



# Los Angeles Mission College Council

Thursday, May 15, 2014

Culinary Arts, Executive Dining Room: 1:30 – 3:00 p.m.

## MEMBERS PRESENT:

Present: (Need 10 for Quorum)

Barbato, Louise

Bortman, Walter

Granados, Maria

Master, Sarah

Mendoza, Mary Lou

Milke, Leslie

Moreno, Monica

Phares, D'Art

Roane, William

Rodriguez-Doucette, Zoila

Sparfeld, Tobin

Villanueva, Daniel

Yamada, Ryan N.

Vacant

Vacant

AFT College Faculty Guild Chapter Pres.

Facilities Planning Committee Co-Chair

Proxy, AFT Staff Guild Representative

Program Review Oversight Committee Co-Chair

Shared Governance Oversight Committee Chair

Faculty Senate President

Student Support Services Representative

Educational Planning Committee Co-Chair

Building & Construction Trades

Supervisory Unit Representative

Budget and Planning Committee Co-Chair

Budget and Planning Acting Co-Chair

Technology Committee Co-Chair

Operations, Local 99

Technology Committee Administrator

## MEMBERS ABSENT:

Perez, Monte

Allen, Michael

Andrade, Maricela

Calderon, Melina

Climo, Michael

Maldonado, Jose

Mundt, Dorothy

Ramirez, Joe

President, LAMC

Educational Planning Committee Rep.

Professional Development Administrator

Interim ASO President

Professional Development Committee Co-Chair

Facilities Planning Committee Co-Chair

AFT Staff Guild Representative

Student Support Services Administrator

## NON-MEMBERS PRESENT:

Ayala, Oliva

Hernandez, Madelline

Jordan, David

Osborne, Bill

Scheib, Jolie

Zaiens, Marie

## ADDITIONAL COLLEGE COUNCIL MEETINGS

June 19, 2014

July 17, 2014

August 21, 2014

The meeting convened at 1:40 p.m. and was chaired by Tobin Sparfeld.

**APPROVAL OF APRIL MEETING MINUTES:** The minutes from April 17, 2014 were presented for approval. Under PROC it should read: *Dennis Schroeder is the new co-chair.* Under Budget & Planning it should read: *Zoila Rodriguez-Doucette moved to approve and Mary Lou Mendoza seconded the approval of the rankings for 2014-2015 with the removal of the Counselor positions from the list.* William Roane moved and D'Art Phares seconded to approve the April 17, 2014 minutes with the corrections made; the motion passed.

**ASO:** No report.

**PROP A/AA/MEASURE J:** Bill Osborne, College Project Manager, provided a Project Status Report. Base construction work is expected to begin January 2015 for the Media Arts Center with a completion date of 2016. A meeting regarding the Central Plant took place April 29, 2014. Other items reported were the Smart Classrooms, Campus-wide Restroom Remodel, Health Services Renovation, Roadway Improvements, Master Planning, CDC Parking Lot, and Culinary Arts Classrooms in the Instructional Building. Please refer to the Project Status Report on file for more information.

**WORK ENVIRONMENT COMMITTEE (WEC):** The issue with “no-smoking” areas has been resolved by placing signs in the appropriate areas. A contractor came out to measure 697 classroom windows to install darkening shades and the cost is \$115,000. Wally Bortman will submit this item as a Scheduled Maintenance Project to the District for Board approval. There will be a copy machine in the Center for Math and Science building by fall 2014.

## **REPORTS FROM STANDING COMMITTEES**

**ACCREDITATION STEERING COMMITTEE (ASC):** ASC went before the Board on April 23, 2014 to present the progress on the recommendations. LAMC has received a draft copy of the visiting team’s follow-up report. ASC will do a follow-up on the college’s progress since the visit and submit it this week to the ACCJC. Dr. Perez and Michael Allen will be flying to Sacramento to address the Commission on June 4, 2014. LAMC will get a final response from the ACCJC in July. The college has a two-year deadline to meet all of the recommendations.

**STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE:** No report.

**SHARED GOVERNANCE OVERSIGHT COMMITTEE (SGOC):** Mary Lou Mendoza provided a copy of the report. The Self Evaluations forms were provided to all the committees and are due May 31, 2014. External Evaluations are planned in June. SGOC will begin reviewing/revising the Shared Governance Handbook.

