Los Angeles Mission College
Academic Senate Minutes
Thursday, September 3, 2009

Executive Members Present: Angela Echeverri, David Pardess, Gina Ladinsky, Louis Zandalasini, Leslie Milke, and Deborah Paulsen

Voting Members Present: David Jordan, Madelline Hernandez, Margie Long, Stephen Brown, Said Pazirandeh, Myriam Mekelberg, Mike Climo, Pat Flood, Mark Pursley, Jan Silver, John Morales, Lilamani de Silva, Monica Moreno, Terri English, John Klitsner, Edward Casson, Rudy Garcia, Robert Smazenka, Leslie Milke, and Joe Luis Ramirez

Voting Member Absent: Curtis Stage

Faulty Present: Roza Ekimyan, Jeanne Cassara, Tigran Mkrtchyan, Joseph Cascione, Gary Prostak, Gloria Daims, Lorraine Manoogian, Eloise Cantrell, Ebru Durukan, Debby Wong, Monica Moreno, Chris Williams, Leslie Milke, Cindy Cooper, Yolie Ramil, Stan Levine, Geri Shapiro, Yoon Yun, Carolyn Daly, and Gerald Scheib

Guests: Nadia Swerdlow and Alfred Romulo

I. Call to Order: President Echeverri called the meeting to order at 1:46 P.M.

II. Approval of minutes: There was a motion to postpone the approval of the minutes from 5/7/09 since they were not collated. President Echeverri will send electronic copies of the minutes to faculty. (Motion - Jose Luis Ramirez; second - Myriam Mekelburg.)

III. Introduction of new Senate Officers: President Echeverri introduced the new Senate E-board officers: Vice-President David Pardess, Secretary Gina Ladinsky, Parliamentarian Deborah Paulsen, and DAS Representative Michael Climo. Louis Zandalasini will continue to serve as Treasurer, Pat Flood and Mark Pursley as DAS Senators, and Leslie Milke as Past President.

III Officers Reports

A. President’s Report – Echeverri

1. Introduction of New Full-Time Faculty (Fall 2009): President Echeverri introduced all the full time faculty members hired for the Fall of 2009. A brief biographical summary was given for each one.

   Carol Akl (Mathematics): Carol grew up in Lebanon and moved to the United States her last year of high school. She learned English, attended Pierce College, and transferred to UCLA where she obtained her Bachelor’s and Master’s degrees in Math. She taught part-time for six years at several community colleges (Valley, Pierce, Glendale, and Pasadena) and UCLA Extension.
Jose Avendano, Jr (Mathematics): Grew up in Pacoima and attended Polytechnic High. After high school, he attended Valley College for one year before transferring to UCLA. He obtained a Bachelor’s degree in Math with a minor in Spanish Linguistics and later a Master’s degree in Math. He taught Basic Skills classes as an adjunct at LAMC and local high schools (Vaughn and Sylmar). He is fluent in Spanish and enjoys many sports (soccer, baseball, basketball, and boxing).

Gloria San Jose Daims (Child Development): She was born in Australia, grew up in Madrid, Spain and has been in the U.S. for 18 years. Gloria received her Associate’s degree in Special Education in Spain. After moving to the U.S. she obtained her Bachelor’s degree in Behavioral Sciences from National University. She later completed a Master’s degree in Child and Family Studies with an emphasis in Child Development at CSUN. She has twenty years of experience working with the families of children with exceptional needs. She taught part-time at several colleges (Harbor, East, Valley, City, and El Camino).

Ebru Durukan (Political Science): Ebru was born in Turkey, where she obtained her Bachelor’s degree in International Relations. She received a Master’s degree in the same field from the University of Nottingham in England. She attended Claremont Graduate University where she received an M.S. in American Politics and a Ph.D. in Political Science. She has taught for eight years as an adjunct at several community colleges (Mission, Chaffey).

