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

Executive Members Absent: MiChong Park

Senators Present: Tobin Sparfeld, Curtis Stage, Nancy Smith, David Jordan, Robert Schwartz, Cindy Cooper, Donna Ayers, Steve Brown, Jolie Scheib, Louis Eguaras, D’Art Phares

Senators Absent: Janice Silver, Jose Maldonado, Patricia Rodriguez, Sherrie Loper, Gary Prostak, Margie Long, Robert Smazenka, Said Pazirandeh

Proxy Holder: Bamdad Samii for Robert Smazenka, Deborah Paulsen for Said Pazirandeh, Afri Walker for Sherri Loper, Carolyn Daly for Margie Long, Rita Grigoryan for Janice Silver, Kelly Enos for MiChong Park

Faculty Present: Sheila MacDowell, Jill Biondo, Myriam Levy, Veronica Diaz-Cooper, Christopher Williams, Rita Grigoryan, Ebru Durkan, Jesús S. Sanchez, Michael Climo, Carole Akl, Ashley Sparks, Paul Kubicki, Gina Ladinsky, D’Art Phares, Par, Mohammadian, Tashini Walker, Afri Walker, Diana Bonilla, Christine Kourinian, Cindy Luis, Louise Barbato, Jason Bordbar, Marie Zaiens

Guests: Cathy Brinkman, Rod Austria

1. Call to Order at 1:40pm – Milke

2. Approval of Agenda – It moved to have the President’s Report delivered before the approval of the minutes. (Brown/Eguaras)

3. President’s Report – Milke
Leslie Milke introduced new faculty: Christine Kourinian for Counseling; Donna Ayers introduced Ashley Sparks for Library; Deborah Paulsen introduced Robert Cucuzza for Theater Arts; Luis Zandalasini introduced Chef Trinidad Silva for Culinary Arts. More new faculty are being hired for this Fall 2015.

Leslie honored Said Pazirandeh for his work as Curriculum Chair and thanked him for his work with two beautiful plaque/desk organizers. Faculty enthusiastically gave applause. Said said a few words about his service. Madelline Hernandez also thanked Said.

4. Approval of Minutes (December, 2014) – Milke
Approved with Corrections (Phares/Cooper)

5. Public Address
Sheila MacDowell – Announced Library Workshops; please visit their web-site.
Mark Hobbs – Talked about CTE Transitions, which works on streamlining high school students to college, events include Focus on Careers in the fall when students visit campus to learn about our programs. In the spring they do High School Counselor Day. He discussed how they work to have students not duplicate their work, LAMC’s 12 unit residency requirement and Credit-by-Exam.

In the future, they will be looking to waiver the residency requirement in order to smooth the process whereby high school students earn college credit for CTE courses articulated with high schools, and will bring a motion to Senate. Cathy Brinkman added information about career pathways and dual enrollment, what is going on locally and statewide, as well as current grants with agencies, including LAUSD and LACCD. They have been working on procedures and streamlining seamless pathways for articulation.

Tashini Walker, Transfer Counselor/Coordinator - talked about CSUN Day and the importance of students attending. Faculty, if possible can you allow for your students to attend the event next Tuesday, March 10, 2015 from 10:00 AM - 1:00 PM in the Campus Quad. Various departments from CSUN will be represented this semester. Also please encourage students to visit the Transfer Center. The resources provided are the following: Calculating transferable GPA and units, appointments with university representatives, assistance with university applications and research on colleges and majors. Drop-in hours are available. It was suggested to put the calendar in the Weekly Mission.

Mike Climo – Announced Wage Theft Tour, March 18 7:00-8:30 pm by the Dolores Huerta Foundation

6. **Officer’s Reports**
   A. **Treasurer’s Report** – Zandalasini
      Academic Senate: $1,947.55  
      Carla Bowman: $1,752.06  
      David Lee Moss: $457.84

      Dues payable to LAMC Academic Senate $30.00

      If any faculty members are interested in serving as Scholarship Chair or on the Scholarship Committee please email or phone Louis Zandalasini. The Scholarship cycle is now open please encourage students to apply.

7. **Action Items**
   A. **Accreditation Follow-up Report** – Enos
      The college has successfully resolved all five recommendations in the Follow-up Report. The report went to College Council on January 29th for approval, and was approved. It also went to the Institutional Effectiveness and Student Success Committee at district level on February 2nd, that committee gave feedback for improvements. Then it went to the Board of Trustees on February 11th and was approved. Kelly Enos recognized people that worked many extra hours on the report.

