

**Los Angeles Mission College
Academic Senate Meeting Minutes
Thursday, November 5, 2015
CAI Arroyo Room, 1:30-3:00 PM**

1. **Call to Order** – Daly
2. **Approval of Agenda** (Ayers/Eguaras)
3. **Approval of Minutes** (October 1, 2015) – Paulsen
Approved with Correction, add Michael Climo (Phares/Prostak)
Margie Long abstains.

Executive Members Present: Carolyn Daly, Deborah Paulsen, Louise Zandalasini, Kelly Enos, Curt Riesberg, Thomas Folland, MiChong Park

Executive Members Absent: Leslie Milke, Angela Echeverri

Senators Present: Bamdad Samii, Janice Silver, Curtis Stage, Nancy Smith, Robert Schwartz, Gary Prostak, Margie Long, Jolie Scheib, Cindy Cooper, Steve Brown, Carole Akl, Gayane Godjoian, Louis Eguaras, D’Art Phares

Senators Absent: David Jordan, Jose Maldonado, Patricia Rodriguez, Aleida Gomez, Sheila MacDowell

Proxy Holder: Donna Ayers for Sheila MacDowell

Faculty Present: Paul Kubicki, Jill Biondo, F. Christopher Williams, Emily Bill, Myriam Levy, Donna Ayers, Ebru Durukan, John Paul Tabakian, Ashley Sparks, Robert Cucuzza, Rita Grigorian, Michael Climo, Christine Kourinian, Jesús Sanchez, Diane Stein, Diana Bonila, Mario Escobar

Guests: Michael Allen, Isabelle Saber

4. **Public Address**
5. **Robert Cucuzza**

Theater Arts Professor announced the LAMC Stage & Screen Fest on December 11th that will present short plays written, produced and performed by LAMC students. There will also be a dance performance by a guest artist and community leader, as well as music and videos. The event is a collaboration between Multimedia and Theater.

Campus Safety: Robert talked about the recent campus wide actions towards campus safety. He expressed concerns about a disconnect between decisions being made and actual preparation. Instructors need to get directly involved with the planning for a crisis. It is encouraging to see that panic buttons, phones, and drills are going to be implemented; but it may not be enough. Robert proposed that a committee be formed by faculty to get prepared for each specific location in which an incident could occur.

He wants to make sure every member of the campus knows what to do in the case of an active shooter.

Paul Kubicki

Paul stated that Robert (the preceding public address speaker), was correct in his call for more participation by classroom faculty on committees designed to prepare us for an active shooter situation. He stated that no training can completely prepare you for the actual reality of combat. An active shooter situation is combat. LAMC must do everything possible to prepare ourselves for that possibility.

Paul is also proposing L.E.A.D. (Law Enforcement Appreciation Day) here on campus. LAMC has the lowest crime rate in the district and one of the reason is our cadets and officers, whose presence on campus has had a tremendous crime-damping effect. This proposal will be on next month's agenda, as a motion. It will be a campus-wide event to honor our campus law enforcement. Certificates of Appreciation will be presented to all law enforcement personnel at LAMC. Tickets to the Annual Wine and Food Festival will be given, with the certificates being presented at the event. Faculty and staff can donate to support the effort and buy the tickets.

Margie Long

Announced that they are looking for new members on the Academic Rank Committee. Donna Ayers is retiring. Margie talked about the duties and process. They meet once a semester.

Donna Ayers

Campus Book meetings will be the 2nd Thursday from 12:00-2:00. The first meeting is Nov 12. Check out the website by going to the library homepage and click on the "Campus Book." Meetings will alternate between the library conference room and CMS 214. The author, Josh Wyner, of *What Excellent Community Colleges Do* will be coming to our Spring Flex day.

