Executive Members Present: Angela Echeverri, Madeline Hernandez, Louis Zandalasini, Gina Ladinsky, Deborah Paulsen, Pat Flood, Mike Climo, and Mark Pursley

Executive Members Absent: Leslie Milke


Voting Members Absent: Ife Keller, Jose Luis Ramirez John Morales, Steve Brown, and Robert Smazenka

Proxy Holders: Angela Echeverri for Steve Brown and Leslie Milke, Tigran Mkrtchyan for Robert Smazenka, and Gina Ladinsky for Margie Long

Faculty Present: Tigran Mkrtchyan, Curtis Stage, Riye Park, David Jordan, Monica Moreno,

Guests: President Monte Perez, Lilit, Haroyan, and Maria Fenyes

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

II. Approval of the Agenda: Motion by Ladinsky to move the vote for approval of Distance Ed’s Substantive Change Proposal to after the officer’s reports and before the committee reports carried.

III. Approval of Minutes: Minutes were approved with corrections. Motion by Milke carried

IV. Officers Reports

A. President’s Report - Echeverri

1. Administrative and Faculty Hiring at LAMC:
   • Faculty Hiring: A tenure track faculty member has been selected for the General Counseling position. Hiring processes for EOPS Counseling and Food Service Management are underway. They are expected to start in Spring 2012. Finally, the hiring processes for limited contract counselors for the Transfer Center and the STEM (Science Technology, Engineering, and Math) grant are also planned.
   • Vice President of Administrative Services: Finalists were interviewed on November 29 and a candidate was selected for the position.

2. Achieving the Dream (AtD):
   • Focus Group Training: Focus group training for faculty and staff took place on November 7 and 8. Louise Barbato, Bob Smazenka, Myriam Levy, Dennis Schroeder, Veronica Cox, and Angela Echeverri participated in the training. They conducted and collected data from five student focus groups of first semester/first year LAMC students and collect data.
   • December and January 2012: Data Team will review the quantitative and qualitative data. Our AtD coaches will meet with team members in December. Based on this review they will host meetings to have faculty and student services staff, administrators and others propose and design interventions to increase student success.
   • Strategy Institute: Will take place in February 28 through March 2, 2012 in Dallas, Texas. LAMC will send a team of 7 to 9 individuals.
3. **LACCD International Student Program:** During last week’s DAS consultation with Chancellor La Vista, former President Moreno gave a presentation on the proposed expansion of the LACCD International Program. Currently the LACCD has about 2048 international students, representing 1.4% of all students. East has 808 and LAMC has 164 international students. Other districts have much higher number of international students: Santa Monica (9.8%) and Pasadena (3.7%). Increasing the LACCD to 3% would lead to more than an additional $10 million annually.

4. **DAS Report:** The next DAS meeting will be on Thursday, December 8 at 1:30 pm at Trade.

5. **ASCCC Fall 2011 Plenary Session:** The state senate met this November 3-5 in San Diego for its Fall Plenary session. Several resolutions were approved including:
   - 9.03 F11 Add a Kinesiology Taxonomy of Programs (TOP) Code to the Curriculum Inventory
   - 9.04 F11 Change to Title 5 §58162 “175 Hour Rule” for Student-Athletes
   - 9.05 F11 Amend “Recommendations Regarding Repeatability”
   - 9.06 F11 Limits on Leveled Courses
   - 9.07 F11 Amend and Endorse “Recommendations Regarding Repeatability”
   - 9.08 F11 Clarification of Implementation of Recommendations Regarding Repeatability
   - 13.02 F11 Opposition to the Elimination of Non-CDCP Noncredit Classes
   - 13.03 F11 Support Centralized Assessment Instrument with Local Cut Scores for Placement
   - 13.05 F11 Support for Student Success Courses
   - 13.07 F11 Implementation of Student Success Task Force Recommendations

   For the most up to date information on all of the resolutions as well as supporting materials you can visit: [http://www.asccc.org/session/materials](http://www.asccc.org/session/materials).

6. **Student Success Task Force Recommendations:** These recommendations are under review by the Board of Governors and are expected to be bundled into legislation SB1143 and voted on in March, 2012. Some of the more controversial recommendations have been removed.

   For more information on the recommendations, or to post your comments visit: [http://calforniacommunitycolleges.cccco.edu/PolicyInAction/StudentSuccessTaskForce.aspx](http://calforniacommunitycolleges.cccco.edu/PolicyInAction/StudentSuccessTaskForce.aspx).

B. **Treasurer’s Report:** Zandalasini

   - Faculty Senate Checking Account $1,758.47
   - Carla Bowman Scholarship $3,709.02
   - David Lee Moss Scholarship $457.83

   A check for $100.00 will be cut in memory of Mo Elkerdany once the Biomedical Club is established.