      **Move to approve the Accreditation Follow-up Report.** Approved unanimously by roll call. (Echeverri/Eguaras)
B. Cooperative Education Viability Study - Diaz-Cooper/Levy
Myriam Levy and Veronica Diaz-Cooper presented the Cooperative Education Viability Study Committee’s decision to recommend discontinuance of Cooperative Education at LAMC in its current form. Cooperative Education Viability Study Committee was formed as a request from the VP of Academic Affairs to initiate a viability study. The committee reviewed/studied a lot of information and data, including comparing what the program is supposed to do and what was actually occurring.

Program review showed very little evidence that the program was working effectively. There were students with over 85 units and up to 135 units who were still not ready for transfer and had still not obtained any degrees or certificates. The program is not cost effective and did not lead to any evidence of student success. In addition, there are no SLO assessments, and the majority of course outlines are not only expired, but not even on the ECD system. There was no evidence found about how grades were earned.

The committee believes the program could be recreated through each discipline by faculty and discipline-driven curriculum to meet the needs of students to provide work experience in certain fields. Several other community colleges have removed their Cooperative Education program and only one college showed evidence of some form of a program with minimal activities.

Some faculty and deans asked questions and talked about how the program could be recreated following a more effective model, including consideration of curriculum and state laws.

Leslie Milke thanked the committee for their hard work. The full report is posted on the Senate web-site. After the Senate votes today the Viability Study Report goes directly to the college president and he will make a decision on how to proceed. The Senate is making a recommendation to discontinue.

Move to approve the Viability Study for Cooperative Education. Approved unanimously by roll call. (Jordan/Ayers)

C. Notice Motion-Department Reorganization - Paulsen
Deborah Paulsen talked about efforts to study re-organizing the Professional Studies Department. Family and Consumer Studies would be broken down and moved to departments that could support them proactively. Family and Marriage Life, and Gerontology would move to Child Development Department; Nutrition and Foods would move to Health, Kinesiology, and Athletics Department and Interior Design would move to Arts/Media/Humanities Department. There will be an open forum next Wednesday at 1:00pm for anyone who wants to come have a conversation and weigh in. Myriam Levy mentioned that Gerontology is a specialty in Sociology.

8. New Business
A. Campus Technology Update – Austria
Rodrigo Austria talked about Office 365 and its features. It includes web-based storage and is available to all faculty, staff and students. Office 365 includes
Microsoft Office suite software available through the web or for download and installation on your personal devices. It can be installed on up to 5 personal devices. There is a spam filter, if you’re concerned that you are not getting all of your e-mail, please let IT know. Campus Wi-Fi has been changed to correct dropping every 15 minutes, and now you can stay logged in for up-to 10 ten hours.

Leslie asked about training and Rod will look into it; they will be posting tutorials online. Students will be notified that the software is available. Marie Zaiens asked about interactive capabilities with students. Chatting with students has not been activated yet. A faculty member asked about e-mail storage and Rod talked about online archiving old e-mail, also available through Office 365. He will be looking into this to free up space on our internal servers.

IT has also been working on enhancements to the LAMC web-site. They are also trying to replace 25% of all technology on campus every year. The faculty computers were just replaced and now they are working on the LRC. Myriam Levy asked about the classroom computers, which are not working appropriately. Rod said they are on the list.

They are going to try Thin Clients with a pilot program. Feel free to stop by and say hello to Rodrigo; he would love to hear from faculty.

B. LA HC3 - Ladinsky
The LA H3C (Los Angeles Healthcare Competencies to Career) grant is moving ahead at full force. Currently the curriculum is in place and enrollments and orientations will begin later this semester for Health Occupations courses as well as Certified Nurse Assistant and Home Health Aid courses.

The Health Occupations courses range from healthcare legal issues to dressing a wound, medical terminology, and more. Since the grant is based on “competency” based curriculum, upon completion of these classes, students will be given the opportunity to demonstrate competencies that are recognized by the Los Angeles Chamber of Commerce. Once competencies are demonstrated, students receive a digital badge also recognized by LA Chamber of Commerce and are employment ready. Further if someone has the competencies, such as a vet who was a medic, she does not have to take the class if she can demonstrate the competencies, thus moving students into paying positions more quickly.

In addition to the Health Occupation courses, LAMC will launch its first nurse assistant classes next fall. The plan is still being laid out, but LAH3C hopes to launch both Certified Nurse Assistant as well Home Health Aide courses for fall ‘15. The California Department of Public Health application has been filed and Mission College is on the way to offering these as a state certified program. More to come soon!

C. AtD report from Conference-Luis/Bonilla (5 min)
Cindy Luis and Diana Bonilla talked about the AtD Conference. Six faulty and administrators went to the conference in Baltimore. LACCD Chancellor Francisco Rodriguez attended and gave a presentation. All nine of our colleges were there and had a district meeting about Achieving the Dream. Cindy and Diana talked about the
breakout sessions they attended, what they learned and how it will help our college. They will present more in-depth information in the Eagle’s Nest.

