

**Los Angeles Mission College
Academic Senate Meeting Minutes
Thursday, May 7, 2015
CAI Arroyo Room, 1:30-3:00 PM**

Executive Members Present: Leslie Milke, Carolyn Daly, Louis Zandalasini, Deborah Paulsen, Kelly Enos, Pat Flood, Curt Riesberg, MiChong Park

Executive Members Absent: Angela Echeverri

Senators Present: Curtis Stage, Tobin Sparfeld, Janice Silver, Nancy Smith, David Jordan, Gary Prostack, Jolie Scheib, Cindy Cooper, Donna Ayers, Said Pazirandeh, D'Art Phares, Sherrie Loper, Robert Schwartz, Steve Brown, Louis Eguaras

Senators Absent: Jose Maldonado, Margie Long, Robert Smazenka(on sabbatical), Patricia Rodriguez

Proxy Holder: Deborah Paulsen for Louis Zandalasini, Leslie Milke for Louis Eguaras

Faculty Present: Tom Folland, Sheila MacDowell, Jill Biondo, Carole Akl, Michael Climo, Rita Grigoryan, Paul Kubicki, Bambad Samii, Cindy Luis, Shelly Jefferis, Aleida Gomez, Jason Bordbar, Jesus Sanchez, Par Mohammadian

Guests: Michael Allen, Mark Hobbs, Cathy Brinkman

- 1. Call to Order at 1:37pm– Milke**
- 2. Approval of Agenda – Approved Unanimously (Silver/Phares)**
- 3. Approval of Minutes (April, 2015) – Paulsen
Approved with minor amendment. (Riesberg/Prostack)**

4. Public Address

Curt Riesberg

AB86 Curt Reisberg is meeting with District Academic Senate leadership on Monday for more updates. A revised draft of our regional plan was sent in to the state a few weeks ago. Other regional plans are similar and different from ours in various aspects. This is the second year of AB86, with the plans being considered. Curt will forward any updates.

Sheila MacDowell

There will be a book event for the campus book on Wednesday, 11:00am to 2:00pm in the Quad. Culinary Arts students are creating samples of food from the book for tasting. There will also be a panel discussion, quizzes and posters. There is a contest with prizes.

Stephen Brown

Made an announcement about the Nursing and Certified Assisted Living Program. They are waiting for state approval of the courses, which they are hoping to offer in the fall, possibly as a late launch. In the spring students will need to take the state exam to get the Certificates.

Tobin Sparfeld

Monday, May 18th at 7:30pm in Campus Center there will be a Choir Concert, Geographic Fugue. There will be songs from all over the world. Light refreshments will be provided afterwards.

5. Officer’s Reports

A. Treasurer’s Report – Zandalasini

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|-------------------------------|------------|
| Academic Senate Account | \$1,526.17 |
| Carla Bowman Scholarship Fund | \$1,766.82 |
| David Lee Moss Memorial Fund | \$ 455.84 |

Student scholarships were awarded; they were about \$200 each for a total of \$800 for scholarships.

B. President’s Report- Milke

In the fall there will be a New Faculty Academy, which will meet on Friday’s, so new faculty will need to be available for these Friday sessions. The agenda will be developed with Michael Allen and Faculty Senate. Send Leslie any ideas you may have for the Academy and let her know if you are interested in assisting with the program items.

Program Review will close at the end of the month; if your discipline needs a new hire, please make sure that the request gets into Program Review or it will not be considered.

Shared Governance Committees’ vacancies are coming up due to terms ending. Louise Barbato, Mary Lou Mendoza and Leslie Milke will be working together to create the appointments, so please let them know as soon as possible what vacancies need to be filled.

The Curriculum Committee is a very important working committee and the full participation of the department representatives is expected. The courses need to be reviewed in tech review and then members are expected to have a robust discussion within the meeting. Department chairs please make sure your representatives are active members of the committee.

6. Old Business

A. BR 6200- reaffirm-Milke

Last fall, all LACCD colleges approved the Board Rule 6200, except for Trade Tech. BR 6200 adds three units of Social Sciences to the non-transfer plans. Some CTE faculty at Trade Tech feel that it is too many units, at a total of 21 units.

