

**Los Angeles Mission College  
Academic Senate Meeting Minutes  
Thursday, November 6, 2014**

**Executive Members Present:** Leslie Milke, Carolyn Daly, Deborah Paulsen, Kelly Enos, Angela Echeverri, Curt Riesberg, Pat Flood, Mi Chong Park

**Executive Members Absent:** Louis Zandalasini

**Senator Present:** Tobin Sparfeld, Janice Silver, Nancy Smith, Patricia Rodriguez, Sherrie Loper, Robert Schwartz, Gary Prostack, Jolie Scheib, Cindy Cooper, Donna Ayers, Steve Brown, Robert Smazenka, Said Pazirandeh, D'Art Phares, Margie Long, Robert Schwartz

**Senators Absent:** Curtis Stage, David Jordan, Jose Maldonado, Louis Eguaras

**Proxy Holder:** Deborah Paulsen for Curtis Stage, Leslie Milke for Louis Zandalasini

**Faculty Present:** Michael Climo, Gina Ladinsky, Virginia Sarkissian, Sheila MacDowell, Cindy Luis, Chris Williams, Ebru Durukan, Paul Kubicki, Vilma Bernal, Rita Gregorian, Diana Bonilla, Jason Bordbar, Marie Zaiens, Myriam Levy, Par Mohammadian, Carole Aki, Bamdad Samii

**Guests:** Sarah Master, Michael Allen, Adrian Gonzalez

- I. **Call to Order** – Leslie Milke called the meeting to order at 1:40 pm
- II. **Approval of Agenda: Motion to approve the agenda carried unanimously** (Sparfeld/Flood)
- III. **Approval of Minutes - Milke**  
**October 2014 Minutes approved with corrections, by majority**  
**(Long and Smazenka abstain), (Silver/Loper)**
- IV. **Public Address**  
**Michael Climo** - Michael talked about the campus book "*Yes, Chef*" and encouraged faculty to read the book and consider incorporating it into their classes in the Spring. The college community will all read the same book and discuss it from different points of view.

Next week, there will be a discussion for faculty of the book in a Socratic Seminar. In order to participate read the first few sections and come with four questions about the book. It will be a Brown Bag lunch in the Eagle's Nest

**V. Officer's Reports**

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

Academic Senate Account:	\$ 1,838.45
Carla Bowman Scholarship Account:	\$ 1,723.14
David Lee Moss Scholarship Account:	\$ 457.84

**Reminder:** Senate Dues \$30.00 payable to *LAMC Academic Senate* by cash or check. To date 35 faculty members have paid their dues. A faculty list of outstanding dues will be generated. Dues for Senators are mandatory.

## **B. President's Report – Milke**

**Faculty Hiring Update:** LAMC is in the process of hiring for Spring including: Culinary Arts, Library, Counseling, and Theater Arts. The committee has completed the rankings, which the Senate will vote on today.

**FTLA (Faculty Teaching and Learning Academy):** Applications are now available and are due November 24<sup>th</sup>. Please let Leslie know if you are interested, she will send out a flyer. The session generally begins in January.

**AB86-Adult Education (Gary Prostack):** Los Angeles Regional Adult Education Consortium (LARAEC) has submitted their report that represents the collaborative work, which has progressed towards the development of the Regional Comprehensive Plan as required in the AB 86 Adult Education Consortium Planning Grant. The members of the LARAEC include the Los Angeles Community College District, Los Angeles Unified School District, Montebello Unified School District, Burbank Unified School District, and Culver City Unified School District. Participating stakeholders from these districts have included board of education members and trustees, district leadership, faculty, teachers, staff, students, local business partners and community partners.

The report identifies a three-year plan in which LARAEC has selected three primary implementation strategies on which to focus: *Bridges and Pathways*; *Comprehensive Student Support*; and *Common Data, Information, and Accountability Systems*. Although these strategies are not new, the fact that the five LARAEC districts have made a collective commitment to collaborate on implementing these approaches is innovative through the plan's focus on a holistic, student-centered approach to delivering educational services to adults.

The areas that it will include are ESL, Basic Skills and CTE. LAMC may be absorbing occupational programs and we need to figure out how we will integrate them into our existing programs. Let Leslie know if you would like a copy of the report. More information will follow.

## **C. Action Item: Faculty Hiring Priority List - Brown**

Steve Brown talked about the FHPC (Faculty Hiring Prioritization Committee) ranking process, what the process entails and how the committee revisits the application for revision every year. There are two groups one for instructional and non-instructional faculty. Section A. on the application has enrollment data scores. The non-instructional programs do not have section A. data, but fill out a supplemental Section C.