**Faculty dues are $25 and are currently due.** Please give your payment to Treasurer Louis Zandalasini. Make checks out to LAMC Academic Senate. Cash is also accepted. Donations are tax deductible.

**Old Business**

A. **Substantive Change Proposal – Jordan**

   Motion made by Silver to approve the Distance Education Substantive Change Proposal was seconded and carried.

**V. Public Address:**

**Maria Fenyes** presented information on Dr. Mo Elkerdany’s Biomedical Student Club.

**Pat Flood** announced that on Thursday February 2, 2012 there will be a campus wide Assessment from 9:00 am to 3:30 pm Retreat to discuss course, program, and institutional learning outcome assessments.
Angela Echeverri announced that the Honor's Ceremony was taking place today at 5 pm and the Holiday Luncheon is next week.

Gina Ladinsky presented information on new formatting being applied to the minutes based on Robert’s Rules of Order and to clarify previous questions raised about the minutes.

V. Committee Reports

A. Curriculum Committee: Pazirandeh:

The following recommendations from the Curriculum Committee were unanimously approved by the senate:

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Psychology 2</td>
<td>Update</td>
<td>11-01-11</td>
</tr>
<tr>
<td>● Psychology 41</td>
<td>Update</td>
<td>11-01-11</td>
</tr>
<tr>
<td>● Spanish 2, 3, 4, 5, 6</td>
<td>Updates</td>
<td>11-01-11</td>
</tr>
<tr>
<td>● Theater 300</td>
<td>Addition of District Course</td>
<td>11-01-11</td>
</tr>
<tr>
<td>● Theater 405</td>
<td>Addition of District Course</td>
<td>11-01-11</td>
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<tr>
<td>● CAOT 86</td>
<td>Update</td>
<td>11-15-11</td>
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<tr>
<td>● CAOT 92</td>
<td>Addition of District Course</td>
<td>11-15-11</td>
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<tr>
<td>● CAOT 105</td>
<td>Addition of District Course</td>
<td>11-15-11</td>
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<tr>
<td>● CAOT 150</td>
<td>Addition of District Course</td>
<td>11-15-11</td>
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<tr>
<td>● General Studies-Arts and Humanities Emphasis</td>
<td>Program Update</td>
<td>11-15-11</td>
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<tr>
<td>● General Studies-Social and Behavioral Emphasis</td>
<td>Program Update</td>
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<tr>
<td>● Liberal Arts-Arts and Humanities Emphasis</td>
<td>Program Update</td>
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<tr>
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<td>Program Update</td>
<td>11-15-11</td>
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</tbody>
</table>

The course outlines for the November 1 and 15, 2011 meetings can be viewed at the following links:

http://www.lamission.edu/enrollment/c/c110111.htm

http://www.lamission.edu/enrollment/c/1.html
B. Distance Education: Jordan. No Report

B. District Academic Senate – Echeverri

The president of the District Academic Senate has stepped down and the current Vice-President will act as President until a special election is held.

C. Educational Planning Committee - Silver

Summary of Agenda Items Discussed:

- Comprehensive program review of Non-Credit and Special Academic Programs
- Validation teams were assigned for the remaining comprehensive program reviews for fall 2011 and spring 2012: Health and P.E., Chicano Studies, Foreign Languages, Learning Resource Center, Arts/Humanities/Multimedia, ESL/Dev Com/Learning Skills
- Essential Skills Committee charter and oversight was discussed to determine the most effective structure for the committee
- Program viability policy will be requested from Academic Senate for EPC review
- Distance Education Substantive Change proposal was approved
- Discussion began regarding campus policy for offering expired courses and programs. Policy will have to be agreed upon by affected constituent groups (e.g. Academic Senate, Council of Instruction) before implementation
- Future oversight of Strategic Enrollment Management and Program Review was discussed
- Current membership was reviewed – full representation with the exception of ASO
- Continuation of discussion about the increase of class size on instruction delivery and quality

D. Budget and Planning – Sparfeld: The current status of the budget was presented.

E. College Council – Stage: A report was presented.

F. Facilities Planning Committee-Klitsner

Summary of Agenda Items Discussed:

- Work Environment Committee:
  Air quality issue in the Annex area: Testing has been completed and the results are pending.

- Traffic Mitigation: A “Limit Line” to stop traffic has been proposed. Plant Facilities support this temporary plan as it would be an in house, inexpensive procedure. Other options are to add traffic lanes on Eldridge both for right and left turns, or adjoin lanes with the Golf Course.