6. Officer's Reports

A. Treasurer's Report – Zandalasini

Academic Senate Account \$1,824.71

Restricted Funds \$200.00

David Lee Moss ~ Scholarship Fund \$355.84

Carla Bowman ~ Scholarship Fund \$810.74

Dues payable to *LAMC Academic Senate* \$35.00 for 2015-2016

B. President's Report- Daly (prepared by Milke)

Faculty Hiring

President Perez submitted his approved list. If your department is approved for a hire, Leslie **advises that department chairs and academic deans quickly submit the NOIs (Notice of Intent to Hire) and get your job descriptions ready. The sooner, the better!** There is going to be intense competition throughout the District on hiring

the best candidates.

2015-16 Approved Faculty Hires

Library, ESL, Health/KIN/Dance, Music, Education/Child Development, Career Counselor*, Stem Counselor*, International/Vet Counselor*, EOP&S/CARE Counselor

*These Counseling hires will be General Counseling positions with experience in the indicated area of emphasis.

Faculty Hiring Workshops

Kelly Enos will report the days and times of the workshops. Remember that attendance (in the last year) at a faculty hiring workshop is mandatory in order to be eligible to serve on a hiring committee.

Campus/Classroom Safety

As you have already heard, Louise and Leslie have been meeting with both VP Allen and President Perez on being more proactive in preparing for emergencies. Our meetings have been productive. There will be a more extensive presentation/discussion at our December Senate meeting. Please continue to contact me with issues/concerns.

Academic Senate for California Community Colleges (ASCCC)

The list of resolutions we will be voting on may be found at <http://asccc.org/events/2015-11-05-153000-2015-11-08-000000/2015-fall-plenary-session>. Let Leslie know if there are any resolutions you feel strongly about. They vote on resolutions Saturday morning. She will be available through email, so please let me know if you have any specific feedback.

7. News/Announcements

A. Academic Affairs-M. Allen

Michael did not have any announcements. Faculty were invited to ask Michael questions. Curtis Stage asked if there would be any more Deep Dialogue Discussions. Jesús Sanchez asked Michael about news for CTE. The CTE Dean position closes tomorrow; a hiring committee is being put together. The college should have a new CTE Dean in place for the new calendar year. CTE programs that needing anything should report to Michael.

B. Faculty Hiring Workshops-K. Enos

There will be several faculty hired for this coming year. One of the requirements to serve on a faculty hiring committee is to attend a special workshop. There will two workshops:

- Monday, November 23rd 1:00-2:00pm in Campus Center 6
- Thursday, December 3rd 2:30-3:30pm in Campus Center 6

Flex Credit is available and a certificate is given as well. The workshop should be updated every three years. The district does not require tenure to sit on a hiring committee, but the LAMC Academic Senate does. Check the Hiring Policy as posted on the Academic Senate web-site.

C. ESL Resolution- G Prostak

Gary Prostak spoke about a resolution initiated by CATESOL to be brought forward to the State Academic Senate Fall 2015 Plenary Session on November 4th. This resolution has been endorsed by many local academic senates across the state. Faculty asked questions about the difference between Credit and Non-Credit ESL. Gary explained recent developments leading to the resolution.

Resolution

Whereas, The California Community College Chancellor's Office and the state of California, through legislation of AB 86 and AB 104, demand multiple educational pathways to increase success of English language learners transitioning into credit programs;

Whereas These pathways include access to completing certificates, degrees, or preparing for transfer via existing coursework offered at California Community Colleges (CCC);

Whereas, Credit courses in English as a Second Language (ESL) provide students in the CCC system instruction in the academic English language skills needed to be successful in completing certificates, degrees, or preparing for transfer;

Whereas, The efforts to align CCC ESL with other systems have revealed a limited understanding of the value of credit ESL as efforts to boost noncredit and not-for-credit offerings are made, causing a potential limitation in how districts envision those pathways;

Resolved, That the Academic Senate for California Community Colleges affirm that credit ESL courses offered at the community college remain a vital service to community members seeking to pursue educational and career pathways; and

Resolved, That the Academic Senate for California Community Colleges work with the Chancellor's Office and ESL faculty to maintain credit ESL as a valid and suitable option among all resources designed to promote success for English language learners in California Community Colleges; and

Resolved, That the Academic Senate for California Community Colleges reaffirm that the right to decide the credit/non-credit status for any class is an academic and professional matter and hence under the purview of the Academic Senates and Curriculum Committees.

