

**Los Angeles Mission College  
Academic Senate Meeting Minutes  
Thursday, October 2, 2014**

**Executive Members Present:** Leslie Milke, Carolyn Daly, Deborah Paulsen, Louis Zandalasini, Kelly Enos, Angela Echeverri, Pat Flood, Tobin Sparfeld, Janice Silver

**Executive Members Absent:** Curt Riesberg, Mi Chong Park

**Senator Present:** Curtis Stage, Nancy Smith, David Jordan, Patricia Rodriguez, Sherrie Loper, Robert Schwartz, Gary Prostack, Jolie Scheib, Cindy Cooper, Donna Ayers, Steve Brown, Said Pazirandeh, Louis Eguaras, D'Art Phares

**Senators Absent:** Jose Maldonado, Monica Moreno, Linda Marie Avalos, Margie Long, Robert Smazenka

**Proxy Holder:** Carolyn Daly for Margie Long, Debby Wong for Robert Smazenka

**Faculty Present:** Cindy Luis, Riye Park, Jesús Sanchez, Veronica Diaz-Cooper, Adam Serda, Larry Resendez, Paul Kubicki, Rita Grigorian, Sheila MacDowell, Michael Climo, Tom Folland, Aleida Gomez, Steve Nerud, Lilamani de Silva, Myriam Levy, Par Mohammadian, Jill Biondo, Gina Ladinsky, Jason Bordbar, Marie Zaiens

**Guests:** Monte Perez, Michael Allen, Joe Ramirez, Danny Villanueva, Adrian Gonzalez

- I. **Call to Order** – Leslie Milke called the meeting to order at 1:39 pm
- II. **Introduction of New E-Board Members:** Carolyn Daly, Vice President and Deborah Paulsen, Secretary
- III. **Approval of Agenda: Motion to approve the agenda carried unanimously** (Phares/Sparfeld)
- III. **Approval of Minutes - Milke**  
**September 4<sup>th</sup> 2014 Minutes approved with corrections, by majority (Daly and Silver abstain),**  
(Sparfeld/Eguaras)
- IV. **Public Address**
  - Chef Jesse Sanchez announced LAMC Culinary Arts Octoberfest on Saturday October 25<sup>th</sup>. They will be serving LAMC microbrew beer and food from Bavaria including sausages and pretzels; 4:00-7:00pm. \$35.00 a ticket.
  - Dr. Tobin Sparfeld announced that LAMC will be hosting a String Quartet on Wednesday October 8<sup>th</sup> in the Campus Center at 7:30 pm.
  - Chef Louis Eguaras talked about the café and dining room and wants suggestions for improvement. Service is running faster and more efficiently. Breakfast is served in less than 5 minutes.
  - Steve Ruys announced the Athletics 4<sup>th</sup> Annual Poker Tournament will be on November 8<sup>th</sup>. It is a fun event. There will be a free drink ticket and raffles, the top prize is a \$750 gift card.
  - Deborah Paulsen announced Drama Club Events, Movie Nights on October 2<sup>nd</sup> and 3<sup>rd</sup> and again in a few weeks. There will also be a showcase in December.
- V. **Officer's Reports**

**a. Treasurer's Report - Zandalasini**

- Academic Senate Account: \$ 1,332.45
- Carla Bowman Scholarship Account: \$ 1,715.93
- David Lee Moss Scholarship Account: \$ 457.84

Senate Dues \$30.00 payable to *LAMC Academic Senate* (or currency)

The Business Debit Card Enrollment Form will require Leslie Milke ~ Academic Senate President signature to be kept on file. The Signature Card requires an update to deposit checks through the ATM Pacific Western Bank machine.

Dues collected today were \$395.00, Thank You!! Dues paid to date \$905.00

**VI. Action Item**

**a. Student Support Services Plan - Joe Ramirez**

Joe Ramirez talked about the Student Success and Support Plan (SSSP), which is a map toward student success and has a 1.4 million annual budget which will be adjusted every year that the plan is in effect. It is a comprehensive plan to help the college document how SSSP services will be provided to credit students. The goal of the Student Success and Support Program is to increase student access and success by providing students with core SSSP services, including orientation, assessment and placement, counseling, advising, and education planning services, and the support services necessary to assist them in achieving their educational goal and declared course of study.

