Executive Members Present: Leslie Milke, Kelly Enos, Angela Echeverri, Louis Zandalasini, Curt Reisberg, Pat Flood, Mi Chong Park

Executive Members Absent: None


Senators Absent: Janice Silver, Jose Maldonado, Monica Moreno, Linda Marie Avalos, Cindy Cooper, Steve Brown, Robert Smazenka

Faculty Present: Marie Zaiens, Sheila MacDowell, Veronica Diaz-Cooper, Deborah Paulsen, Paul Kubicki, Rita Grigoryan, Jason Bordbar, Jill Biondo, Myriam Levy, Joyce Woodmansee, Aleida Gomez, Cindy Luis, Todd Matosic, Jesús Sanchez, Michael Climo, Diana Bonilla, Afri Walker, Tashini Walker

Proxy Holder: Louise Barbato for Margie Long

Guests: Michael Allen, VP of Academic Affairs; Danny Villanueva, VP of Administrative Services

I. Call to Order – Leslie Milke called the meeting to order at 1:40 pm.

II. Approval of the Agenda: Motion to approve the agenda carried unanimously (Levy/Eguras)

III. Officers Reports

A. President’s Report – Milke

1. Faculty Hiring Update: The applications are now available and due back to Mike Fenton on September 22nd. The timeline for faculty hiring has been drastically altered to be completed much earlier to allow for better candidate pools and avoid having to try and get hiring committees during the summer. We have hiring currently underway from last year’s allotment including: English, CSIT, General Counseling, Library, Family and Consumer Studies and Theater. Please make sure that all committee members have gone through training. A training session will be provided on Wednesday, September 17th at 12:30 in the Senate Office. Please RSVP to Kelly Enos.

2. Eagle’s Nest: The application for a coordinator is due next week on September 9.

3. Faculty Participation: As the work of the Senate is crucial to the running of the college, our role in shared governance and having primacy over all academic and professional matters assures us that the processes and decisions made on our campus are faculty driven. Faculty members need to work on accreditation, shared governance committees, etc.
Currently, the Senate is embarking on updating our faculty hiring policy and putting together a committee to undertake a viability study of Cooperative Education. Please let Leslie know if you are willing to serve on either of these projects. The Student Equity Plan is also a major project where faculty participation is needed. New faces are needed to help with the workload!! Please help.

4. **District Senate News:** Friday, September 26 is the DAS Summit at City College. There are a few slots open for faculty that would like to attend. Let Leslie know so she can add you to our list. The DAS will be meeting at Mission College on October 9th. All are welcome to attend.

GE Plan BR 6200, E-66 Guidelines are proposed changes to our curriculum processes. Said will report on these later today.

AB 86 – Adult Education. Dual and concurrent enrollment. There is much discussion happening in regards to this issue and the DAS is asking for more faculty input. Faculty in the areas of ESL, Basic Skills and CTE faculty from each campus may be needed to help create a master plan as to how we move forward. There will be much more discussion about this and there is a meeting on Friday September 12 at the Van de Kamp Center. This is where we need our faculty experts. If you are interested please let Leslie or Michael Allen know.

### B. Treasurer’s Report – Zandalasini

- Faculty Senate Checking Account $1,122.45
- Carla Bowman Scholarship $1,708.50
- David Lee Moss Scholarship $457.84
- Faculty Dues are $30.00 and are currently due. Please make checks payable to LAMC Academic Senate. You can sign up for a monthly payment plan of $3.00 a month.

### IV. May and June Minutes approved with corrections (Phares/Zaines)

### V. Public Address:

**Donna Ayers:** Gave a reminder that it is helpful if faculty can bring in an extra copy of their textbook to the Library for reserve. Students can check out the book for up to two hours at a time. Old editions should be updated if possible.

**Cindy Luis (with Diana Bonilla):** Thanked faculty for participating in the Fall Kick off. There was a strong turn out for both faculty and staff. If you volunteered, please fill out the surveys and give feedback on the event.

**Motion by Milke for Michael Allen and Danny Villanueva to address the Senate carried unanimously (Milke/Scheib)**

**Michael Allen:** Summer intersession was extremely successful to generate FTES. It helped us get a jump start on enrollment for this fiscal year. A link for a short survey on Flex Day was sent, please give feedback for improvement in full-filling your needs.
There are two new projects at LAMC which include anti-recidivism in providing education and training. Kelly Enos is involved in the Department of Justice Back on Track Program, which is an exciting project two serve our community. Michael talked about the education in prison program and the non-profit foundation headed by Scott Budnick.

Enrollment is up at about 450 more students than last Fall. Please add students, as long as it will not compromise instruction.

VP Allen reinforced the importance of faculty participation in committees, accreditation and other campus work. Southern California Job Registry has a job fair during the last Saturday in January. If faculty from Mission are interested in attending, let Michael know, as it could help increase the number of qualified applicants to our job openings.

VP Allen acknowledged the passing of Janice Silver’s mother and offered condolences from the campus community.

Danny Villanueva: This is the beginning of his third Academic Year at LAMC. He thanked everyone for the many positive things that happened last year. Success with FTES has helped us reach our financial goals. Everyone worked as a team. The key to success is to work with faculty and support faculty. He loves interacting with faculty.

The copy machines in reprographics are down. They are very old and new machines have been requested. They plan to get Counseling a copy machine.