9. **Old Business**

A. **Curriculum News and Approvals**

Curriculum leadership meets every Friday for training and updating the web-site. There is a new checklist for department chairs and deans for curriculum submissions as well as a submission time-line in development, which will be posted in the Weekly Mission. There are two new transfer degrees and several new health/nursing courses in the report below.

The following actions have been taken by the Curriculum Committee at the January and February 2015 meetings, and are hereby submitted for Senate approval:

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>Philosophy 9 – Symbolic Logic I</td>
<td>Reinstatement</td>
<td>12-9-14</td>
</tr>
<tr>
<td>Philosophy 14 – History of Modern European Philosophy</td>
<td>Reinstatement</td>
<td>12-9-14</td>
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<tr>
<td>Nursing 399A – Certified Nurse Assistant</td>
<td>New</td>
<td>12-9-14</td>
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<tr>
<td>English 21 – English Fundamentals</td>
<td>Update</td>
<td>12-9-14</td>
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<tr>
<td>English 205 – English Literature I</td>
<td>Update</td>
<td>12-9-14</td>
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<tr>
<td>Microbiology 20 – General Microbiology</td>
<td>Prerequisite Update</td>
<td>12-9-14</td>
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<tr>
<td>Political Science 7 – Contemporary World Affairs</td>
<td>Update</td>
<td>12-9-14</td>
</tr>
<tr>
<td>Psychology 13 – Social Psychology</td>
<td>Update</td>
<td>12-9-14</td>
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<tr>
<td>Psychology 52 – Psychological Aspects of Human Sexuality</td>
<td>Update</td>
<td>12-9-14</td>
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<td>FCS 50 – Sanitation &amp; Safety</td>
<td>Archive</td>
<td>12-9-14</td>
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<td>FSM 050, 100, 101, 102, 103, 104, 105, 106, 108, 109, 110, 111, 115, 116, 125, 130, 225, 325</td>
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<td>12-9-14</td>
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<td>Allied Health 21- Basic Life Support for the Healthcare Provider</td>
<td>Addition of a District Course</td>
<td>1-26-15</td>
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<tr>
<td>Health Occupations 62 – Skill Set for the Healthcare Professional</td>
<td>Addition of a District Course</td>
<td>1-26-15</td>
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<tr>
<td>Health Occupations 63 – Basic Medical Terminology, Pathophysiology and Pharmacology for the Healthcare Professional</td>
<td>Addition of a District Course</td>
<td>1-26-15</td>
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<tr>
<td>Health Occupations 64 – Cultural and Legal Topics for Healthcare Professionals</td>
<td>Addition of a District Course</td>
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<tr>
<td>Health Occupations 65 – Fundamentals for the Healthcare Professional</td>
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<td>Nursing 56 – Essential Practical Skills for Nurse Assistants</td>
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<td>1-26-15</td>
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<tr>
<td>Nursing 399B – Certified Home Health Aide</td>
<td>Addition of a District Course</td>
<td>1-26-15</td>
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<tr>
<td>Certificate of Achievement - Multimedia: Video Production</td>
<td>Update</td>
<td>1-26-15</td>
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<tr>
<td>Certificate of Achievement - Multimedia: Graphic &amp; Web Design</td>
<td>Update</td>
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<tr>
<td>ESL NC 007CE (Non-Credit) – English as a Second Language I</td>
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<td>ESL NC 008CE (Non-Credit) – English as a Second Language II</td>
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<tr>
<td>PROFBKG 215 – Restaurant Plated Desserts</td>
<td>Update</td>
<td>2-17-15</td>
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<tr>
<td>LRNSKL 40 – Introduction to Learning Disabilities</td>
<td>Archive</td>
<td>2-17-15</td>
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</tbody>
</table>
Links to the course outlines from the December 9, January 26 and February 17 meetings can be viewed under Agenda at the following link: http://www.lamission.edu/curriculum/minutes.aspx

**Move to Affirm Curriculum Report** (Paulsen/Eguaras)

**B. Eagles Nest Update**-MacDowell/Zaiens
Marie Zaiens and Sheila MacDowell talked about the full agenda for the spring workshops and book club meetings which are posted on the web-site. New resources include a collection of essays about student success and community colleges. Almost every Thursday, there are workshops that were suggested by the faculty. They would love to get more suggestions and for faculty to share their knowledge and expertise at the Eagles’ Nest.