**Move to reaffirm BR 6200 (Brown, Riesberg)
Unanimously Approved**

B. Accreditation News and Update-Enos

Dr. Perez, Danny Villanueva, Michael Allen and Kelly Enos attended the ACCJC Training Conference on April 23 and 24. It was enlightening and provided some clarification on some of the standards, in particular on the writing and the quality focus essay. They have shared some details with ASC and will cover more detail in a training for ASC and Standard Teams on May 29th. This new information will help them in writing to the standard. Draft 5 is due May 13th and ASC is working with teams on that.

C. Curriculum News and Approvals-Akl

The following actions have been taken by the Curriculum Committee at the March 2015 meetings and are hereby submitted for Senate approval:

| Course/Program | Action | Date |
|---|---------------|-------------|
| • Basic Skills 002CE - <i>Basic English Skills</i> | Update | 4-14-15 |
| • Basic Skills 023CE - <i>College and Scholastic Assessment Preparation</i> | Update | 4-14-15 |
| • Child Development 60 - <i>Introduction to Family Child Care I</i> | Update | 4-14-15 |
| • Geography 007 – <i>World Regional Geography</i> | Update | 4-14-15 |
| • Political Science 1 – <i>The Government of the United States</i> | Update | 4-14-15 |
| • Math 123A, 123B, 123C – <i>Elementary and Intermediate Algebra I, II, and III</i> | Update | 4-14-15 |
| • Kinesiology/Athletics 557 – <i>Intercollegiate Baseball-Fitness & Skills Training</i> | Update | 4-14-15 |
| • AA-T Elementary Teacher Education | New Program | 4-14-15 |
| • African American 4 – <i>The African-American in the History of the United States I</i> | Update | 4-21-15 |
| • French 2 – <i>Elementary French II</i> | Update | 4-21-15 |
| • Italian 2 – <i>Elementary Italian II</i> | Update | 4-21-15 |
| • Portuguese 2 – <i>Elementary Portuguese II</i> | Reinstatement | 4-21-15 |

| | | |
|---|-------------|---------|
| • Linguistics 1 – <i>Introduction to Language and Linguistics</i> | Update | 4-21-15 |
| • Culinary Arts 50 – <i>Sanitation and Safety</i> | Update | 4-21-15 |
| • Political Science 5 – <i>The History of Western Political Thought</i> | Update | 4-21-15 |
| • Computer Science 488 – <i>Security + Certification Preparation</i> | New | 4-21-15 |
| • Education 1 – <i>Introduction to Teaching</i> | New | 4-21-15 |
| • Earth Science 1 – <i>Earth Science</i> | New | 4-21-15 |
| • Earth Science 2 – <i>Earth Science Laboratory</i> | New | 4-21-15 |
| • AA-T Biology | New Program | 4-21-15 |
| • Psychology 74 | New | 5-05-15 |
| • AA-T in Psychology | New Program | 5-05-15 |

Links to the course outlines from the March meetings can be viewed under Agenda at the following link: <http://www.lamission.edu/curriculum/minutes.aspx>

Gina Ladinsky submitted the New Program Information Forms for the new CNA/HHA program (Certified Nurse Assistant and Home Health Aid Certificate of Completion. This new program will be presented at EPC for vetting.

This semester we have approved Kinesiology, Theater Arts, Spanish, Elementary Teacher Education, Biology and Psychology (just yesterday) transfer degrees.

Process and Policies for Credit by Exam was presented by Kelly Enos.

CurricUNET discussion going on at the district and input is being collected from each campus as to the elements to keep from the ECD system and the elements to delete or add in CurricUNET.

All the Non Credit Courses are now approved (archiving, updating and creating a new course). Now, these courses will be processed and sent to district.

The Program Discontinuance Form is posted on the Curriculum website under Submission Requirements: <http://www.lamission.edu/curriculum/apply.aspx>

The process and criteria used to evaluate the discontinuance are posted there. Faculty should to send their inquiries and submissions regarding Curriculum matters to Curriculum@lamission.edu.

There are many useful ECD Tutorial videos posted under the Curriculum website at the following link: <http://www.lamission.edu/curriculum/resources.aspx>.

Approved Unanimously

D. Commencement-Milke/Long

Commencement is June 9th. Faculty Mashalls include: Kelly Enos to honor him for all of the work he does for Curriculum and Accreditation; Said Pazirandeh for his ten years as Curriculum Chair; with our Grand Marshal as Pat Flood, who is retiring. Tony Cardenas is the guest speaker. The Chancellor and Mona Fields from the Board of Trustees will be attending. The Choir will have risers. The bookstore will be providing caps and gowns to faculty for \$10. Students will receive notification of graduation approval soon.