More specifically to:

- Provide at least an abbreviated Student Educational Plan (SEP) to all entering students with a priority focus on students who enroll to earn degrees, career technical certificates, transfer preparation, or career advancement.
- Provide orientation, assessment and placement, and counseling, advising, and other education planning services to all first-time students.
- Provide students with any assistance needed to define their course of study and develop a comprehensive SEP by the end of the third term but no later than completion of 15 units.
- Provide follow-up services, especially to students identified as at-risk (students enrolled in basic skills courses, students who have not identified an education goal and course of study, or students on academic or progress probation.

The plan, if approved today, will be submitted to district tomorrow for signing by the Chancellor and the Chief Financial Officer and is due October 17. All nine district colleges are participating. If you would like to participate in an advisory or in another capacity please contact Joe Ramirez.

**Moved to approved the SSSP and carried unanimously. (Jordan/Silver)**

**b. Motion to have Dr. Perez talk to the Senate.**

Dr. Perez thanked Joe Ramirez for his presentation. He mentioned that there are four separate student success initiatives, including Achieving the Dream, 3SP, Student Equity Program and Basic Skills Initiative. That the programs need to complement each other and there will be a meeting with leadership from all four areas to coordinate efforts.

## **VII. New Business**

### **a. Academic Affairs News/Updates - Vice President M. Allen**

Michael Allen talked about a new Bill signed by Governor Brown that gives Community Colleges the ability to confer B.A. degrees. The type of degree cannot already be offered at CSU/UC. The focus would be on workforce development programs that are needed locally and regionally; and supports a better starting wage; such as when entry level used to be an A.A. degree and the industry is now moving toward requiring a B.A. degree. Administration and departments have started to discuss possibilities for a B.A. degree at LAMC. He thinks that at least one of our college will be asked to propose a B.A. degree and if that is the case he wants us to be ready with the needed research. Send proposals to Michael.

LAMC is participating in a Department of Labor and Health Care grant. Trade Tech College is the fiscal agent. We already have a few offerings around health care, and a Certified Nursing Assistant to hopefully lead into a Health Care Aide program. LAMC is looking at labor data and cost. Gina Landinsky is working on this grant as the lead with Cathy Brinkman, Par Mohammadian and Angela Echeverri. The earliest start date is the Fall 2015. Leslie Milke asked if the program is going through the regular curriculum process and Michael responded: "Yes." If anyone has a good relationship with a skilled nursing facility or assisted living program, please contact Gina; as the clinical portion requires hands on experience.

There will be a Winter intercession. We don't need it to meet our enrollment target, but want to help out students with some offerings this Winter. There will be many on-line classes offered.

### **b. Eagle's Nest - S. MacDowell/M. Zaiens**

Leslie Milke congratulated the new Eagles Nest Coordinators, Sheila MacDowell and Marie Zaiens. There is a new Eagles Nest faculty resource web-page via the Library page with events/workshops listed to take place in LRC 208. They put some books on reserve relating to On-Book-One College and some e-books on teaching. They will be having a meeting and talk about things happening in our district and other colleges right after the SLO Summit on October 17<sup>th</sup>. The web-site has great resources for instructors and students. You can log-in from home and use your e-mail user name and password. There will be some brown bag discussions on learning styles coming up.

The One-Book-One-College project will focus on the book "Yes, Chef". It has a wide appeal. Richard Rains will be doing a workshop on clickers; Bambad Samii will do one on how to build a faculty web-page; David Jordan will have walk-in-hours on how to enhance e-tudes for instruction and give a best practices for on-line learning presentation. If you want to give a workshop and share your special skills, please let Sheila and Marie know.

### **c. Professional Growth-Conf Attendance/Tuition Reimbursement - M. Levy**

There are new members on the Professional Growth Committee, including Myriam Levy, Michong Park and Jason Bordbar. Cathy Brinkman is the administrator. They are assessing the current process and amounts for Conference Attendance. The reimbursement levels are up to \$300 for adjuncts and \$500 for full-time per year. There are a few pending requests and they will be addressed. They will be communicating the instructions soon.

It is in our contract that faculty can go to conferences. Mileage from the college can be included and you will be notified when your request is approved. The new correct form for tuition reimbursement is now on-line. Be sure to submit your requests in advance. Do not travel to a conference without the approval there are liability, safety, and insurance issues at hand. Please submit the forms even if it is work related and even if you are not seeking reimbursement.