8. New Business/Action Item

Proposed Department Name Change- (*Child Development to Child and Family Studies*)-

J. Silver

Child Development has been a single discipline department for many years; however, in the last year, that department has expanded due to the integration of the Child Development Center, the development of an Elementary Education Program for teaching, and addition of Family and Consumer Studies courses that lead to programs in Family Studies and Gerontology.

Move to approve (Phares/Folland)

Unanimously Approved

9. Old Business

A. Accreditation News and Update-Enos

Accreditation is on schedule for finishing the Self-Study report, which goes to the Board of Trustees no later than November 25th for the December Board Agenda. The District Institutional Effectiveness and Student Success Committee visited the campus to discuss the report last Friday. ASC presented the report for feedback. The three board members, Trustee Pearlman, Trustee Eng, and Trustee Hoffman made no recommendations. They had a few questions in general about challenges we faced producing the report over the last year and if we are inviting people on campus to participate in the writing process. The IESS Committee voted to approve the report.

The report will be vetted throughout campus. In the months to come, ASC will be preparing the campus for the visit in March. Between now and December, evidence is still being collected. Kelly gave a special thank you to the Academic Dean's, especially Isabelle Saber.

B. Curriculum News and Approvals-Akl

2016-2017 Catalog Deadlines:

- For new courses the deadline is Friday Nov 6.
 - For updated courses the deadline is beginning of March.
 - For new programs the deadline is Friday Nov 13.
 - For updated programs the deadline is beginning of March.
- Reach out to Curriculum@lamission.edu if you have questions.

College Routing steps were sent to district so CurricUNET folks can build the COR and Program routing steps. With the help of leadership on campus, current ECD accounts are cleaned up. There were some duplicate accounts and some people who retired or left Mission yet still had their accounts. Also, leadership worked on cleaning up the mapping of subjects to divisions.

Updates like SLO, Prereq, or DE will still get full review from committee. The Curriculum Committee will decide whether the comments merit tabling the COR or if they are minor. Initiators of CORs are encouraged to address all notes on ECD.

Carole will send the department name change requests (Arts, Media and Performance & CHILD and Family Studies to district) to update that change in ECD.

You can now email Curriculum from the left navigation pane.

The following actions have been taken by the Curriculum Committee at the October meeting and the first November meeting, and are hereby submitted for Senate approval:

Course/Program	Action	Date
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• Art 101 <i>Survey of Art History I</i>	Update	10-20-15
• Art 103 <i>Art Appreciation I</i>	Update	10-20-15
• Computer Science 408 <i>Visual Basic</i>	Update	10-20-15
• Interior Design 102 <i>Introduction to Interior Design</i>	Update	10-20-15
• Theater 285 <i>Directed Study</i>	Update	10-20-15
• Theater 385 <i>Directed Study</i>	Update	10-20-15
• Psych 41 <i>Life-Span Psychology: From Infancy to Old Age</i>	DE Update	10-20-15
• Art 209 <i>Perspective Drawing I</i>	New Course	10-20-15
• Political Science 3 <i>Introduction to Political Science</i>	Reinstatement	10-20-15
• CNA/HHA – Certificate of Accomplishment (less than 18 units)	Program Update	10-20-15
• Math 125 <i>Intermediate Algebra</i>	DE Update	11-03-15
• Math 265 <i>Calculus with Analytic Geometry I</i>	DE & C-ID Update	11-03-15
• Math 266 <i>Calculus with Analytic Geometry II</i>	DE & C-ID Update	11-03-15
• Family & Consumer Studies 185 <i>Directed Study</i>	Update	11-03-15
• Family & Consumer Studies 285 <i>Directed Study</i>	Update	11-03-15
• Family & Consumer Studies 385 <i>Directed Study</i>	Update	11-03-15
• Music 322 <i>Elementary Piano II</i>	Update	11-03-15
• Music 323 <i>Elementary Piano III</i>	Update	11-03-15
• Music 324 <i>Elementary Piano IV</i>	Update	11-03-15
• Theater 292 <i>Rehearsals and Performances II</i>	Addition of Existing District Course	11-03-15
• Theater 293 <i>Rehearsals and Performances III</i>	Addition of Existing District Course	11-03-15
• Math 227 <i>Statistics</i>	C-ID update	11-03-15
• Computer Science AS-T	New Program	11-03-15