Roza Ekimyan (Basic Skills Coordinator): Roza was born in Armenia. After coming to the United States, she attended USC where she obtained her Bachelor’s degree in Teacher Education with a minor in American and British Literature. She worked as a sixth-grade teacher for five years and went back to USC to get her Master’s degree in Counseling Psychology and Ed.D. in Community College Leadership. She taught part-time at Pierce College where she taught Personal Development 40 (College Success Seminars). She also worked as a counselor at Milligan Middle School a Blue Ribbon School in Sherman Oaks. She later became coordinator of Learning Communities/First year college experience at Pierce College.

Tigran Mkrtchyan (Mathematics): Tigran is from Armenia where he obtained his Bachelor’s degree in Applied Mathematics from Yerevan State University and worked as a computer programmer. He emigrated to the U.S. in 2001 and arrived without knowing much English. After working for a few years, he enrolled at Los Angeles Mission College where he took ESL 5 and 6. In 2005 he obtained his Master’s degree in Pure Math from CSUN. He later taught at CSUN, where he also worked as the Webmaster for the Math Department. In 2008 he started teaching at several community colleges (Pierce, Valley, Pasadena, and College of the Canyons). He also taught at High Tech High School in Los Angeles.

Additional full-time faculty members in Theater/Cinema and Food Service Management will be hired in the spring of 2010.

2. Administrative Update:
   Dean of Academic Affairs Ed Zayas retired in June of 2009. Two new deans were hired:
   • Dean of Academic Affairs Stephanie Atkinson-Alston: 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 Cathy Brinkman: Will be supervising Career Technical Education (CTE), Work Source Center, Contract Education, Specially Funded Programs (CAHSEE, Title V, etc.), and Community Extension.

3. DAS-LACCD Retreat: Friday, Oct. 2, at Monarch Hall, LAVC from 8:00 am to 3:00 pm. Breakfast and lunch will be served. FLEX credit eligible. Breakouts will include:

- Design Build vs. Design Bid Build (Larry Eisenberg, Jack Daniels)
- Building User Groups and FF&E (one time only) (Chet Widom, Carleo, Desiree Shier)
- Energy/LEED/Sustainable Practices (Bharat Patel, Gautier, Tony Fairclough)
- Student Success through Pedagogy Shifts (Deborah Harrington, et al)
- Student Success Support in Budget Hard Times (McCaslin, et al--Student Support focus)
- New Approaches to Curriculum (Marvin Martinez, CTE faculty)
  (Stimulus, Partnerships, Green Jobs)
- Governance in LACCD (Gary Colombo, David Beaulieu)

Up to 10 LAMC faculty and 8-10 administrators will be able to attend. Please notify Angela Echeverri ASAP if you are interested in attending.

IV. Budget Update - Zandalasini:

1. Dues: The Academic Senate currently has $746. If everyone in attendance at the meeting were to pay their dues of $25, the Senate would have over $1000. Faculty Academic Senate dues are $25. All LAMC faculty are expected to pay dues. Give your dues to Louis Zandalasini as soon as you can.

2. Scholarships: The David Lee Moss Scholarship has $356.36; the Carla Bowman Scholarship has $2,627.78.

3. Conferences: The conference request for full-time faculty is $300, for part-time it’s $250.00. See Louis if you need to fill out a conference request. The request must be filled out at least two weeks in advance. The President and the Vice-President of Academic Affairs are going to adhere to the two-week prior request deadline.

V. Public Address

Susan Rhi-Kleinert – Associate Dean, Title V- Business Faculty - Susan, Young-Ji Lee, and Richie Aribuabo wrote a grant proposal under the Title V, Hispanic Serving Institutions (HIS) programs; the grant was awarded and LAMC will receive $566,723.00 annually for five years. This Title V grant will be focusing on the Learning Resource Center, English/ESL and Sciences. In addition, the grant will strengthen the institution in improving the Information Technology infrastructure. Other areas include the library and tutoring labs. The development of a virtual tutoring/lab, a new science lab, and online counseling is part of the project. In addition, there is
an endowment challenge. The office of President Valles has committed to $20,000.00 a year for the first three years of the grant!

