Executive Members Present: Angela Echeverri, David Pardess, Gina Ladinsky, Louis Zandalasini, Deborah Paulsen, Pat Flood, Mike Climo and Leslie Milke

Voting Members Present: Madelline Hernandez, Stephen Brown, Said Pazirandeh, Mike Climo, Pat Flood, Mark Pursley, Jan Silver, Lilamani de Silva, Kelly Enos, Edward Casson, Margie Long, Monica Moreno, John Morales, Curtis Stage

Voting by Proxy: Terry English to Gary Prostak, John Klitsner to Cindy Cooper

Voting Members Absent: David Jordan, Rudy Garcia, John Klitsner, Myriam Levy, Jose Luis Ramirez, Terry English, Robert Smazenka

Faulty Present: Cindy Cooper, Gary Prostak, Geri Shapiro, D’Art Pbeares, Roza Ekimyan, Fay Epps, Chris Williams, Yoon Yun, Lorraine Manoogian, and Yolanda Ramil

Guests: Karen Hoefel, Lilit Haroyan, Marie Zaiens, Young-Ji Lee, Anabel Diaz, Bill Corneli, and Elliot Jarmillo

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

II. Approval of minutes: February 2010 minutes were approved (Silver/Pazirandeh)

III. Officers Reports

A. Presidents’ Report – Echeverri

1. Hiring Update:

Other Faculty Positions: The Faculty Hiring Prioritization Committee ranked the requests for full time faculty positions to be filled in 2010-2011 academic year as follows:

1. Sociology
2. Athletics/PE
3. Developmental Communications
4. Health
5. Philosophy
6. Speech
7. Business
8. Counseling
9. Art
10. ESL
11. Multi-media
12. Humanities
13. Journalism
14. Music

The list has been forwarded to President Valles and Vice President Johnson-Hawkins. I met with President Valles on 3/1/10 to explain how the prioritization process was carried out.
Counseling Positions: The hiring process for two probationary counselor positions was initiated by Student Services before going through the faculty hiring prioritization process. Counseling Chair Suzanne Ritcheson was informed that these hiring requests need to go through the FHPC and a proposal was submitted.

DSPS Director: The Director of Disabled Student Programs and Services, faculty member Rick Scuderi retired in the fall of 2009. He has not been replaced yet. One outstanding issue is whether the replacement will be a faculty or an administrator position.

Learning Resource Center Director: The position closed in January 2010 and the selection process is currently on hold. Once it moves forward again, 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.

2. Administrative Update
   - Chancellor Search: The selection committee for the new LACCD chancellor interviewed candidates on February 22-24. The committee selected five finalists to be considered by the Board of Trustees. The Board will interview the finalists on March 12, 2010. The 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 Instructional and Educational Services John Clerx
     - Vice Chancellor of Institutional Effectiveness Gary Colombo

3. 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 Ekimyan (Basic Skills), Carol Akl (Math), and Angela Echeverri (Biology).

4. Accreditation and Strategic Planning: Los Angeles Mission College gave a presentation on the Accreditation Midterm Report to the Student Success Committee of the Board of Trustees on February 24, 2010. The presenting team consisted of President Judith Valles, Vice President Alma Johnson-Hawkins, Dean Maury Pear, and Accreditation Co-chair Pat Flood.

5. District Academic Senate – The DAS met on December 10, 2009 at City College and on February 11, 2010 at Trade Tech College. The following administrative regulations and Board Rules were approved 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 uses the term “offering” instead of courses or classes.
   - 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.
• College Policies and Procedures (BR 8605.10): Title 5 changes.
• Academic Renewal (BR 6700): Clarifies how academic renewal will be granted to students.
• International Baccalaureate Credit (E-XX): Spells out applicability to GE and competency, not course credit.

These two items have not been approved yet:
• Catalog Rights (BR 6202): Tabled.
• College Level Examination Program (CLEP) Credit (E-XX): Referred back to DCC.

B. Treasurer’s Report - Zandalasini:

1. Report on account at the Pacific Western Bank:
   • Faculty Senate Checking Account $1,133.04
   • Carla Bowman Scholarship $3,869.58
   • David Lee Moss Scholarship $458.66

2. Faculty Senate Dues of $25 are due now, these dues help to provide Scholarships for our LAMC students. Please pay Louie as soon as possible.