If you want to see scoring on your application, contact Mike Fenton.

The President holds the final decision on which order to fund the hiring of faculty. LAMC is expecting possibly between 5 and 7 new hires.

**Action Item: Move to approve the Faculty Hiring Prioritization List was passed unanimously (Echeverri/Phares).**

## **VII. New Business**

### **A. Cooperative Education and Learning Resource Center –Allen**

Michael Allen thanked the FHPC for their time and efforts, as well as Sarah Masters for providing data for the applications. President Perez sent an e-mail regarding Coop Education and Learning Resource Center, which is changing leadership. Ed Raskin has been appointed full-time to Veteran's Affairs.

As Interim, Carlos Gonzalez is assigned one-half to LRC and one-half to Cooperative Education, ensuring those programs continue to serve current students. Coop. Ed. is under a viability study right now and no further measures will be taken until the Senate can make a recommendation. Administration and Senate leadership are working with AFT on the LRC position.

Also mentioned in the President's e-mail, the Child Development Center has been assigned to Jan Silver. LAMC needs to have a dynamic synergy between the Child Development program and Child Development Center, because the CDC serves as a lab for our CD students. Jan Silver and Rita Grigorian have been sharing duties. Academic Affairs is hoping to have the job announcement ready for the Director by the end of next week.

The college is looking for additional funding for the Veteran's Center. Ed Raskin will be under a temporary one-year reassignment to this area.

There is a national search for a Dean of Academic Affairs which has been served by Darlene Montes as Interim for almost a year now and we need to advertise and hire for a permanent position.

Gary Prostack asked about the policy for dedicated classrooms. With limited exceptions, some classrooms are specialized, there are generally no dedicated classrooms and program need to share. Buildings do not belong to disciplines. As we grow, faculty need to be flexible about which classroom they are assigned to. In general, classrooms should be left in a traditional lecture type of configuration. If a class rearranges the desks, they should be returned to the original configuration for the next class. Labs and lecture split classes will remain in the same building. Leslie Milke stated that we should put this on the next agenda for Council of Instruction.

### **B. Institutional Set Standards - Master**

Sarah Master talked about how last Fall LAMC set the benchmarks for Institutional Standards; which include course success, course retention, persistence, and transfer. She is looking for volunteers to review those standards and set the target levels as a college, which need to be reviewed. This past year LAMC met the standards, but there may still be room for improvement. This information is communicated to the ACCJC in our self-study report. The task force will make a recommendation to College Council, ASAP. Volunteers: Bob Smazenka, Mryiam Levy, Michael Climo, Diana Bonilla, and Jolie Scheib.

### **C. Common Assessment – Luis**

Cindy Luis gave a PowerPoint presentation on Common Assessment, a test for all community colleges in California. Although it is voluntary to participate, if colleges do not use it they will not get 3SP funds. The tests will be for placement in Math, English and ESL. It is being funded

through a grant with Butte College. Goals are to eliminate confusion and different tests. LAMC will no longer have to pay for the tests. The assessment report can follow students college to college, so they will not have to retake it. It will measure their mastery of different skills, so student may be better placed into their appropriate level. The summer content workgroups developed the skills that will be tested.

Faculty in these areas are encouraged to participate in the-evaluation of the skills or competency maps. Math faculty are needed to help develop skills competency maps for college level math skills. Vendors will provide this test, with up to four vendors being involved with one platform for all colleges. West LA will be a pilot college for the test. During the pilot students will take both old and new tests. Spring 2016 is when it is planned to be available to all colleges. Implementation may take time due to many issues. Common Assessment does not equal common placement, there will be local control about which classes students are placed into. Multiple measures help to accurately place students and may include a self-assessment. The goal is to help students graduate by getting them through college efficiently.

## **VIII. Old Business**

### **A. Accreditation News and Update – Enos**

Kelly Enos talked about the Accreditation Follow-up Report, which is on schedule. There are upcoming Focus Groups on November 18<sup>th</sup> 12:00-1:30 in the Arroyo Room, which has to do with Recommendation 14. There will be four groups and we are looking for more participation which may include both classified faculty and non-classified staff. Please e-mail Oliva Sanchez to participate. Lunch will be served.

Teams are reviewing self-evaluation reports, the 2013 self-study, and follow-up reports to develop the draft out-lines that the Accreditation Steering Committee (ASC) will be discussing next Wednesday. The Senate Office is available for team meetings, let Kelly or Leslie Milke know to reserve the room. There is water and chocolate in the office, it is spacious and it is comfortable!