7. New Business

A. Senate Elections Results-Biondo

Bamdad Samii and Jan Silver were elected to the Senator-at-large positions. Thomas Folland is a new DAS Senator. MiChong Park and Curt Riesberg were also elected as continuing DAS Senators. The Executive Academic Senate Committee remains the same. There are some new Departmental Senators. Our first Adjunct Representative is Nancy Smith. Seventy-five people turned out to vote. Leslie Milke thanked Jill Biondo for her hard work with coordinating the elections.

B. Distant Education Updates-(State Authorization Reciprocity Agreement)-Jordan

Don Gauthier asked that the DE Coordinator for each campus present this new law.

Please see link:

<http://www.lamission.edu/facstaff/senate/State%20Authorization%20Notification%20of%20DE%20Websites-4-27-15.pdf>

There was a concern among states about the quality of Distance Education. LAMC has two or three out-of-state students. The district has letters from about 15 states stating that our DE courses are fine to administer in their state. Faculty discussed concerns and asked various questions.

David Jordan thanked counseling for the developing and piloting on-line counseling.

There may be a new on-line platform where LACCD may adopt Canvas.

8. Action Items

A. Viability Report/Recommendation Reorganization-Paulsen

The Viability Study was presented and the conclusion is recommending moving the disciplines of Family Consumer Studies to Child Development Department; Nutrition to Health/Kinesiology/Athletics and Dance Department; and Interior Design to Arts/Media/Humanities Department; all from Professional Studies. Please see report: <http://www.lamission.edu/facstaff/senate/FCS%20-%20ID%20Draft%20Re-Org%20Final.pdf>

There was an open forum for people to address any concerns. The request originated from Academic Affairs. These programs need a lot of work in curriculum and it has been difficult to keep these programs up-to-date with no full-time faculty in these disciplines. The AFT needs to review the report as well.

There was also a request from the chair of Life Sciences, Mike Reynolds to move Anthropology back into the Social Sciences. Social Sciences is willing to accept Anthropology so this request was folded into the Reorganization Viability study and the request to move the discipline is included in the recommendation.

The moves would take place for this Fall, after approval of Academic Affairs and the President.

**Move to approve report and disciplines moves (Phares/Pazirandeh)
Approved Unanimously**

B. CTE/Articulation Resolution- Hobbs/Brinkman

Mark Hobbs presented the CTE/Articulation Resolution:

<http://www.lamission.edu/facstaff/senate/Academic%20Senate%20Resolutions%20CTE%2020%20Articulations.pdf>

Resolved, to include in the LAMC 2014-2015 catalog under Credit by Examination, (page 48): Determination of eligibility to take College administered examinations, students who qualify may petition for credit by examination if they are eligible to take such course for credit under existing regulations, or enrolled in an LAMC Career Technical Education course with an approved high school articulation agreement which exempts students from the completion of 12 units within the LACCD.

Resolved, to include in the LAMC 2014-2015 catalog under Credit by Examination (page 48): 5. Recording of Credit

- a. If a student passes the examination, the course shall be posted on his/her cumulative recording indicating "Credit" in the "Grade" column. (See Title 5, paragraph 55050 below)
- b. The number of units of credit recorded for any course may not exceed those listed in the college catalog.
- c. If a student has completed a CTE course through an approved high school articulation agreement, grading shall be according to the regular grading system approved by the governing board pursuant to Title 5 section 55023. The student's academic record shall reflect the title of the course and the grade received.

Cathy Brinkman talked about the articulation agreements that these resolutions would affect and the proactive result for career pathways to LAMC programs.

Move to approve resolutions (Cooper/Flood)
Approved Unanimously

9. Reports of Senate and College Committee Meetings

A. Budget and Planning Committee – Sparfeld

The budget outlook is the same, with the deficit this year at about .5 million. LAMC should meet our FTES goals this year, so FTES from summer can apply to next year. Our enrollment per section is the highest among all LACCD colleges, with cost of instruction the lowest of all LACCD colleges. LAMC has high utility costs.

The committee discussed the proposed Interim Dean position by the President and the potential funding sources. This position will focus on concurrent enrollment, adult education, non-credit and international students. B&P did make a recommendation to support the position to College Council.

B. Educational Planning Committee – Phares

EPC met to do the last program reviews for this year. They met with: Personal Development, which is becoming Counseling; Jan Silver for Child Development and many full-time faculty of the Social Sciences Department. Recommendations and accommodations will go out to them shortly.