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

**Move to Affirm (Long/Brown)
Approved Unanimously**

C. Canvas Training- M. Levy

The campus is moving from Etudes to Canvas. LAMC’s Etudes contract is going to expire June 30, 2015. There will be phases of training for canvas. Phase One training will start on November 20, 2015 and includes any current online instructors and department chairs. The Canvas shells need to be ready for review by department chairs in early March. The DE Committee will assist in the reviews of the shells and support faculty and department chairs. Once the class shell has been approved by the department chair, then it can be put on the schedule for summer 2016 or Fall 2016. If the class shell is not ready or approved, then instructors need to be aware that they will not be able to offer that class online, but can accept an assignment on campus according to contract seniority rules.

Myriam also shared some details about canvas and training that is available through

@one (Foothill college) for certification or a self-paced online training is also available, but does not result in official certification. This may be relevant for faculty who want to be marketable at other college districts that require certification. Phase Two of the training will be open to any instructor who would like to receive training to use the Canvas sites for their face to face classes or for student services. All instructors will receive a Canvas account to use for supplemental instruction. Nancy Smith asked a question as to whether adjunct faculty will be receiving training information. The answer was yes and all faculty will be receiving information through email. Important to note that ITV program has a contract with Etudes that does not expire for another two years, so they have more time for training.

10. Reports of Senate and College Committee Meetings-

A. Budget and Planning-L. Milke

No Report

B. Educational Planning- D. Phares

EPC is working on the re-write of the Educational Master Plan in the preliminary planning stages. The College is working on Integrated Planning derived from a consultant's report that was presented about a year ago. There will be a Strategic Master Plan and the Educational Master Plan with the other plans folded into it. There may not be a separate Facilities Master Plan or a Student Services Master Plan. These processes are being detailed in the quality focus essay that is part of the Accreditation report, which is not completed yet.

C. Facilities Planning –D. Paulsen

A master list of faculty offices is being developed. The campus will need music practice rooms. There are none included in the new Arts, Media & Performance building as they were cut due to space reductions early in the development process. The Committee reviewed the Educational Master Plan since facilities must be aligned with educational programs. The C-Store on East Campus is looking for more room within the CMS. The air conditioning in CDC was discussed. Faculty expressed concerns about the air conditioning in CSB. The importance of submitting a work order was mentioned. Faculty mentioned the bird dropping issue at the CMS building. Facilities is contracting out to remove the birds.

D. LOAC- D. Paulsen

LOAC department representatives have been giving their Department SLO Reports at LOAC. This month the Committee heard from Math, which was very informative. In December, they will hear reports from English (Daly) and Physical Sciences (Pazirandeh). Deborah demonstrated to LOAC adding the PLO Benchmark to the SLO online system, which she will demonstrate at the SLO Summit as well. The report for the ILO Information Competency Comprehensive Assessment is finished now and will be presented to Senate. The ILO Written Communication and Ethics and Values Comprehensive Assessment is underway and will be worked on at the SLO Summit tomorrow. Steve Brown and Carolyn Daly presented the Written Communication roll-up report. The SLO Summit is tomorrow and 69 people are signed up.

11. Announcements:

November 6, Friday- SLO Summit

November 7, LAMC Athletic Fundraiser-Poker Tournament 6:00-11:30
(dinner at 5:00) HFAC gymnasium

December 11, Friday- Honors Ceremony 10:00-11:30 am- Campus Center

Adjourn 2:45pm (Long/Schieb)

Academic Senate Secretary: Deborah Paulsen