Los Angeles Mission College  
Academic Senate Meeting Minutes  
Thursday, November 5, 2009

Executive Members Present: Angela Echeverri, David Pardess, Louis Zandalasini, Deborah Paulsen

Voting Members Present: Edward Casson, Terry English, Pat Flood, Rudy Garcia, Madelline Hernandez, Monica Moreno, Mark Pursley, Joes Luis Ramirez, Jan Silver, Robert Smazenka

Proxy Voters: Gary Prostak for Lilamani de Silva, Angela Echeverri for John Klistner, Cindy Cooper for Leslie Milke, Deborah Paulsen for Curtis Stage, Gary Prostak for Mike Climo, Angela Echeverri for Gina Landinsky, Angela Echeverri for Steve Brown

Voting Members Absent: Steven Brown, Mike Climo, Kelly Enos, Lilamani de Silva, David Jordon, John Klistner, Gina Lankinsky, Margie Long, Leslie Milke, John Morales, Said Pazirandeh, Curtis Stage

Faculty Present: Yolanda Ramil, Gloria Daims, Elloise Cantrell, Geri Shapiro, Gary Prostak, Vilma Bernal, Jeanne Cassara, Cindy Cooper, Carolyn Daily, Gerald Scheib

Guests: President Valles, Cathy Brinkman, Stephanie Atkinson-Alston

I. Call to Order: President Echeverri called the meeting to order at 1:45pm.

II. Approval of Minutes: October 2009 minutes were approved (Paulsen/Flood/MSU).

III. Officers Reports

A. PRESIDENT’S REPORT

1. Introduction of New Deans of Academic Affairs
   - Dean of Academic Affairs Stephanie Atkinson-Alston: She obtained her B.S. in Health Care Management from Southern Illinois University and her M.S. in Education with an emphasis in Administration and Supervision from California State University at Fresno. Currently, she is in pursuit of a doctorate in the Education Leadership and Change at Fielding Graduate University. Before joining LA Mission, she was the dean of educational services at West Hills College Lemoore. She also brings experience from 20 years of military service. Her areas of responsibility will include Business and Law, Child Development, Foreign Languages and Chicano Studies, ESL & Developmental I Communication, Professional Studies, and Library.
   - Associate Dean of Academic Affairs Cathy Brinkman: She received her B.S. in Business Administration and M.B.A. from the University of Wisconsin and M.A. in English from California State University, Los Angeles. She was also trained as a journeyman Machinist. She began her academic career at West Los Angeles College in 1996 training workers at Northrop Grumman. She has most recently served as Director of Workforce Development at El Camino College where she administered the CTE and workforce development grants. She will be responsible for providing administrative leadership working with Career & Technical Education programs and specially funded programs, economic development, contract education and community extension.
2. **Recognition of Tenured Faculty:** The Board of Trustees granted tenure status to Monica Moreno and Yoon Yun effective July 1, 2009.

**Monica Moreno:** She obtained her A.A. from LAMC, B.A. and M.A. in Human Development from Pacific Oaks College. She has worked in the field of Early Childhood Education for 20 years. Before coming to our campus she worked as a Head Start Preschool Teacher and the YWCA Site Supervisor in San Fernando. She started working at LAMC in December of 2004. Her accomplishments at LAMC include:

- Applied for and received over a ½ million dollar grant from the California Department of Education for the new CDC center.
- Took on a new department (FCCHEN) which helped ensure funding for support staff of the new Child Development Center.
- Co-chaired the Human Resource standard of the 2007 Accreditation Self Study along with Ronn Gluck.
- Worked closely with Gateway Science and Engineering with the construction of the new Child Development Center.
- Served on the selection committee for our LAMC President Judith Valles.

Monica feels very fortunate to work for Los Angeles Mission College and to be able to give back to a community that has given her so much. She is happily married to her husband James Moreno and is blessed with the three wonderful children, Donald (23) Lauren (17) and Daniel (14 years old).

**Yoon Yun:** She is currently on maternity leave awaiting the arrival of her daughter sometime in November. Yoon will be honored in the Spring of 2009.

3. **Consultation with the President Update:**

- **New Hires** for Food Service Management and Cinema/Theater have been held up because of district budgetary concerns. President Valles announced that she plans to proceed with the new hires and will review where we are in the process.

