Los Angeles Mission College  
Academic Senate Meeting Minutes  
Thursday, December 4, 2014

**Executive Members Present:** Leslie Milke, Carolyn Daly, Deborah Paulsen, Louis Zandalasini, Kelly Enos, Angela Echeverri, Pat Flood

**Executive Members Absent:** Curt Reisburg, MiChong Park

**Senator Present:** Tobin Sparfeld, Janice Silver, Curtis Stage, Nancy Smith, David Jordan, Jose Maldonado, Sherrie Loper, Robert Schwartz, Gary Prostak, Margie Long, Cindy Cooper, Donna Ayers, Steve Brown, Said Pazirandeh, Louis Eguaras, D’Art Phares

**Senators Absent:** Patricia Rodriguez, Linda Marie Avalos, Jolie Scheib, Robert Smazenka

**Proxy Holder:** none

**Faculty Present:** Paul Kubicki, Veronica Diaz-Cooper, Jesús S. Sanchez, Bamdad Samii, Marie Zaiens, Louise Barbato, Cindy Luis, Jill Biondo, Michael Climo, Virginia Sarkissian, Diana Bonilla, Sheila Mac Dowell, Riye Park

**Guests:** Michael Allen

I. **Call to Order** – Leslie Milke called the meeting to order at 1:37 pm

II. **Approval of Agenda** - Motion to approve the agenda carried unanimously

III. **Approval of Minutes** – November 2014 Minutes approved – (Phares/Long)

IV. **Public Address**

**Marie Zaiens** – Made announcement about Eagles Nest, they will be having a brown bag lunch and discussion of learning styles.

**Deborah Paulsen** – Made announcements about the Drama Club Show Case, which included the collaborative efforts of the LGBTS Club and the Dance Club. She also mentioned the Winter Choir Concert lead by Professor Sparfeld.

V. **Officer’s Reports**

a. **Treasurer’s Report** – Zandalisini

Louis Zandalasini made an announcement that recent checks made out to the senate for dues should be canceled and reissued. Included were checks from Margie Long and Jolie Scheib.

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VI. Presidents Report - Milke

Faculty Hiring: Library and Culinary Arts just finished their hiring process and new faculty will be starting in the spring. Dr. Perez approve the following new hires: Articulation Counselor, English, Biology, Multimedia/Cinema, Spanish/Foreign Languages. The process is already underway for these Fall 2015 hires. The Child Development Center and CSIT are also under the hiring process for a full-time faculty member.

There is a very fast calendar and we are trying to get these faculty hired by March 30th. Faculty are encouraged to participate on the hiring committees. Please let Leslie or the department chair know if you are interested in serving on committee. Only tenured faculty should be serving on these committees. Michael Allen mentioned a special training on hiring for department chairs.

Now that the Eagles Next is up and running with support from the Professional Development Committee, there is an interest in starting a separate committee to be in charge of parties. This would free up time for PDC to really focus on their objectives of providing staff and faculty with professional development activities.

Leslie is putting together a list of official campus activities, so that College Council can provide more formal support. It was difficult this year planning and supporting certain activities that benefit our students. The list would include: Commencement, Honors Ceremony, Scholarships, and the SLO Summit. If you have activities that should be added to this list please let Leslie know.

VII. New Business

a. Student Equity Plan – Allen

Michael Allen mentioned new legislation, SSSP and the SSSP Plan that was submitted to the state for categorical funding based on student educational plans, orientation and assessment. The other categorical area is the Student Equity Plan. This year things did not go as smoothly with various developments. There were certain target groups of students and more were added at the last minute, with new guidelines. The college was only given until January 1st to submit our Student Equity Plan to the State Chancellors Office. Every document must be reviewed by the Institutional Effectiveness Committee, then forwarded to the Board of Trustees for approval.

The college had to have the plan ready by the last Board meeting, and we lost two months. Michael apologized for not being more inclusive with the AFT and Senate on preparing the document. There were teams on campus formed that gave input to the document. Some faculty may have been unhappy about the final result. Although only some information was included in the plan, administration still considered the information brought forward in the process.

The main purpose was to build a strong infrastructure for the first year. There are two main areas, including additional research into what activities will be promoted. The college needs to bring the demographics of the college and the communities that we
serve into alignment. The college needs to look at a target population, specifically Hispanic and African American male students; and make sure they have access to our institution and complete our college programs. We will replicate some of the support services that have been developed through our Title-V programs, including e-mentoring via the web to help individuals who can not get on campus.

Leslie will send out the full-plan. Leslie stated: the committee that did put it together was very representative of our campus. It was not vetted fully, but it is tied to significant funding and a restrictive deadline. If there things you like to see, issues or suggestions for the plan let Leslie know.

VIII. Old Business
a. Faculty Hiring 2015- Enos
Kelly Enos announced upcoming faculty hiring workshops to cover legal guidelines; Monday in the Senate Office. Faculty are required to update this workshop if they have not been to one within the year. The workshops are an hour and a half, there will be more in December and January. Let Kelly know if you wish to attend. He will send out the future dates and times.

b. Accreditation News and Update – Enos
Follow-up Report: ASC (Accreditation Steering Committee) is on schedule. This week the committee is looking at the final draft and will have it ready for approval by the Senate later in the Spring.