The ASC is cross checking the LAMC time-table with districts and it fairly aligned. ACCJC has changed the report format, so Danny Villanueva, Michael Allen and Kelly are trying to work with district to standardize the format. Darlene's Montes' committee, Standard IIA needs more recruits. E-mail Kelly if you want to be placed on a team.

### **B. Curriculum News and Approvals – Pazirendeh**

The Committee has approved all transfer (AA-T) degrees required for submission to the State and they are being processed for Board approval before submission to the Chancellor's office.

The Curriculum committee is holding a workshop to help Non-Credit update their CORs and have them approved at the last committee meeting of the semester.

DAS (District Academic Senate) is discussing revision of Board Rule 6700 to change the Academic Renewal limit from 18 units to 30 units. This change was proposed by Trade Tech faculty. Academic Renewal allows students with substandard grades to exclude these grades from calculation of their GPA. These grades would still remain on the student's transcript. Some other colleges in California have a 30-unit limit. Please give your input

about this proposal to Said or campus DAS representatives, so they can represent the college when this action is presented at District meetings.

### **Move to Affirm Curriculum Approvals (Echeverri/Phares)**

#### **C. DSP&S News- Gonzalez**

Adrian Gonzalez demonstrated submitting a paperless test-proctoring request through the faculty portal and class roster. The student needs to be a DSP&S student and make the request to the instructor. He will send out the step-by-step instructions via e-mail.

He also talked about Closed Captioning requirements for ADA compliance, including a YouTube feature and stated that Michael Allen will send out a memo on this topic next week.

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

### **A. Budget and Planning Committee – Sparfeld**

B&P talked about the resource requests that came-in, there were fewer requests this year than last year. Based on anticipated retirements of five, they recommend hiring 7 new faculty this year. There is a deficit this year that the college is hoping to balance out with various means of income.

### **B. Educational Planning Committee – Phares**

EPC completed its review of Academic Affairs' prioritized overbase budget list, continues to discuss improvements to Program Review, and has begun to discuss the writing process for the next Educational Master Plan.

### **C. Professional and Staff Development Committee –Samii**

Bamdad Samii talked about the upcoming Multicultural Day, next Wednesday and invited participation. He also mentioned that the Holiday Party will be on December 10<sup>th</sup>. They are starting planning for "Spring into Spring" if anyone wants to make any suggestions.

### **D. LOAC – Flood**

The Learning Outcomes Assessment Committee (LOAC) met October 8 and we reviewed the charter and the SLO Curriculum Addendum and the plan for the assessment of the Information Competency ILO this spring, the Oct. 17 Summit, and the quality control process for assessments.

The SLO 2<sup>nd</sup> Annual Summit was Friday, October 17, and was very successful. Ninety plus people attended and the evaluations and comments were very positive. 100% of those who filled out the survey form rated the Summit as either Excellent or Good:

1. Presentation by Guest Speaker: "Evaluating Findings and Closing the Loop": **3.75/4.00**
2. Demonstration on how to record a PLO assessment: **3.42/4.00**
3. Program Learning Outcomes Assessment Activity: **3.68/4.00**
4. How would you rate the Summit overall?: **3.64/4.00**

Last Wednesday Pat, Sarah Master, Deborah Paulsen, and Par Mohammadian met with Nick Minassian and Rob Austria, the new IT Manager to discuss a schedule for making changes in the SLO online system. Areas that were focused on were developing screens for the ILO assessment reporting similar to the PLO screens, developing a method to easily copy assessments reports for assessments of more than one SLO and the new accreditation

requirement to disaggregate data.

Last Thursday, October 30, the District had a meeting of all the college SLO Coordinators and it was very productive. Both Deborah Paulsen and Pat attended. Campuses shared information about the issues they were each facing and how best to solve them. We were reassured that we have one of the strongest campuses in terms of progress on SLO/PLO/ILO assessment.

The next LOAC meeting will be Wednesday November 12 at 1:30. We will be discussing how to best meet the accreditation standards, particularly:

Standard IB6. The institution **disaggregates and analyzes learning outcomes** and achievement **for subpopulations of students**. When the institution identified performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.

***Remember that all un-assessed SLOs and PLOs must be completed this semester.***

- F. Technology- Yamada**  
No report

**Upcoming Events for your Calendars**

**Texas Hold 'Em Poker Tournament, Saturday, Nov 8, HFAC 5:00-9:00 (Athletics Fundraiser)**  
**Honors Ceremony- Friday, Nov 21, 2014 10:00am-12:00pm**  
**Annual Holiday Party, Wednesday Dec 10, 2014**

**Move to Adjourn 3:07pm (Phares/Brown)**  
**Minutes submitted by Deborah Paulsen**