**PROGRAM REVIEW OVERSIGHT COMMITTEE (PROC):** The Learning Outcomes Assessment Committee (LOAC) and Program Review Oversight Committee have had two joint meetings and will be meeting together for a third time on Monday, May 19, 2014. The point of these joint meetings is to discuss how to better integrate the results of learning outcomes assessments with planning and resource allocation so that improvements in student learning can be achieved. The following two action items were presented by LOAC & PROC:

Action Item #1) **LOAC and PROC recommend that a prompt be included in the program review online system that gives each department/discipline/unit the opportunity, in its annual unit assessment, to recommend goals, objectives, measures, activities, etc. for inclusion in the College's master planning documents. The department/discipline/unit will be asked to suggest placement and wording for these recommendations within the relevant plan(s). These recommendations will then be forwarded to the applicable shared governance committees so that they can be taken into consideration when updating the College's master plans.**

Action Item #2) **LOAC and PROC recommend that a checkbox be added to the planning objectives/resource requests screen in the program review online system to indicate whether an improvement objective (and any associated resource requests) is tied to improving SLO/PLO/SAO assessment results in that program. Resource requests associated with objectives that are tied to improving assessment results will be given more weight in resource allocation decisions so as to achieve improvements in student learning.**

Leslie Milke moved and Zoila Doucette-Rodriguez seconded the motion to approve the action items. The motion passed.

A third action item was presented separately by PROC, it reads: **PROC recommends that, on an annual basis, the Vice President of each College division compile the planning objectives and resource requests from that division's annual unit assessments into a report to PROC that summarizes the major themes of these plans and requests. PROC will then synthesize the information from the Vice Presidents' reports into an institution-level report to be submitted to College Council.** Leslie Milke moved and William Roane seconded the motion. The motion passed.

## **REPORTS FROM SHARED GOVERNANCE COMMITTEES**

**BUDGET & PLANNING COMMITTEE:** Per Danny Villanueva, LAMC is looking at 2% growth for FTES. There is new one-time money for Deferred Maintenance. Half of the current Propositions will be ending.

**EDUCATIONAL PLANNING COMMITTEE (EPC):** EPC is in the process of conducting Comprehensive Program Reviews. The annual self-evaluation for the Shared Governance Oversight Committee is complete. EPC has approved the new Program Viability Review Process and Distance Ed Plan. EPC presented the Distance Education Plan as an action item: **That College Council approve the new Distance Education Plan.** Leslie Milke moved D'Art Phares seconded the motion; the motion passed. A report is on file.

**FACILITIES PLANNING COMMITTEE (FPC):** The FPC discussed Measure J and Work Environment items. There was no new business.

**PROFESSIONAL STAFF DEVELOPMENT COMMITTEE (PSDC):** Marie Zaiens reported on the Mental Health Symposium. Maria Granados has worked to make KOGNITO.COM/CC, an on-line at-risk workshop, available for faculty, staff, and students. Aleida Gomez coordinated the Cinco de Mayo Kermes, and it was well attended. Multicultural Day has been moved to the Fall. A report is on file.

Approved July 17, 2014

**STUDENT SUPPORT SERVICES COMMITTEE (SSSC):** Monica Moreno provided a copy of the report which is also on file. SSSC is not recommending changes to the Mission Statement. All Student Services units will be completing their Comprehensive Program Reviews this spring or summer, and validation of all Student Services programs will be completed by August 30, 2014. Dr. Matthew Lee will be assisting with Program Review. A report is on file.

**TECHNOLOGY COMMITTEE:** Ryan Yamada provided an update on the Master Calendar – the committee is thinking of posting it on the homepage. The following action item was presented: **The Technology Committee recommends a new process for requesting links on the L.A. Mission homepage. Requests for links to be placed on the homepage would first go through the division VP, then onto the VP of Administrative Services, and then finally onto I.T.** Leslie Milke moved and Zoila Doucette-Rodriguez seconded; the motion passed.

**PRESIDENT'S REPORT:** No report.

**MISSION STATEMENT:** At the April 17, 2014 College Council meeting the ASO reported that it would be forwarding recommendations concerning the Mission Statement to College Council, but those recommendations have not yet been received from the ASO.

**NEW BUSINESS:** Congratulations to the men's baseball team who won the Championship! Next year will be LAMC's 40<sup>th</sup> anniversary.

**ADJOURN:** Meeting adjourned at 2:45 p.m.