Danny Villanueva mentioned that if something happens on the way to or during the conference and you did not fill out the forms ahead of time, it becomes a workman's comp issue and you will not be covered. It takes six to eight weeks to get on the board agenda for approval. You can request 80% of the cost a head time. Your conference attendance cannot be paid for by one of our vendors, without a public disclosure form.

Mileage is reimbursed from the college address, use a Google map, the rate is 56 cents a mile. If it involves a vendor that the college uses there may be a Public disclosure form required. There is an expectation that attendees will share what they learned with other faculty, such as in a presentation in the Eagle's Nest.

Within 10 days after you return, submit the follow-up paper work for the reimbursement or you may not be reimbursed. If you go to a sister campus or a district meeting as regular business, then you do not have to submit a conference request. Turn-in all paperwork to Myriam Levy through her mailbox or office #9 in INST or Patricia Carter, CMS 237 on East Campus.

d. **DSP&S FAQ's – L. Resendez/R. Schwartz**

Larry Resendez, Director of DSP&S talked about assuring that students with disabilities get equal access to education. DSP&S works with students who have been identified with a disability. It is important to understand the barriers and develop a student education contract for accommodations and services. Each student has a unique make-up.

Accessibility is a hot topic. There was an accessibility training a few weeks ago, they videotaped for their web-site. It has instructions for faculty on using media in-class and accessibility requirements. A sister college is facing a lawsuit for an instructor showing a video that was not captioned with a deaf student in the class. DSP&S does have access to funds to get videos captioned.

Robert Schwartz showed a power point with questions and answers on accommodations. If a student comes to your class and says that they have a disability it is important that you have the appropriate forms from DSP&S, if there are no forms, send them to the office so they can do a professional evaluation of the disability and come up with the appropriate accommodations.

*How do I refer a student to DSP&S?* Make an announcement on the first day of class and make sure you have a basic disability statement on your syllabus, that includes addressing a verified disability. If a student wants accommodations that they need to follow the process by making an appointment with DSP&S at their earliest convenience. If you suspect a student suspect has a disability, talk to them privately and ask them about their learning needs. You can ask them if they have considered going to the Learning Resource Center or DSP&S. If they talk about a disability then that opens the door for you to refer them to the DSP&S office. Avoid asking any direct questions about a disability.

If you have a concern about the form, contact the signer of the form. Sometimes a recommendation may challenge the goals of the class. There is a faculty handbook about how to handle different issues as well.

*How far in advance does DSP&S need to know?* Accommodations can be made any time in the semester. Arrangements need to be made with-in a week or two of an exam for test proctoring; for sign language interpreter it is a two-week period. The accommodation will be made within a reasonable period of time.

Adam Serda, DSP&S Counselor talked about the Nexus Program and that Tierra del Sol provides assistance, but does not help with the course work and are not employees of the college. They help students get to the right place and help them ask questions or take notes. If you have any questions please contact DSP&S. If they are with Nexus they are supposed to wear a badge.

There is a "Dare-to-Care" informative tutorial on the DSP&S web-site as a link and you can get flex credit for it when you download the flex form.

*How do I get proctoring assistance?* Students will bring you a form. The form needs to be signed and will explain how they will receive the exam and how the exam will get back to the instructor. It is the student's responsibility to return the form to DSP&S. They are piloting an on-line request form to make the process much easier and confidential, it is next to the roster on the portal.

Angela Echeverri asked a question about students wanting to take the test with their instructor in the CMS. Please contact DSP&S and find out about the students information, so there is no violation of the accommodation. DSP&S has a testing facility with cameras and they monitor the students very closely for conduct.

Steve Brown asked if they have the funds to evaluate students for disabilities? Not currently, but they can try to refer them to another college or service. Faculty asked more questions about particular instances with students.

Due to confidentiality, DSP&S does not typically contact instructors a head-of-time to inform that they have a student with a disability enrolled in their class. Students with disability need to follow the class rules, as any other student would be expected to do.

**e. Viability Studies – News/Updates- C. Daly/D. Paulsen**

Carolyn Daly talked about a viability study for Cooperative Education and how she is assembling a team. If anyone is interested in participating please let Carolyn know. There is a 90 day deadline, so there is a beginning and end.