Program Review Oversight Committee decided to change the schedule for comprehensive program review again. The online component has been a year out-of-date because of the cycle. For this last round of comprehensive program reviews they would like to get the schedule more in sync with program review. This would include Foreign Languages and any department who has not completed one in the last few years. The new due date for comprehensives would probably be by the end of June. EPC will be setting the date at the next meeting and notifications will go out immediately after that. EPC can do the reviews in the Fall and look at screens that were created only three months earlier.

Since the screens are being completed this month, it would be simpler to finish the written report now; and then the reviewing units of EPC, Student Services Committee and Academic Affairs would have the summer to look over the reports.

Faculty asked for clarification on this new schedule and expressed concerns. Perhaps the schedule can be pushed to the second week of July. There will be a list of four or five questions and there will be a small report, not more than three or four pages.

C. Professional and Staff Development Committee-Samii

No report

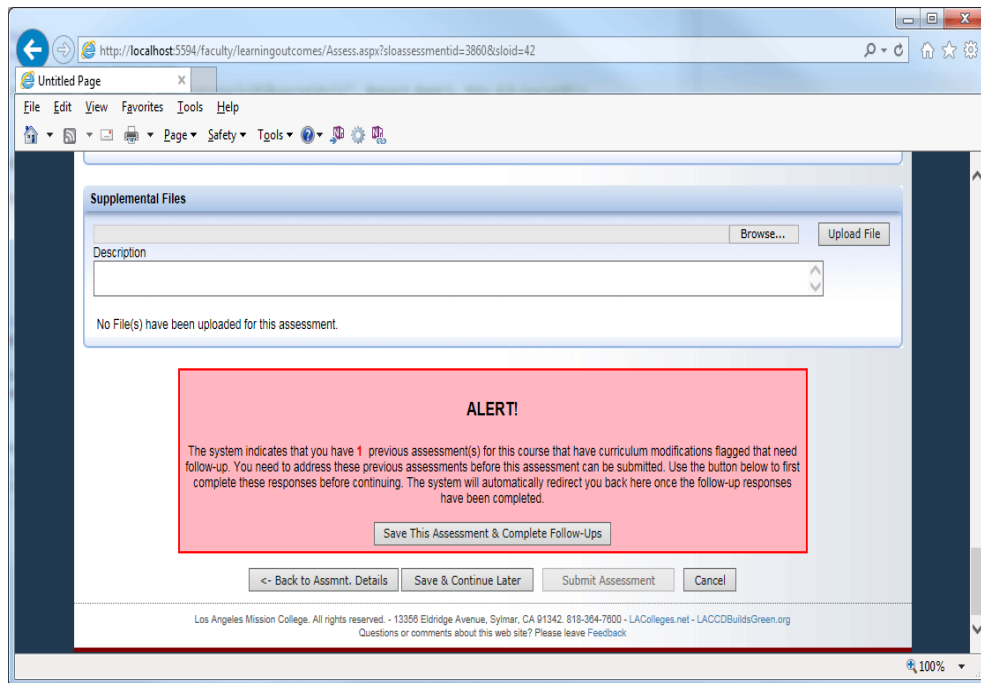
D. LOAC – Flood

Web Architect, Nick Minassian, has added to the online SLO system ILO screens similar to the PLO screens to enable us to do ILO rollup assessments. LOAC is using this information to do assessments for all seven ILOs this semester.

The comprehensive ILO assessment for Information Competency, which is being conducted this semester, is going well. It involves both a short survey and writing samples. Clarified instructions with screen shots were sent out this morning. If you have been asked to participate, please do so as your participation is very important.