Upcoming presentations include the Stereotype and Threat Assessment, and Screencastomatic workshops. Special events include The Speed Reading Method workshop, and an all-day Threshold Concepts funded by a grant at CSUN. There will be also be a conversation on “What it means to be successful/What is student success?” hosted by Louise Barbato and Pat Flood on April 23rd.

There will be a celebratory event in the quad in May for the campus book *Yes, Chef*. Students will be asked to artistically present their response to the book. Please support and come to the book meetings; they are looking for your input.

Leslie thanked Sheila and Marie for their hard work. Funding for the Eagle’s Nest is being researched to support the resource. Sheila and Marie will be finishing their assignment this semester. If anyone is interesting in coordinating the Eagle’s Nest next year, please let Leslie know.

**C. Accreditation News and Update** – Enos
Kelly Enos gave an update on the Self-study report. Phase III drafts are due on March 15th. Michael Allen and Kelly Enos are giving feedback on the reports and providing support to teams. There is a new template for the new format which focuses on the collection of evidence. The narrative will be very concise. There is an ACCJC training coming up in San Diego on April 23. Only four people from our campus are invited to attend. At the conference, we are hoping to learn more about the new standards and formatting. ASC has been working on getting the word out on accreditation activities by highlighting each team in the Weekly newsletter. There is a new display case outside the Instructional Building devoted to accreditation news.

**D. Adult Education (AB 86) - Riesberg**
Curt Riesberg talked about Assembly Bill 86 for which he is the district representative. Areas covered in this bill include: CTE (Career Technical Education), Adult Education, English as a Second Language, Basic Skills Education and Immigrant Education. It may also include Cooperative Education. Our region is required to address a plan for articulation, pathways for adults and related student success goals. One of the challenges of the Senate is coordinating with LAUSD. Curt is looking at the issues in terms of curriculum and minimum
qualifications. There are three years to plan for adult education. AB 86 may also impact facilities. Please read the report if you are interested in these issues.

10. Reports of Senate and College Committee Meetings

A. Budget and Planning Committee – Sparfeld
   No report.

B. Educational Planning Committee – Phares
   D’Art Phares talked about the round of comprehensive reviews. On March 20th four departments will present their comprehensive review to EPC. The annual review of the mission statement was started. EPC started strategizing the rewrite of the Educational Master Plan, which will begin in Fall. Program Review is open.

C. Professional and Staff Development Committee – Samii
   No report

D. LOAC – Flood
   Since the last EPC meeting in December, Deborah Paulsen and Pat Flood have been working with the department chairs to complete any unassessed SLOs and PLOs. Our Web Architect Nick Minassian has created a real-time, computer-generated report summarizing our progress with course-by-course SLO backup in an Excel spreadsheet. These statistics are particularly important for the Accreditation Follow-Up Report. Recommendation #2 requested that we accelerate our efforts to assess outcomes in all courses, programs, degrees and certificates. The response to Recommendation #2 of the Follow-Up Report was completed on March 1, utilizing statistics from the real-time report.

   Using the statistical report generated by Nick, it is now verified that all active course SLOs, 714/714, 100%, have been assessed at least once and the number of SLOs with more than one completed assessment is 431 as of January 24, 2015.

   Comparing fall 2013 to fall 2014, there has been a significant increase in the number of assessments of our 275 courses. In fall 2013, 225 SLO assessments were completed, 295 in spring 2014, and 488 in fall 2014 (see attached charts).

   This fall we also worked on streamlining our Program Learning Outcomes (PLOs). We decreased the number of PLOs from 292 to 212 and all 212 now have been assessed—100%. Last year at this time we were only at about 40% of total PLO assessment.

   These statistics demonstrate the progress in the acceleration of assessments and follow-up assessment over the last year.

   The Learning Outcomes Assessment Committee met last week on February 24 and will be meeting again next Tuesday, March 10. LOAC is looking at what has been learned from previous course SLO assessments and ILO assessments and planning the next round of ILO assessments. LOAC also is working on the Mission Learning Report which will be a compendium of student learning information and will include the SLO/PLO/ILO statistics and a summary of what we have learned from our assessments and how we are using the results to improve student learning, make data-driven decisions, and allocate resources.
E. Technology - Yamada
   No report

F. Facilities Planning - Paulsen
Deborah Paulsen reported that FPC’s meeting time has been changed to 1:00 pm on second Mondays. ADA compliance construction continues. A letter from Dr. Perez has been sent to the state to try and save the Media Arts building since the delay in construction may cause it to lose funding. The process on naming rooms was outlined: review the LACCD Board of Trustees Board rules for alignment, then bring your request to FPC. If approved, then it goes to College Council, the President, and, ultimately, the Board of Trustees for approval.

Adjourn: 3:30pm

Academic Senate Secretary: Deborah Paulsen