Deborah Paulsen, Jan Silver and Louis Zandalasini will be working together to develop a study to consider a restructuring involving their three departments. If anyone would like to participate, please let Deborah know.

Leslie Milke asked if any one would like to get involved in revamping the college hiring policy which is overseen by the Academic Senate.

## **VIII. Old Business**

### **a. Accreditation News and Update – K. Enos/M. Allen**

Kelly Enos talked about the Follow-up Report for the remaining Recommendations 2, 5, 7, 9 and 14. The self-imposed time-line that the ASC and College Council approved; includes that ASC will be finished with the final draft of the Follow-up Report by October 31st. The ASC wants to make sure the answers really match the questions that the evaluators had. The ASC has been able to complete the first phase and first drafts of addressing the recommendations. A second draft will be discussed on Oct. 8<sup>th</sup>. A new cycle of Accreditation has started and ASC started a second-time line. There is a training with the ASC and standard team leads tomorrow morning. Soon the team leads will be looking for help with writing on how the campus all fits together. If you would like to come tomorrow morning for breakfast and learn about the training, you are welcome to do so.

### **b. Curriculum News and Updates – S. Pazirendeh**

Said Pazirendah announced that the Curriculum Committee updated the Charter and gave notice to vote on it next month. The revised Charter is posted in draft form on the Curriculum web-site for review. There are no Curriculum approvals for the Senate at this time. There are several AA-T degrees to be approved by December.

### **c. Faculty Hiring – L.Milke**

The deadline for the Faculty Hiring Application has closed. The committee is prioritizing the applications by next week. Enrollment and faculty data is being collected. The list will be finalized and presented at the next Senate meeting for approval. It will be sent to the President right after Senate approval and the President has agreed to announce the approved hires no later than December 1<sup>st</sup>. This will enable the college to have all new hires chosen before the end of the Spring 2015 semester. A big thank you to the FHPC for all of their hard work.

## **IX. Reports of Senate and College Committee Meetings**

### **a. Budget and Planning Committee - T. Sparfeld**

Tobin Sparfeld stated that as Michael Allen, said we will have a small Winter session of about 30 classes. The budget is in flux for Spring, but it looks like we will have the same size Spring as last year. LAMC has been earning extra money for allowing filming on campus. B&PC is working on ranking requests from Program Review.

Leslie asked Tobin to have the committee make a recommendation to the President regarding how many new faculty hires we can fiscally afford.

### **b. Educational Planning Committee – G. Prostack**

The EPC has notified the six department chairs who will be participating in Comprehensive Program Review in Spring 2015.

At its next meeting, the EPC will be reviewing the annual Budget Prioritizations for Requests for Funding Over Base (for the first time) as charged in the committee's charter.

### **c. Professional and Staff Development Committee –B. Samii**

Multicultural day is Nov. 12 and will feature food from around the world. Students are being called on to present. The governor signed a new bill for professional development for staff as well as faculty.

**d. LOAC – Pat Flood**

Attendance at the 2<sup>nd</sup> Annual SLO Summit Friday, October 17, is very important. LAMC is fortunate to have one of the foremost authorities in outcome assessment joining us: Bob Pacheco, the State Assessment Coordinator for the RP group. A continental breakfast will be served and a box lunch. Those present will also receive Flex credit for attending. This is an opportunity for you to dialog with others on our campus about assessment results and what we have learned from them that will help student success in our courses, programs, and at our institution.

In preparation for our Summit, Sarah Master, Patricia Chow, and Pat met with Nick Minassian this past week to further improve the online SLO reporting system.

The Learning Outcomes Assessment Committee met on September 24 and we discussed goals for the year, the Mission College Learning Report, and the Information Competency ILO Report, which was completed over the summer. An Informational Competency task force also met this past week to further discuss the findings and to plan the next assessment, which will be conducted in spring 2015. Though findings from the work that was done indicated that our students are competent in Information Competency, a broader sample will give us more in depth results.

On September 26, Pat attended a regional SLO meeting at Citrus College along with Michael Allen, Sarah Master, Madelline Hernandez, Darlene Montes, and Kelly Enos, which was both stimulating and reassuring that we are on the right track with what we are doing.

The next LOAC meeting will be Wednesday October 8 at 1:30.

**e. Other (Facilities Planning, Technology)**

No Reports

**Adjourn: 3:02pm**

Submitted by: Deborah Paulsen, Academic Senate Secretary