3. Conference Requests: There is $300.00 available Full-time, and $250.00 for Adjunct conference requests. Please be reminded of the 2 weeks prior authorization for any conference request or attendance in any activity that requires a conference request form. Even if it is a meeting at the LACCD, you should do a form for insurance purposes if you will be away from your teaching responsibilities. The Conference Request form is on the college website (as well as laccd.edu) under faculty, and then campus forms; please attach a flyer of the conference activity. Upon completion the conference request is given to Louis J. Zandalasini, Chairperson of the Professional Growth Committee, who will then assign a TM routing number for the request. Remember, you must fill out the Travel Expense Claim Form document no later than 10 days after your attendance in order for your conference request for money to be processed. This document must also be accompanied by all of your original receipts for your expenses. In addition, a Report on Conference Activity must be filled out with a detailed report of the value you gained by your attendance.

   ➢ For Your Information the following is per district directive:

   MILEAGE AND CONFERENCE ATTENDANCE: Employees who must drive during the month of June must submit their claims by July 1st in order to be reimbursed. Conference Attendance Reimbursement Request forms (Travel Expense Claim and Report on Conference Attendance) must be completed and submitted within 10 days after the end of the conference or activity. Also, if you did not attend a conference that was previously approved, notify your supervisor and the division secretary, so the
encumbered funds can be released and possibly used by another employee. Conference Requests with dates beginning prior to June 30, 2010, are to be encumbered against 2009-10 funds. The deadline for Conference Attendance Requests with beginning dates prior to June 15th is due by May 12th. Conference Attendance Requests with dates between June 15th and June 30th must be submitted by May 28th.

4. **Chair for Scholarship Committee 2009-2010:** If you are interested to be the Scholarship Chair, or would like to serve on this committee please e-mail me, zandallj@lamission.edu or phone campus ext. #7849.

5. **Senate Dues:** The Professional Growth Committee is considering a review for Full Time/Adjunct faculty to remain current with Senate Dues prior to attending a conference. Louis Zandalasini is checking on the status, and will report at our next senate meeting.

**IV. Public Address:**

**Young-Gi Lee:** Gave information about the **Cooperative Title V Project** – a five year grant from the U. S. Department of Education. The goals are to increase the transfer and graduation rates of our students. The grant funds the development of the Teacher Preparation/Pipeline Program as well as the Transfer Center. As a part of the TPP, LAMC has collaborated with Loyola Marymount University.

**Anabel Diaz:** Reported that the Transfer Center is part of the Cooperative Title V Project. Anabel is available to come to our classes to inform our students about transferring. For example, students have to apply one year in advance and some students will not be able to transfer because they wait too long to begin the process. There are also many workshops offered as part of the grant for both faculty and students. Coming up shortly is a field trip to LMU. Also many reps from many universities visit our campus regularly. Anabel can bring a rep to your class for a short visit or she can come alone. Anabel will take up as little time as each instructor would like. There will be a transfer fair at the end of April. Faculty are encouraged to announce events as they occur on campus and to tell students go to [http://www.lamission.edu/teacherprep/default.aspx](http://www.lamission.edu/teacherprep/default.aspx) to check out the TPP as well as the Transfer Center activities and workshops. There are some amazing resources available to our students. Please become aware of them as faculty, so you can provide information to your students who might not otherwise know about them.

**Mike Fenton:** He is the new **Honor’s Program Director.** Students and faculty can locate info on the Honors Program on LAMC’s website. It is listed under “Students” and then “Honors.” Students can find requirements, forms, and other information. Please stop by Mike’s office anytime with questions. The counselor for the Honor’s Program is Afri Walker and the Dean is Nadia Swerdlow. Mike has designed a skeleton for what the projects should look like. It’s a skeleton because he wants it to be flexible. Mike is willing to sit down with the student and/or faculty member to help design a project that would be appropriate. He emphasized that the projects should be flexible.
Marie Zaiens: Reported on the fact that many students are coming into the LRC for help, but they have not been referred by their teacher, and this results in a delay for the student. Marie would like faculty to refer all students for tutoring, so they won’t have this problem. Once students are referred, they can immediately use any of the resources in the LRC. The English Success Center and the Science Success Center, both require a referral for a login. Marie demonstrated how to access the link to refer an entire class in one click. There is a video that will show you how to do it. The video can be viewed at http://www.lamission.edu/learningcenter/fresources.aspx. Students can also fill out paperwork and bring it to their instructor, but the preferred method is to refer the entire class to be sure that no student will be turned away.