- Measure J Updates:

- Media Arts: The building has been assessed surveyed by Surety Insurance. They are to develop a plan to move forward. A new contractor will possibly be hired to finish the job. Another option is to re-open the project to bid.
• ECC: On schedule to be open for fall semester classes. Furniture etc is being selected at the present time.
• Swing Space: Demolition to occur next week. Completion of bungalows transferred should occur by January 2012.
• Sheriff’s Station: 200-300K for a new bungalow. Not a likely solution. Alternate solutions are being looked into. One possibility is a Mobile Command Unit for a cost of 250K with the possibility of reselling.
• Shuttle Service to East campus: Bus compared to the current vans. One large bus would cost the same as 2 vans. It was suggested that the # of riders be tracked to justify the change.
• Vending Machines: New East Campus Vending machines should be coordinated with the construction plans for location. Fire roads etc are a concern.
• Smoking areas: Three designated areas on campus. None provide signs, ash trays, lighting etc.
• Campus Master Plan and ADA deficiencies, which need to be corrected along the main campus walkways to and from the Parking Structure and the Bus Stop along Hubbard. A crosswalk with a signal will be added near CDC to across the street to Nursery property where a number of bungalows are being relocated. Walkways and doors into the IA Building be remodeled and the college may want to consider a large bus stop in front of the school since the current one only shelters two people. ADA improvements include lighting upgrades along the major walkways, a possible service pathway along the street side of the LRC, improve external signage, improved irrigation to reduce the use of water.
• Roof leaks in Library need to be addressed as Campus Maintenance.
• CSB Restroom: Move the action item to College Council
• ECC Task Force: Names Proposed: “Math Science Center” or “Math & Science Center”
• HFAC: With the unification of the East Campus the address will be removed from the HFAC building and added to an entrance sign to represent the entire property and avoid confusion with the Fire Department.
• Fencing: Security Issue. With current location of the fence some property belonging to both the City (Harding St.) and the County (Maclay) remains open and will require maintenance. College may ask for the fence to be installed at the street line to alleviate maintenance issues.
• Additional Members on Committee:
  A request was made to the committee to add two new members to the committee. This would include one AFT and one Senate representative. Committee requests that a revision to the Charter should occur.

G. Student Support Services - Moreno: No report

H. Faculty Hiring Prioritization Committee: Prostak announced the deadline for submission is Monday, December 5 at 4pm.

I. Student Learning Outcomes and Assessment: Flood has condensed the Steps to Use the Online SLO System to one page; in addition to the illustrated version, it will be posted on the SLO web page and sent to all faculty. Faculty are now able to print their reports once they are submitted and are able to make some editing changes. A link to the SLOs for all courses has been added to the main menu of the SLO web page (www.lamission.edu/SLO).
Pat Flood and Deborah Paulsen are working with IT to develop an online student survey of our Institutional Learning Outcomes (ILOs) to evaluate the students’ perception of how well they think they have met the ILOs. The survey is intended to be distributed before the end of the semester. She circulated for feedback the questions that are planned to be asked. Results from this survey will be used for the SLO Assessment Retreat on February 2 along with other SLO reports.

Four trainings demonstrating how to use the SLO online system to report assessments were conducted for all faculty in November: two through Staff Development, one during the day and one for the evening faculty. A separate training was also conducted for Child Development faculty. In addition, Flood gave an SLO and Assessment presentation to the Faculty Academy on November 18.

With the help of Leonard Baptiste, the LAMC graphic artist, Flood has developed two posters titled “Do You Know Your SLOs?” to attract students’ attention.

Flood reminded faculty to continue to work on their assessment reports. The data gathered from all previous assessments will be discussed at the upcoming SLO Retreat on February 2, 2012. At this retreat course, program, and institutional assessments will be discussed and their effect on planning and resource allocation. All of these are also an important part of accreditation.

**J. Essential Skills Committee – Prostak:** The self evaluation process was briefly discussed.

**VI. Old Business:**

B. Accreditation: Hernandez/Flood: Flood gave an update on the progress of the accreditation self study.

**VII. New Business:**

A. Student Grievances (E-55)- Echeverri: The student grievance process was discussed.

**Announcements**

- **LAMC Honors Ceremony:** Please join us to celebrate our students’ academic achievements on Thursday, December 1st at 5:00 pm in Campus Center Main. Contact Deborah Manning for more information.
- **LAMC Holiday Luncheon:** This year’s holiday luncheon will be on Wednesday, December 7th from 11:30 am to 1:30 pm in the Campus Center Main. Tickets are $9 in advance, $15 at the door.
- **LAMC Assessment Retreat:** In preparation for the ACCJC 2012 SLO deadline and the 2013 LAMC accreditation visit, join us for an assessment workshop on Thursday, February 2nd from 9:00 am to 3:30 pm.

The meeting was adjourned at 3:08 pm.

Respectfully submitted by Gina Ladinsky, Secretary