborah Paulsen or Pat Flood for help.

Essential Skills Committee – Prostak – No report

Announcements - Milke:

- Grand Opening of LAMC Health Fitness and Athletics Complex and Family Health and Fitness Fair. Ribbon cutting ceremony at 10:00 am followed by tours. The 5K walk/run begins at 8:30 am.
- Retirement celebration brunch for Gwen Walker will be held on February 26, from 10:30 am-1:30 am. Forty dollars per person. Contact Eloise Cantrell for more information.
- Educational Master Plan Retreat on Tuesday, February 16\textsuperscript{th} at 9:00 in Campus Center.
- Faculty and Staff Brown Bag lunch on Tuesday, February 9\textsuperscript{th} at 12 noon in CC1.

The meeting adjourned the meeting at 1:30 p.m.
Respectfully submitted by Gina Ladinsky, Secretary