The English Success Center has “Workouts” available for all students. Right now the focus of the ESC is critical thinking. This is for all students in all courses at LAMC. A receipt is given so that faculty can offer extra credit. Workouts are offered every day and takes walk-ins. Ruby Tovar, who has earned her undergraduate degree in Rhetoric from UC Berkley, is teaching the workouts.

Lilit Haroyan: Reported that the Science Success Center is underway. There are several resources available for all students. For example, there are films being offered such as “A Beautiful Mind” and others. The films are free and free popcorn is served. In addition, as part of the Science Success Center, there is group tutoring and the science faculty is working very hard to support the center’s activities. If you have films that you would like shown, please let Marie or Lilit know.

President Echeverri made a motion to move a new business item forward. (Milke/Siver) The motion was approved.

V. New Business

A. Facilities Update & Energy Proposal:

- **Karen Hoefel**: The Bond program has received scrutiny from the LA Times. Angela Echeverri requested that Karen Hoefel give the Academic Senate an update on the bond program. Dr. Hoefel invited Bill Corneli from Gateway Science and Engineering and Elliot Jaramillo from Third Rock, who addressed the Senate.
- **Bill Corneli**: The State has requested that community colleges approach a carbon neutral status and one way to do this is by load reduction. To reduce the amount of energy we use, a company will be coming out and retrofitting to reduce all our loads. They will change to lights that will switch off when the room is not in use or when ample sunlight is filling the room. The technology to heat and cool the buildings will also be improved. Chilled water will be used to cool buildings. Once we have reduced our loads through retrofits, we need to generate our own power. This will allow us to be more efficient. This will affect the entire campus. It can also possibly build curriculum. They would like student involvement.
- **Elliot Jaramillo**: With a centralized base, we can load shift in order to avoid usage from the electric company’s grid during peak hours. We can store thermal energy at
night when it is cheap. It is more expensive to store energy during the day when all the energy is being tapped. The proposal is to use ice. The central plant will be housed in a building on a small part of campus that will generate electricity and will cool the campus. It will have tanks for storage. All day long we will melt ice to pipe to buildings to cool the buildings. So at peak times we don’t have to turn on the energy-inefficient air conditioning units. Instead we turn on fans to circulate chilled air. We are using a bit more energy, but we are shifting it from daytime to night time and this will save money. The current utility grid is inefficient. Energy is being piped in from other states. This leaves a huge carbon footprint. They use also use advanced carbon mitigation techniques involving an algae filter. They will monitor how much carbon goes in and comes out. They will also blend hydrogen into the natural gas the school uses to reduce the amount of fossil fuel.

VI. Reports of Senate and College Committee Meetings.

A. Curriculum Committee – Pazirendeh: Curriculum Report

- The following actions have been taken by the Curriculum Committee during January and February 2010 and are submitted for approval by the Senate:

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 103</td>
<td>Addition of a District Course</td>
<td>1/26/10</td>
</tr>
<tr>
<td>Pol. Science 8, 9</td>
<td>Archive</td>
<td>1/26/10</td>
</tr>
<tr>
<td>Art 519</td>
<td>Course Change (Title)</td>
<td>1/26/10</td>
</tr>
<tr>
<td>Criminal Justice Certificate</td>
<td>Delete</td>
<td>1/26/10</td>
</tr>
<tr>
<td>Humanities 31H</td>
<td>Archive</td>
<td>2/9/10</td>
</tr>
<tr>
<td>Math 100, 113, 114, 120</td>
<td>Archive</td>
<td>2/9/10</td>
</tr>
<tr>
<td>Art 701</td>
<td>Update</td>
<td>2/23/10</td>
</tr>
<tr>
<td>Art 702</td>
<td>Update</td>
<td>2/23/10</td>
</tr>
<tr>
<td>Child Dev. 11, 42, 44, 45</td>
<td>Course Change (Titles)</td>
<td>2/23/10</td>
</tr>
<tr>
<td>AA Political Science</td>
<td>Non-Substantial Change</td>
<td>2/23/10</td>
</tr>
</tbody>
</table>