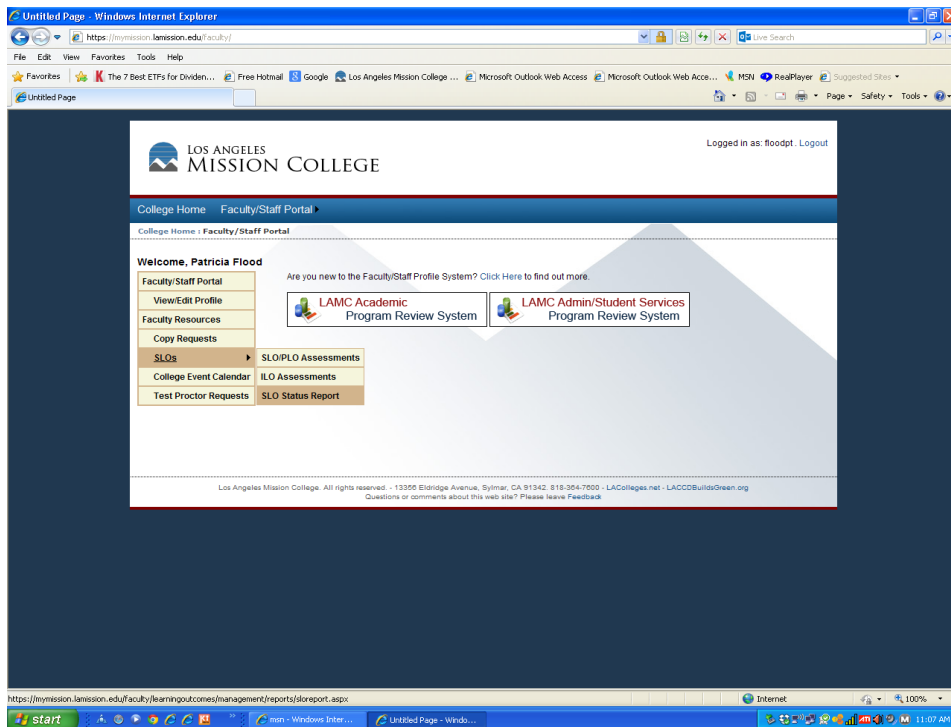
LOAC is also planning a comprehensive Written Communication ILO assessment for the fall and more details will be forthcoming shortly.

When you initially log in to the SLO online system to do an assessment report, the reminder screen for the follow up report has been removed; however, the system will not allow you to submit any further assessments until you complete the follow-up response. See the screenshot below which includes the message and button to complete a follow-up report before submitting a new assessment.

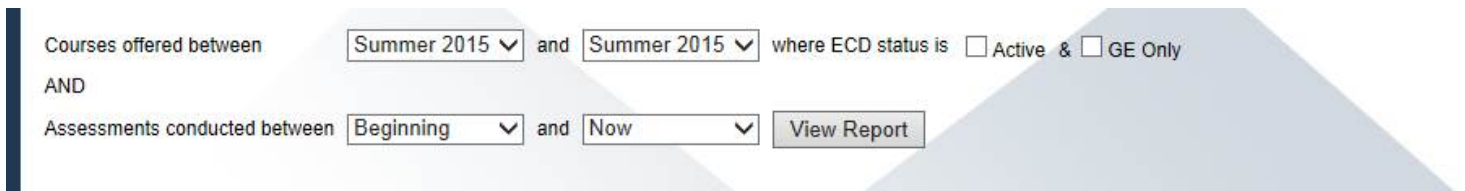


Nick is also reinstating the public screen feature for the SLO website. This will enable anyone to view the assessments and will be especially important for PLO assessments as the ACCJC requires that these be made public.

This real-time, computer-generated SLO report is now accessible from the Faculty Portal. Click on SLOs and then SLO Status Report:



A “GE Only” checkbox has been added to the SLO Status Report which can be used to generate reports for GE courses. If you find incomplete reports, if they are not active please delete them. Also, archive old SLOs. See screenshot below:



Steve Brown talked about his concerns about rubric structure and benchmarks. Pat talked about the new text box for the minimum acceptable score. Faculty talked about concerns over averaging, and possible skewing of the results if a student scores very low on the assessment.

E. Technology- Yamada

No report. Leslie Milke: someone from Senate needs to get on this committee, we have not received reports for several months.

F. Facilities Planning- Paulsen

There is a new bond project manager, Teo Sierra. There was a name change request for the CAI Servery to the Mission Café and Grille. College Council tabled the request, until FPC can develop a policy on the process for a name change. Faculty asked how they could help with follow-up. Membership terms were reviewed. Committee objectives were reviewed with minor changes to wording.

Next meeting: June 4, 2015

Announcements:

Scholarship Ceremony is May 21st, please RSVP to Debra Manning. Students would love to see you there. Congratulations to the LAMC Baseball Team to making it to play-offs.

The San Fernando Wine and Food Festival is next week. Departmental donation baskets to the Foundation are due tomorrow.

Happy Birthday to Jan Silver and Jolie Scheib! Eat Cake!

Happy Mother's Day!

Ajourn: 3:00pm

Academic Senate Secretary: Deborah Paulsen