Facilities updates include: restrooms being revamped and partitions in Campus Center being installed. Call Danny immediately if there is an issue with cleanliness in a restroom. He will respond as fast as he can: 818 336-8269 cell.

Angela Echeverri asked is the AC in CMS is still under warranty. Danny stated, “Yes.”

Myriam Levy asked about more facilities staffing. Wally Bortman has been advocating for more staff, but we are struggling with the 1960’s criteria.

VI. New Business

A. Introduction of New Faculty- Milke

Leslie recognized Madelline Hernandez as our new Dean of Academic Affairs and thanked her for all of her work with the Academic Senate. Leslie welcomed new faculty: Marie Zaiens for Developmental Communications; Rita Gregorian for Child Development; and Emil Sargysian for Math. We are excited to welcome these new faculty to our LAMC family.

B. One Book One College- MacDowell

Sheila presented the One Book One College Project. After Flex Day, 15 people signed up for the committee and about 50 people submitted suggestions for books. She showed the Library web-page, which included research guides and food themed books. They will be meeting on Mondays at 4:00pm and Thursdays at noon.

The book can be fiction or non-fiction, and appeal to both faculty and students. On the web-site you can enter comments underneath the books. The ASO is also getting involved in the selection. Sheila showed a two-minute video by Pasadena City College of students talking about the project and their appreciation of it. How reading a book together and sharing you can learn about each other’s perspectives. At the end of the project the students had a poster session. LAMC could have an event as well.
VII. Old Business

A. Accreditation News and Update – Enos/Allen

Kelly Enos is the Accreditation Steering Committee Co-Chair. There are two cycles happening simultaneously with five recommendations to complete. Team leads have been identified and they may contact you to help. There is now an e-mail address for evidence submissions. Be sure to state in the subject line what standard you are working on. The new standards look more simplified, from a writing perspective the work may be more condensed and easier to write.

B. Curriculum News and Updates (GE Plan BR 6200, COR required elements, changes to local curriculum process) - Pazirandeh/Enos

Kelly Enos: Said, Madelline and Kelly have been working on streamlining the curriculum process and overhauling the web-site. Individual department meetings included Culinary Arts last Fall and ESL this Spring.

There are new forms that the state requires for degrees. If degrees were previously submitted Kelly will transfer the information to the new program narrative forms.

There are new tutorials on submitting curriculum and they are posted on the Curriculum web-site. There is a new curriculum e-mail with several people checking it.

C. Faculty Hiring Training - Enos

Kelly Enos: There is an upcoming hiring training on September 17 from 12:30-2:00 in the Senate Office. Any faculty can attend even if you do not plan to be on a committee. Participants will receive a certificate of completion. Hiring committees are going smoother with fewer issues. The training should be updated once a year.

VIII. Reports of Senate and College Committee Meetings

A. Budget and Planning Committee – Sparfeld

The college ended the fiscal year with a slight positive balance, due to some deferred maintenance. BPC has scheduled meetings for ranking resource requests from the Spring Program Review Budget Requests

LAMC’s utility costs are 1.7 to 1.9 million a year; that is approximately one-third the operating cost of our college. It is high because we have no central energy plant and there is no volume discount. The building of the plant has been delayed for various reasons, yet if it was built we could save over a million dollars every year. The new Media Arts building cannot be hooked up to the power grid, it was designed to for the Central Plant. There was more discussion about energy options for the college and the need for the Central Plant to be built.

B. Educational Planning Committee – Phares/Jordan

- Met with Math/CSIT for their Comprehensive Review
- Finalized response to Coop Ed’s Comprehensive Review
- Voted to refer Coop Ed to the Senate for Viability Study
- Rescheduled Professional Studies’ comprehensive review to fall
- Discussed Recommendations/Commendations to Business/Law and Math/CSIT
- Co-chair election held; D’Art Phares reelected.
- Next meeting is Sept 8th
C. Distance Education Committee – Jordan

DE Committee has an opening for an AFT representative.

D. Professional and Staff Development Committee – Samii

(no report)

E. LOAC (Learning Outcomes Assessment Committee) – Flood

The 2nd Annual SLO Summit will be Friday, October 17. Bob Pacheco, who is one of the most well-known and respected people in outcome assessment, will be joining us. He is a dean at Mira Costa College and also the State Assessment Coordinator for the RP group. There will a save-the-date flyer soon about this.

Over the summer, SLO Curriculum Addendum was revised (attached). As Said mentioned on Flex Day during his presentation, this document will be used to update SLOs. It is critically important for accreditation that the SLOs listed in the course syllabus are the same as the ones in the Course Outline of Record. This addendum will enable the Curriculum Committee to fast track any SLO updates.

Over the summer, Deborah and Pat have been working on creating the template for a Learning Outcome Assessment newsletter and faculty will soon be receiving the 1st edition of this “Sunshine” paper.

LOAC’s first two meetings this semester are planned for Wednesday afternoon, September 24, and October 8 with the time to be determined depending on survey results from the members, it is tentatively planned for 3:00 pm.

Faculty were asked to continue to emphasize their SLOs in their courses and help the students understand how assignments help to fulfill them as well as the discipline’s PLOs.

Of critical importance this semester will be for us to complete the assessment of all Program Learning Outcomes and any courses assessments that have not yet been done. LAMC needs to be at 100% assessment for our accreditation follow-up report and to meet the two-year rule.

Adjourn – 2:56 p.m. (Levy/Eguaras)