On Recommendation 2, the Curriculum Committee had a workshop on November 25th with non-credit, to update their courses. On Recommendation 14 the President had a Focus Group. Data from the groups are being complied and included in the report.

Accreditation Self-Study: the standard teams have turned in the first draft outlines. Participation on the teams is still being sought, contact Kelly or Danny Villanueva if interested.

ACCJC will give an Accreditation Workshop in San Diego, April 2015 for colleges in this cycle. Four people from LAMC will attend.

Bob Pacheco from Mira Costa College has been helping us and other colleges prepare for Accreditation. There was a training webinar that he facilitated with Napa Valley back in November. Napa Valley College is the first college going through Accreditation with the new standards. They will share more webinars as they progress; the last one was shown in the CMS 30. All faculty will be invited to the webinars. The last webinar was recorded and Kelly sent out the link.

Next ASC Meeting is Dec. 10th

c. Cooperative Education Viability Study - Diaz-Cooper
EPC requested that the Senate perform a viability study for Cooperative Education. The committee has been working on it all semester. There was an open forum held yesterday for faculty, staff and members of the community. The committee has
recorded data and thoughts on Cooperative Education and is almost finished with their report. Leslie Milke thanked the members of the committee.

d. **Curriculum News and Approvals - Enos**
Kelly Enos stated there were three course corrections to the report; three of the classes were tabled. There is a transfer degree in Philosophy, some of the courses are part of the transfer degree, and are now aligned with the C-ID descriptors.

**Motion to affirm courses on Curriculum report passed. (Long/Jordan)**

Leslie stated that next week we need to approve more courses through the Senate Executive Board, so the college does not have to wait to move forward until February.

**Motion Approved: The E-Board will accept and approve Curriculum for one month only. (Long/Eguaras)**

The Curriculum with be sent out for review and comment by the Senate. Leslie thanked the Curriculum Committee for their hard work.

**IX. Reports of Senate and College Committee Meetings**

a. **Budget and Planning Committee – Sparfeld**
B&P met today. They had nine requests that they ranked, and will have to discuss the results at the next meeting after they are discussed at College Council. Budget status is a 1.1 million dollar deficit. All of the nine campuses are similar as far as percentages. There will be some revenue that will help to get the deficit down. Benefits are costing the college more money. They talked about planning and organizational/administrative planning and how to be more involved in college processes. The college is over spending by about 2%. Michael Climo mentioned and described the LACCD reserves.

b. **Educational Planning Committee – Phares**
D’Art Phares stated that EPC is working on Professional Studies comprehensive program evaluation. The Education Master plan will be due for updating next year and they started talking about the process.

c. **Professional and Staff Development Committee – Samii**
The Holiday Party is next Wednesday at 11:30am. The last few years faculty have been able to bank their flex hours, this practice will no longer be allowed. At the end of June everyone will be reset to zero. The Senate discussed the contract and theory of flex hours. Some faculty have banked hundred of hours.

Spring into Spring: The committee is waiting on the date, because they are trying to coordinate with a speaker. Last spring was the first annual Spring into Spring and everyone seemed to enjoy it. The event focuses on teaching and learning styles. If you have some ideas, or expertise you wish to share please contact Bamdad Samii.

d. **LOAC – Flood**

e. **LOAC – Flood**
The Learning Outcomes Assessment Committee (LOAC) met yesterday and the members are continuing to work on the quality control process for assessments. Members were given assignments to review discipline/department’s SLO and PLO assessments and reported back their results to the committee. The LOAC members had been reviewing assessments and have found that some need more in-depth analysis. Departments will receive feedback from the committee.

Pat Flood is working on finalizing the response to Recommendation #2 for the Accreditation Follow-up Report, including collecting and posting the evidence. The report contains SLO data and the SLOs and PLOs need to be as close to 100% assessed as possible. The finalized report is due in March.

Please make sure all assessments are posted by December 29th. Grades should not be cited in the report. The Chairs need to do a summary report for their department by January 9th. Pat will send out a reminder to all faculty with a sample well-done assessment by Steve Brown. If you need assistance, let Pat Flood or Deborah Paulsen know so they can provide training.

A few people are not participating in SLO assessment, and a policy is being developed by a Council of Instruction (COI) taskforce composed of Gary Prostak, John Morales, and Leslie Milke. They are working on developing a policy for dealing with faculty who do not comply. LOAC will try to work with disciplines out of compliance, but there will be consequences and classes will not be offered beyond the full-time contractual obligation if there are un-assessed courses.

Nick Minassian has been making some changes in the online SLO system. The multiple SLO assessment feature is now complete, which makes it possible to assess multiple SLOs at once.

Leslie thanked Pat and Deborah for their work.

f. Technology- Yamada
No report

g. Facilities Planning- Paulsen
The Nursing Program which is in development has been approved to move into INST 2014, 2015, INST 2016. CTE will pay for the renovations. The rooms will be dedicated to the program because the will be very specialized equipment and paperwork. There will be 12 unit certificates offered.

Culinary Arts put in a request to rename rooms in the CAI to be more inclusive and inviting to the community. The FPC wants to make such that the Board Rules are followed in naming campus rooms. Faculty requesting a name change to a room should come to the meeting with specifics and justification. The Board Rules for room naming can be covered at the next Senate meeting.

The PFC will work on better informing the campus about construction projects, such as publishing updates in the Weekly newsletter.
Adjourn 2:37

Secretary: Deborah Paulsen