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


Senators Absent:  Mike Climo, Mark Pursley, John Morales, Gloria Daims, Ife Keller, Jose Luis Ramirez, Robert Smazenka, and Rudy Garcia,

Proxy Holders:  Jan Silver for Gloria Daims, Tigran Mkrtchyan for Robert Smazenka

Faculty Present:  Maria Fenyes, Cindy Luis, David Jordan, Tigran Mkrtchyan, Lilamani de Silva, Ebru Durukan, Vilma Bernal, Aleida Gomez, and Diana Bonilla

Guests:  President Monte Perez, Don Gauthier (District Academic Senate President); David Beaulieu (District Academic Senate Vice-President); Hahn Tran (Dean College Information Technology), Vice President of Student Services Joe Ramirez, and Roza Ekimyan.

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

II. Approval of the Agenda:  Motion by to approve by Echeverri carried unanimously (Phares)

III. Approval of Minutes:  Motion to approve by Echeverri with corrections carried (Milke/Phares)

IV. Public Address:

Roza Ekimyan provided information regarding the upcoming 2013 Faculty, Teaching, and Learning Academy, which will be held at Valley College.

V. Officers Reports

A. President’s Report – Echeverri

1. Faculty & Administrative Positions:
   - Vice President of Academic Affairs: The selection process for a permanent VPAA is reaching completion. The selection committee interviewed candidates on 9/24/12 and forwarded finalists to the president. President Perez interviewed finalists on 10/29/12. An announcement is expected in a few days.
   - Institutional Researcher: President Perez has initiated the hiring process for this position which has been vacant since March of 2012.
   - DSPS Director: A search for a limited contract 50% DSPS director is underway. This position has been vacant for a couple of years.
2. Shared Governance Committee Appointments (2012-2014):

   Educational Planning & Technology Committees: 1 pending each
   Facilities: John Klitsner, Sandy Thomsen and Angela Echeverri.

3. DAS Report: The DAS last met at L.A. Trade Tech College on October 11, 2012. Several actions and discussions took place:

   a. DAS Constitution Changes: The DAS constitution dates back to 1964. Changes are being finalized to clarify who is eligible to serve on the DAS, how amendments are made, and who is eligible vote on amendments to the DAS constitution.

   b. Cisco System Technology for Education: Vice Chancellor Felicito Cayajon gave a presentation on Cisco Technology. The LACCD is pursuing funding for the licensing of this technology for instructional use.

   c. ASCCC Leadership Workshop: A regional leadership workshop will be held at Los Angeles City College on Saturday, December 1st from 9 am to 2 pm. For more information contact John Freitas from City College from the ASCCC Leadership Committee. The spring leadership conference will have a heavy Career Technical Education (CTE) emphasis. Local senates are going to be encouraged to bring five or so faculty to these meetings.

   d. Administrative Evaluations: California Education Code states there has to be faculty input on administrative evaluations and this is not current LACCD practice. As a result, faculty have not had the opportunity to give input on the performance of the chancellor and other administrators.

   e. LACCD Policy on Prerequisites, Corequisites and Advisories: In the past faculty needed to perform content review and statistical validation to implement prerequisites and corequisites. Now they can do it based on content review only, but they need to do a disproportionate impact study. Local community colleges have to develop a plan on how to narrow any achievement gap if they want to do content review only. Faculty can compare those students with and w/o prerequisites and develop a plan to address who is being impacted.

   f. New Faculty and Staff e-mail: The LACDD will be rolling out new e-mail accounts for students and adjunct faculty.

   g. Procedures for Development and Approval of New Education Program and Options (E-64): Changes have been made to clarify the approval process. E-64 will be an action item at the December DAS meeting.

   h. Discussion of Board Rule 8603-Limitations on Enrollment: The proportion of students enrolled at multiple LACCD colleges has increased steadily since fall 2006 (1.7%) to spring 2012 (5.2%). The numbers are even higher in the summer. In summer 2011, over 17% of students enrolled in classes at a college that was not their “primary” college. A few years ago, the LACCD started giving students districtwide priority based on the total number of units they had, which allowed them to have registration priority at all nine LACCD colleges. This is creating problems for some of the colleges; interfering with their ability to conduct local enrollment management and to get students into the classes they need to graduate. For example, East LA College started to notice that hundreds or thousands of their students were being displaced by students from other colleges. City College complained that their Child Development students were not graduating in a timely manner because they were being displaced by students from other campuses.
Priority registration:
The existing Board Rule and the DAS position is that colleges should have local control of enrollment priority during all terms. However, the Student Affairs Committee reached a consensus that all nine colleges should have open enrollment districtwide for the major sessions (spring and fall), while keeping local enrollment priority for (winter and summer).

In order to help bridge the discrepancy, Vice Chancellors Maury Pearl and Yasmin Delahoussaye presented a compromise proposal to allow students who meet an established cutoff (e.g.: 45 units) of districtwide cumulative units to qualify for districtwide priority (i.e.: increase their priority at all nine LACCD colleges). Students who have less units than the established cutoff would not have districtwide priority.