**Dean Swerdlow** – Dean, Academic Affairs - Chair of Curriculum Said Pazirandeh, Articulation Officer Madeline Hernandez, and Curriculum Secretary Susan Ghiradelli put in a lot of work over the summer to completely renovate the curriculum process. There are going to be a tremendous number of training opportunities offered to faculty. Yesterday a Council of Instruction meeting was held and chairs were informed of many of these changes. They are trying to change the culture of the curriculum, so it becomes one of the most important things on campus next to student success. Right now Dean Swerdlow is involved in the development of many new programs including an International Studies Degree, a possible Ethnic or Cultural Studies degree, and an American Studies Degree. Mike Reynolds and Dean Swerdlow have worked over the summer on training people to write courses in organic chemistry and biochemistry. Dean Swerdlow will work with Madeline Hernandez to examine other college’s degree offerings and certificates. They will train people on how to use the State system to find out if certificates are still approved. They will offer training for everyone for “Assist.org” and on how to write course outlines. Watch for emails on the trainings.

Right now is a transition time for the college. As of yesterday, we had almost 11,000 students enrolled. The students coming in are very diverse and have different preparations and educational goals than many of our traditional students. It’s an exciting time to look at what we are offering our students. They deserve courses that reflect current pedagogy and that also reflect the way disciplines at four-year schools are taught today. Our students deserve certificates and degrees that are transferable and that make them transfer ready. We have a lot of students on this campus who have to redo a lot of courses due to misinformation; they deserve better. Dean Swerdlow and Vice-President Johnson-Hawkins extended a thank you to everyone for helping to get this semester off to a great start.

**Roza Ekimyan** - Basic Skills Coordinator – She stated she is extremely excited to be at LAMC and wants to meet all the basic skills people. She does not yet know where her office will be.

**Ed Casson** – Librarian - The library would like to have a copy of the textbooks for your classes. There is a steady stream of students, who are showing up looking for textbooks for their classes. The library has some, but everyone is encouraged to drop off a copy of their text to put on reserve.

**Leslie Milke** – Health and PE Chair - The Health Fitness Building did not open on time. A lot of classes are off-campus down on Foothill. This week has been difficult for students; be patient as she is doing her best to get students up to campus on time for their classes. But the timing for student schedules might not allow enough time for them to get to your class on time. Leslie thinks the building will be done in Oct. or Nov. but is not planning the move until spring.

**Mike Climo** – ESL Faculty - Wants to remind everyone of their Flex obligation. For full-timers, Mike wants to remind everyone that he does not necessarily know how many times your committee meets or how much time you want applied unless you write it down. If you want credit, you need to turn in a form for committee participation and you need include copies of the minutes. Do not say “see Academic Senate website.” You can get Flex credit for attending more
than one committee. Please turn in forms (all forms are on the LAMC website) with all pertinent information if you want to receive credit.

**Madelline Hernandez** – Counseling - Be flexible with students who are struggling to find their way during the first weeks of school.

**John Klitsner** – Athletics and PE Faculty - As a point of information, our soccer season has begun. This year we are using Hansen Dam for our soccer field home games, but it has become a fire base due to the recent fires. Any home games that we had scheduled are going to be held at other locations farther away. This is causing some students to miss classes; student athletes are really working hard. John Klitsner will send out an email with the schedule and a roster of players.

VI. Committee Reports

**Curriculum Committee - Pazirandeh**

There have been many changes that will help everyone. The committee has revised its process. Number one is that we will only accept electronic submissions. You won’t have to use any paper. You can email it to us at curriculum@lamission.edu. It’s also linked on the school’s website. Only the signature page must be hard copy. Once the committee receives it, they will reply to let you know if it has been accepted or denied. If it is denied, they will let you know what the deficiencies are. There may be some bugs, but the committee hopes that the new procedure will be successful. The committee will take comments for improvements. Anything that has been submitted up to now in the traditional way will continue in the traditional way, and you will be informed of the status. The committee will meet the first and third Tuesday, twice a month, so they can accomplish more. There will be some training that will be set up with the District; the training is mandatory and is not an option. In the future, all curriculum will be handled electronically. The electronic system will be more efficient.