- **Chicano Studies Department:** The President announced she is approving the formation of an independent Chicano Studies Department, because the time is right. She added that the faculty have been working hard on their curriculum and SLO updates and Chicano Studies classes are important to our college and provide an avenue of hope as demonstrated by our students.

- **State Senate Meeting:** Next week there is a state senate meeting that both Angela Echeverri and Deborah Paulsen will attend. Angela will send out the link to the resolutions for review.

A. **Treasurer’s Report**—Zandalasini

Report on account at the Pacific Western Bank:

- Faculty Senate Checking Account $1,321.00
Carla Bowman Scholarship $3,368.57
Mr. Bowman signs off on a new signature card; the bank has switched ownership from First American to Pacific Western.

David Lee Moss Scholarship $458.42

- Faculty Dues of $25 are due now. Please inform Adjunct Faculty as well. Please pay Louie as soon as possible for our fiscal year 2009 – 2010.
- The faculty dues of $25 help to provide scholarships from the Academic Senate.
- Conference Request’s are being reviewed by the Professional Growth Committee, so please adhere to the two week prior notice of request, and also turn in the Report on Conference & Travel Expense Claim Form within ten days after the conference has been attended.
- Holiday Party will be on Monday December 14th, 2009 from 11:30 am to 1:30 pm this year.

B. President Echeverri requested to move the agenda to discuss the action items under Old Business before Committee Reports (Silver/Hernandez/MSU).

IV. Public Address

Madelline Hernandez - Discussed a change to criteria in awarding additional associate degrees (See attached.) The Educational Planning Committee and department chairs have been consulted. Next it goes to Curriculum Committee for approval.

District Articulation officers are proposing two new administrative regulations to award credit for College Level Exam Program (CLEP) and International Baccalaureate (IB) credit. CLEP and IB credit was briefly explained. This will allow any student with either type of credit to be granted the same allowance for AA General Education and elective credit equally across the district, regardless of which sister campus the student attends. Each campus will have the autonomy to grant course to course credit if desired.

These two administrative regulations will on the District Academic Senate agenda in December and if approved will go into effect for the Spring semester.

Congratulations to Said and Margarita Pazirendeh: Angela Echeverri announced that Curriculum Committee Chair Said Pazirandeh and his wife Margarita had a healthy baby girl Emma on Tuesday.

V. Senate Resolutions (Old Business)

Motion to expand the membership of the Curriculum Committee so that each Department has representation (see attached). New members will be added to make sure all existing academic departments are represented on the committee. Two members at large would be appointed by the
Senate Executive Board, because it may be important to have additional members if a Department is large. Three absences per semester would result in dismissal from the committee.

**Motion Approved (Smazenka/Flood/MSU).**

**Motion to change committee composition and expand representation on Educational Planning Committee. Membership Changes Approved by EPC October 2009**

**Rationale for changes:** The current committee composition lacks voting representatives from English, Math, and Essential Skills. Since all students entering beginning in the Fall of 2009 are subject to higher English and Math graduation requirements, this lack of representation hinders our ability to plan for and implement this important transition. Additionally, the update of the Instructional Program Review process, Educational Master Plan (EMP) and the development of an EMP for the Sunland Tujunga Center will require broader faculty participation. The current charter calls for six Senate and two AFT representatives, to ensure representation of several specific areas: instructional, vocational, department chair, non-instructional, distance education, and at-large. However, it does not specify how these appointments are to be made by the AFT and Senate to ensure representation from each area.

**Proposal:** Add three new Senate representatives to address these issues. The number of AFT representatives would stay the same, but instead of having two at large representatives, one will become a vocational representative position after the expiration of the current term of one of the representatives in July of 2010. Also propose adding the Basic Skills Coordinator as a resource member.