The next DAS meeting will be at Los Angeles City College on Thursday, December 13th at 1:30 pm. Lunch will start at 12:30 pm.

4. Mission Statement: On Monday, October 17, 2012 the Board of Trustees approved the College’s revised Mission Statement:

Los Angeles Mission College is committed to the success of our students. The College provides accessible, affordable, high quality learning opportunities in a culturally and intellectually supportive environment by:
Ensuring that students successfully transfer to four-year institutions, prepare for successful careers in the workplace, and improve their basic skills;
Encouraging students to become critical thinkers and lifelong learners;
Providing services and programs that improve the lives of the diverse communities we serve.

5. Occupy Mission: A group of LAMC students and others have started occupying the Quad area since Monday 10/29/12. The last Occupy Mission in spring of 2012 cost the college over $13,000 in increased security and other costs. President Perez has authorized the group to occupy the campus Quad once again. It is not clear where the funding will come for this latest round of occupation. Many individuals have expressed concern about the publication of false and inflammatory accusations against faculty, staff and administrators in the latest volume of the independent student newsletter titled La Mision.

6. ASCCC Fall 2012 Plenary: The Academic Senate for the California Community Colleges will meet for its Fall Plenary Session from November 8-10 in Irvine.

For more information visit: http://www.asccc.org/

B. Treasurer’s Report-Zandalasini

- Faculty Senate Checking Account $1,392.37
- Carla Bowman Scholarship $3,547.66
- David Lee Moss Scholarship $ 357.84

- Faculty dues are $25 and are currently due.
VI. Old Business:
A. Approval of Curriculum Committee Recommendations
The following actions have been taken by the Curriculum Committee during October 2012, 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>• Art 92</td>
<td>Addition</td>
<td>10-2-12</td>
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<tr>
<td>• Business 1</td>
<td>Update</td>
<td>10-2-12</td>
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<tr>
<td>• Child Development 14, 60, 172</td>
<td>Update</td>
<td>10-2-12</td>
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<tr>
<td>• Marketing 21</td>
<td>Update</td>
<td>10-2-12</td>
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<tr>
<td>• Management 33</td>
<td>Update</td>
<td>10-2-12</td>
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<tr>
<td>• Physics 38, 39</td>
<td>Addition</td>
<td>10-2-12</td>
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<tr>
<td>• AA degree – Child Development</td>
<td>Update</td>
<td>10-2-12</td>
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<tr>
<td>• Child Development 2, 23</td>
<td>Update</td>
<td>10-16-12</td>
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<tr>
<td>• Music 111</td>
<td>Update</td>
<td>10-16-12</td>
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<tr>
<td>• Chemistry 102</td>
<td>Update</td>
<td>10-16-12</td>
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<td>• ITV – Math 125, 227</td>
<td>Update</td>
<td>10-16-12</td>
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<tr>
<td>• Family &amp; Consumer Studies 22, 34</td>
<td>Archive</td>
<td>10-16-12</td>
</tr>
<tr>
<td>• Music 701</td>
<td>Archive</td>
<td>10-16-12</td>
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The course outlines for the October meetings can be viewed at the following links:

http://www.lamission.edu/enrollment/c/c100212.htm
http://www.lamission.edu/enrollment/c/1.html

The Curriculum Committee’s Recommendations were approved unanimously.
VII. New Business:

A. LAMC Accreditation Self-Study – Hernandez and ASC Members

Hernandez gave an in-depth Power Point presentation on the self-evaluation report. She gave a report on the feedback the College received from the Mock Accreditation Visit that was held on October 30, 2012. She added that LAMC’s Accreditation visit will take place March 11-14, 2013. The Accreditation Steering Committee (ASC) has been meeting several times a week to review the different standards and finalize the actionable improvement plans (formerly known as planning agendas). She encouraged faculty to review the standard drafts, provide input, participate in the evidence gathering process, and/or attend ASC and standard team meetings. The Board of Trustees will be voting to approve the report on December 19, 2012. The report must be sent out to the Accrediting Commission of Community and Junior Colleges (ACCJC), 60 days prior to the team visit. Drafts of the self-evaluation standards can be viewed at https://sharepoint.lamission.edu/2013Accreditation/default.aspx

B. Institutional Learning Outcomes Assessment – Flood/Paulsen/Zaiens

Flood reported that a number of new additions have been made to the Online SLO System:

- Last semester (Spring 2012) a textbox was added for Resource Requests which is now linked to the Online Program Review System.
- Word documents can now be uploaded in the Department Notes section and this area is now visible to all faculty.
- Screens for entering Institutional Learning Outcomes (ILO) assessment data have been added.
- When a Program Learning Outcome (PLO) assessment is selected, the courses that support the PLOs for each certificate or degree are listed below it.

In addition to actively assessing our course SLOs and Program Learning Outcomes, this semester we are doing additional Institutional Learning Outcomes (ILOs) assessments for each of our seven ILOs. Each ILO has two co-chairs and a subcommittee that have been meeting since Flex Day and assessments have been designed and are being distributed. The results will be analyzed in December and reported to the College Council in January.