The second important topic is that the District Curriculum Committee approves cross-listing courses. Beginning Jan. 2010, all cross-listing courses will have one year to reapply or it will lose the cross-listing status for the course. Cross-listing is a District matter. You have one year to reapply or your course will be crossed off the list. The process to have a cross-listing class is to first meet with the Discipline’s committee on campus and then present the course to the DCC.

**DAS Report (Echeverri):**
The District Academic Senate last met on 5/14/09 at City College.
Elections for DAS officers (2009-2011) were held and the results were as follows:

- President David Beaulieu
- Vice President: Kathleen Bimber
- Treasurer: Alex Immerblum
- Secretary: Angela Echeverri

The DAS also approved the following Educational Regulations:

**Competency Requirement (E-79):** Identifies the higher math and language requirements that go into effect for all new students entering after the Fall of 2009 and after (Math 125-Intermediate Algebra or equivalent and English 101 - College Reading and Composition I). Returning students
will have catalog rights and will be able to graduate with the old competency requirements (Math-115-Elementary Algebra and English 28-Intermediate Reading and Composition). Returning students who do not enroll at the college for one year will lose their catalog rights.

**Educational Planning Committee – Silver**

EPC Meetings were held on May 18th, June 1st, 22nd, July 1st, July 27th, August 31st 2009

Below is the summary of agenda items discussed:

- Program review reports were completed from all remaining departments as well as Distance Education, Library, Learning Center and PACE.
- The program review model and annual review cycle were discussed. Our tool was reviewed and compared to the expanded tool being used at West LA. Suggestions for revisions include: review and evaluation of off-site and on-line courses for each discipline, expanded curriculum data and status, explanation of statistical trends, comparisons to the district, and a request for supplementary documents. The Sept. 14th meeting will address this.
- A new program review tool for the Library and Learning Center will be developed by a subcommittee chaired by Sandy Thomsen.
- A template will be developed for the annual program review update process. This will include responses to the recommendations of EPC as well as progress on the comprehensive review.
- Five departments/units have been identified to begin the new cycle of comprehensive reviews and will be notified by Alma and the EPC.
- Plans have begun for the revision of our Educational Master Plan to reflect our growth and to be aligned with our current Strategic Master Plan. This will include the EMP for the Tujunga site.
- Essential Skills Committee reported that they have hired a Basic Skills Coordinator who will begin as soon as the paperwork has cleared the District.
- EPC complete our reviews of the current EMP and the LAMC Strategic Master Plan to assess our progress on objectives and action items assigned to EPC. We determined that we have either accomplished, or are on target to accomplish the responsibilities by the dates in the plans.
- EPC has been asked to participate in the Program Review validations for Student Services and Administrative Services. Members have volunteered for both; some have been contacted for participation and others have not. Further discussions about collaborations will be raised at the Shared Governance meeting.
- We are in the process of updating our membership with the appointments from the Academic Senate and the AFT.
- We are resuming the meeting of the Strategic Enrollment Management committee.

**Budget and Planning Committee – Milke**

The Budget and Planning Committee meets the hour before the Academic Senate meeting. It is becoming increasing challenging to identify funds to meet the financial needs of the college. The new grant that was just awarded to the college will help support the college’s dwindling budget. The college continues to grow. Next Friday a report has to be turned into the District, identifying the ways Mission College is attempting to stay within our budget. Because of the lower funding base, approximately $1.2 M, we are exploring various cost saving avenues.
For example, we are offering fewer classes. Also, this campus is officially eliminating winter session 2010. This decision will save the college a little over $700,000. The next thing the committee will focus on will be holding workshops for budget managers to assist them in developing their operational budgets. These workshops will be held in late October, early November.