- The following documents are being reviewed by the District Curriculum Committee (DCC) and considered for action at future meetings:

  a) Board Rule 6204 (Additional and Concurrent Associate Degrees)
  b) Board Rule 6705.20 (Syllabi and Retention of Written Work)
  c) E-15 (Publication of New Educational Programs)
  d) New Cross-listing Form
B. District Academic Senate – See President’s Report

C. Educational Planning Committee – Silver

EPC Meetings held February 22nd and March 1st, 2010

Summary of Agenda Items Discussed:

- Educational Master Plan - A campus-wide retreat was held February 16th from 9:00 – 12:00 to provide the foundation for the committee work. Co-chairs of each of the three committees were identified and work has begun in subgroups. The next full meeting of the committee is scheduled for March 19th at 9:00.

- Program Review – Validation teams for comprehensive reviews have been working on their assigned unit assessments. Rubrics for standardized reviews were approved. The comprehensive program reviews with department chairs began with English on March 1st.

- Charter – the charter and membership revisions were reviewed and approved at the Feb. 22nd meeting.

- A draft version of the program review process has been written and is being reviewed for approval.

D. Budget and Planning Committee – Milke

- The committee discussed the current budget projections. In summary, we will be close to breaking even for the current fiscal year and will begin the ’10-’11 fiscal year with an approximate $1.5 M deficit not taking into account any new expenditures requested through the Op Plan process.

- The rest of the meeting was devoted to the Op Plan presentations from Academic Affairs, Student Services, Administrative Services and IT areas. These areas presented their prioritized budget requests from their respective areas. The B&P committee will meet twice in the month of May to establish criteria to review these requests so that we can complete the Op Plan process by early to middle May.

E. College Council - Milke – No report

F. Student Learning Outcomes and Assessment – Flood

- As most of you are aware, March 1 was the deadline for updating all expired courses for the following year’s college catalog. The SLOs and assessment portion of the course outline must be completed for each course outline. Consequently, this past month I have been very busy reviewing SLOs and assessments for this deadline.
This next month we are going to be focusing on assessment plans for this semester and program assessments.

At one of the SLO workshops I recently attended, they distributed a Program SLOs Evaluation rubric (see attached). By 2012 we need to be at the proficiency level with outcome statements that contain Audience, Behavior (Knowledge, Skills, and Attitudes) and Condition elements that are measurable with well-defined criteria for success (e.g., there will be a 60% increase in scores from pre to post test) for the program SLOs.

G. Essential Skills Committee – Prostak – No report

VII. Old Business

A. Accreditation Planning Agendas and Midterm Report – Flood/Echeverri: The Accreditation Midterm Report is due to the ACCJC on March 15th. To view self study, progress, follow-up, and midterm reports go to: [http://lamission.edu/accreditation](http://lamission.edu/accreditation) Please forward any changes, comments or corrections to Pat Flood or Angela Echeverri.

VIII. New Business

A. Educational Master Plan Update: Echeverri: The Educational Master Plan meeting on February 16th was extremely successful and had many faculty and staff in attendance. EMP co-chairs Gary Prostak and D’Art Phares will oversee the progress of the three subcommittees.

B. Elections for Senate Representatives:

Foreign Languages and Chicano Studies will be separate as of July 1 and will need to hold an election for Senate reps. Also ESL and Developmental Communications will need to hold a formal election as well.

Announcements:

- Faculty and Staff Bag Lunch: Will take place on Tuesday, March 9th at 12 noon in Campus Center.
- Educational Master Plan Meeting is scheduled for Friday, March 19th at 9:00 am in the Campus Center.
- Honors Ceremony: Will be held Thursday, March 25, 5 pm in the Campus Center. For more info contact Debra Manning. Students love to have faculty.
- Teacher Prep Program and Transfer Center Open House: To be announced. Stay tuned.
- Commencement Committee is looking for Marshals for graduation.

The meeting was adjourned at 3:17 p.m.
Respectfully submitted by Gina Ladinsky, Secretary