To further emphasize our ILOs, the following has been done:

- An ILO poster has been created which will be posted in each classroom along with the newly revised Mission Statement.
- Bookmarks have been created which will be distributed in the bookstore free of charge to students at the beginning of the spring 2013 semester.
- The LRC has added a page to its home page which further explains the ILOs and lists supporting links, additional information, and workshops

Marie Zaiens discussed and showed the LRC’s ILO Web page which has supporting links for resource materials to help students develop competency in the ILOs.
Deborah Paulsen demonstrated how to post ILO assessments on the Online SLO System.

C. Demo of Turnitin – Ladinsky/Jordan

Ladinsky and Jordan explained that Los Angeles Mission College has the opportunity to be part of a Turnitin pilot program through LACCD. Ladinsky stated that she found the software very helpful in preventing plagiarism and other forms of academic dishonesty. Jordan asked that the Senate approve the following resolution by acclamation:

1. That the College form a Turnitin Task Force, and
2. That if we do obtain funding for a pilot project, that faculty embrace the use of Turnitin in their classes. The approval of the resolution was tabled.

Instead, notice to form a Turnitin Task Force was given by Jordan/Ladinsky for the December 2012 Senate agenda.

D. LACCD Enrollment Priority Proposal – Echeverri: See President’s Report

E. Student Discipline Problems – Vice President Joe Ramirez

Echeverri stated that she had invited Vice President Ramirez to the Academic Senate meeting because faculty were concerned about reports of student disciplinary problems and the lack of clear information for faculty on how these incidents should be handled. Ramirez stated that he had sent out Student Discipline information to faculty via e-mail the previous semester. Echeverri replied that faculty need to have access to the information on the College Web site. At the request of the Academic Senate the forms and information on student discipline have finally been posted and are now available on the College Web site under the Campus Forms and Student Discipline Forms Web folders. Forms and procedures can be found at: http://www.lamission.edu/forms/studentdiscipline.aspx

The most common Student Code of Conduct violations are: Willful Disobedience; Disruption of Classes or College Activities; Interference with the Peace of the College; and Disorderly Conduct. Faculty have the right to remove a student who violates the Code of Conduct from their class for up to two class periods: the same day of a disciplinary incident and the next class meeting. If a faculty member suspends a student for one class period he/she is encouraged to submit the Notice of Disciplinary Action for Violation of Standards of Student Conduct form to the Vice President of Student Services. However, if a faculty member suspends a student for two class periods he/she must submit the Notice of Disciplinary Action for Violation of Standards of Student Conduct form to the Vice President of Student Services, and copy the Department Chair, the appropriate Academic Dean, and the Vice President of Academic Affairs. Ramirez briefly explained how to fill out the student discipline forms and outlined the disciplinary process.
Faculty asked what happened when a faculty member filed a student discipline complaint. Ramirez replied that currently he was the sole administrator in charge of student discipline. He added that he typically conducts an investigation by gathering information and interviewing all parties involved in the incident.

Echeverri added that Student Discipline Procedures are outlined in Article XI Section 91101 of the LACCD Board Rules which can be viewed at:

http://www.lamission.edu/forms/studentdiscipline/Student%20Discipline%20Procedures.pdf

VIII. Reports of Senate and College Committee Meetings

A. Faculty Hiring Prioritization – Milke: No report.

B. Accreditation Steering Committee – Hernandez: See New Business

B. Educational Planning Committee – Phares: No report.

C. Budget and Planning Committee – Sparfeld reported that the committee is waiting for the outcome of Proposition 30, to see whether additional budget cuts will have to be enacted.

D. Facilities and Planning – Klitsner: The Work Environment Committee has concerns that no food is being served at the East Campus, causing a loss of income to the Culinary Program. Furthermore, there may be vacant offices in the Instructional Building that adjuncts can use for office space rather than the cubicles. Traffic patterns at the East Campus were discussed. The Board of Trustees voted to terminate the contract for the proposed Athletics Complex due to the insufficient bond money to fund the project.

E. Professional and Staff Development Committee – Moreno pointed out that the Holiday Luncheon would be held on Thursday, December 6 from 11:00 am to 1:30 pm, the same day that the next senate meeting will be held. Since the party ends just as the next senate meeting begins, it was agreed that the meeting would be held as planned.

F. Student Learning Outcomes and Assessment – Flood: See report under New Business.

Announcements

Mock Accreditation Visit: LAMC underwent a mock accreditation visit on Tuesday, October 30th, from 9 am to 3 pm. The Accreditation Steering Committee meets every Wednesday from 10 am to 12 pm in Campus Center 4.

Honors Ceremony: The 2012 Fall Honors Ceremony will be held on Thursday, November 14 at 5:00 pm. Please contact Debra Manning for more information.

Meeting was adjourned at 3:44 pm.

Respectfully submitted by Gina Ladinsky, Secretary