**College Council - Milke**

There was a College Council retreat held last Wednesday 8/26/09 the day prior to Flex day. Angela Echeverri gave a presentation on the status of the 25 planning agendas from our 2007 self study. The Council also reviewed the LAMC Strategic Master Plan. Last summer the Strategic Plan was formulated and this retreat focused on updating the plan and reviewing the College Mission Statement. As we reviewed the plans we had delineated last year, we were pleased to find that we had accomplished the majority of the goals put forth. We used the Accreditation planning agendas to help us focus on the coming year. The Mission Statement is in the process of being updated and the possible proposed changes will come through the Academic Senate for input and approval. College Council meets on the third Thursday of the month.

**Student Learning Outcomes and Assessment – Flood**

As of June 2009, we offer 534 credit courses; 76% of our courses have SLOs and almost 40% of these courses have assessed at least one SLO. The courses that do not yet have SLOs are primarily the inactive courses; however, as curriculum is being updated, the SLOs are also being updated as they are part of the Course Outline of Record. An LAMC SLOA Progress Report from May 2007 to June 2009 was distributed which included a table listing by department the total number of courses offered, the number and percentage of courses with defined SLOs, the number of courses that have evaluated and assessed outcomes, and the number of courses which have planned and implemented changes. All SLOs must be assessed by 2012 to meet accreditation standards. The Accrediting Commission is especially interested in our assessment results, and they also want to know if we are making changes based on what we learn from the data we collect.

**Essential Skills Committee – Prostak**

Gary Prostak welcomed the new Basic Skills Coordinator Roza Ekimyan. The committee hopes to get a First Year Experience program up and running. The Essential Skills committee meets the third Wednesday of the month from 2:00 to 4:00 pm.

**Work Environment Committee**- No report

  Note – Gary Prostak has stepped down from this committee.

**Commencement Committee – Long**

Consider who we can invite as a keynote speaker for our next commencement. Also when you have department meetings, encourage faculty to come and march at graduation. Several individuals commented on what a great job Margie Long did last year and expressed their opinion that it was the best commencement ceremony in the college’s history.

**VII. Old Business – Echeverri**
Accreditation Update

The accreditation evaluation team responded very positively to our follow-up report and to their on-site visit last April. In July, we received a letter from the Accreditation Commission stating that all recommendations and concerns from our original visit had been met. Our midterm accreditation report is due in March of 2010. The midterm report will have to detail our progress on the 25 planning agendas, which are in our original self study. All recent accreditation reports can be found online at: www.lamission.edu/accreditation

Faculty Hiring:

LAMC hired six full time faculty members for the the fall of 2009 (see president’s report above). The Theater/Cinema position was not filled nor was the Food Service Management position because many people were out of town in August. Faculty hired for these positions will begin in spring of 2010. In the fall of 2009, we will go though faculty hiring prioritizations for the next round of hiring.

Senate Representatives on LAMC Committees

There are numerous campus and district committees that have Senate vacancies. President Echeverri distributed a handout with a list of all Senate Committees, their meeting times, and senate representatives. Mike Climo pointed out that a more rounded representation of individuals from different areas needs to be sitting on the various committees. This is not to maintain “control” of a particular committee, but to have a diverse membership on committees. There are also several District Discipline committees that need LAMC representatives.

Senate Constitution and Bylaws Review – Echeverri

A task force met last spring, but the Senate’s Constitution and Bylaws are so outdated that we may need to start from scratch.

Faculty Academy - Echeverri

The Faculty Academy sessions that were held last fall were so successful that it has been decided to continue them for the new hires. However, since two new probationary faculty will begin in the spring, it we may wait to hold the academy until the spring semester of 2010.

Educational Planning Committee (EPC) – Silver

The EPC will have a very heavy workload this academic year. The Educational Master Plan (EMP) expires next year, an EMP for the Sunland –Tujunga site must be written, and the program review templates for all academic areas must be revised. The EPC will submit a proposal to increase its membership by adding two to three senate representatives.

The meeting adjourned at 3:25 p.m.
Respectfully submitted by Gina Ladinsky, Secretary