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<th>Senate Representatives (9)</th>
<th>AFT Representatives (2)</th>
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<tr>
<td><strong>Math</strong></td>
<td>At large</td>
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<td><strong>English</strong></td>
<td>Vocational (Effective July, 2010)</td>
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<td><strong>Effective Skills</strong></td>
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<td>Instructional</td>
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<td>Distance Education</td>
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<td>Department Chair</td>
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**Resources:**

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<th>Library Representative</th>
<th>Learning Center Representative</th>
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<td>Curriculum Chair</td>
<td>Student Learning Outcomes Coordinator</td>
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**Basic Skills Coordinator**

*These are new representatives

**Motion Approved (Flood/Garcia/MSP). One Abstention.**
Motion to Modify Curriculum Approval Process (attached)

This process would streamline voting on all curriculum approvals by the LAMC Academic Senate in accordance with administrative regulation E-65. All curriculum approvals (new courses and programs, Title V updates, prerequisites and corequisites, distance education addenda, etc.) approved by the Curriculum Committee would be placed on the Academic Senate consent agenda. If there is a concern with a specific course or program, faculty would have the opportunity to have the item pulled off the consent agenda and discuss at the Senate meeting. There were questions regarding the word “considered” under step #3 of the proposed process and the voting process. Motion was tabled by consensus until next month, when the Curriculum Chair will be available to answer questions.

Motion tabled by consensus

VI. Committee Reports

Educational Planning Committee - Silver

EPC Meetings held October 19th and November 2nd 2009

Summary of Agenda Items Discussed:

- Discussion regarding the program review tool revision continued. Nick Manassian has now revised the comprehensive program review tool to meet the recommendations of EPC. Access will be available the week of the 9th, and the five selected departments will be notified as soon as it is confirmed. He is now working on the program review update tool that all departments will complete annually.
- The membership expansion proposal was presented for vote, and passed with one revision. AFT will appoint one at large member and one member from vocational education.
- A subcommittee met to develop a plan of action for the revision of the Educational Master Plan for 2010-2015. The format was agreed upon, essential components were identified, and strategies to invite input from the important constituent groups were recommended. The information will be shared with the Council of Instruction and Academic Senate the week of November 2nd.

Student Learning Outcomes and Assessment – Flood

- Pat Flood attended the Research and Planning Group Strengthening Student Success and Learning from Assessment conference, October 7-9, in San Francisco along with several others from our campus. On Friday, Oct. 16, Pat Flood and Deborah Paulsen and 10 others from Mission College attended a District Program Assessment Workshop at Pierce College.
- Pat and Deborah have met over the past month with all the department chairs to discuss their SLO and assessment progress and their timelines for meeting the 2012 deadline. Almost all active courses now have SLOs and defined assessments.
Facilities Planning Committee - Casson

Report from Karen Hoefel:

- Planning Committee will review the charge of this committee at next meeting and make recommendations.
- No changes in building plans since report given on flex day.
- Science & Math Bldg: design will soon be ready to submit to DSA.
- First public hearing held on EIR for new master plan. Some opposition from neighbors regarding ball fields in wash. Fields are in design and the goal is to complete them for fall 2010.
- Negotiating with owner of nursery property across Hubbard St. Math bungalows possibly will be moved there in the summer 2010.
- Family & Consumer Studies: due to be completed fall 2010.
- Beginning plans to make all classrooms smart.
- Looking for more space on campus for Health Center.
- The President’s office being remodeled.
- User group has met to discuss renovation of Library/LRC.
- Will issue proposal soon for Student Services Bldg.
- Sheriff station will be moved to behind Instructional Bldg. Projected timeframe January 2011
- When East Campus is complete there will be parking for over 400 cars. During construction there will be a shuttle paid for by the bond.
- There will be an auxiliary office for the Facilities Department and Sheriff on East Campus.
- Wally Bortman reports that we now have three cat “condos” for feral cats. A volunteer is feeding the cats.

Curriculum Committee Report – Madelline Hernandez

The Curriculum Committee members are receiving training for the ECD (Electronic Curriculum Development) program. The program streamlines the curriculum process and allows the user to pull course outlines from other LACCD campuses.

VII. New Business

President Echeverri – The Accreditation Midterm report is due on March 15th of 2010. The 25 planning agendas from the 2007 self study were briefly discussed. Echeverri and Flood will send out a draft of the Midterm report in January of 2010. The Academic Senate, College Council, and Board of Trustees will need to approve the report before it is submitted to the ACCJC.

Adjourn: Meeting was adjourned at 3:05 pm.