

**Los Angeles Mission College  
Academic Senate Meeting Minutes  
Thursday, September 3, 2015  
CAI Arroyo Room, 1:30-2:30 PM**

**Executive Members Present:** Leslie Milke, Carloyn Daly, Louis Zandalasini, Deborah Paulsen, Kelly Enos, Angela Echeverri, MiChong Park, Curt Riesberg, Thomas Folland

**Executive Members Absent:** none

**Senators Present:** Nancy Smith, David Jordan, Aleida Gomez, Robert Schwartz, Gary Prostack, Margie Long, Sheila MacDowell, Cindy Cooper, Steve Brown, D'Art Phares, Janice Silver, Margie Long, Carole Akl, Gayane Godjoian, Louis Eguaras, Jesús Sanchez

**Senators Absent:** Curtis Stage, Patricia Rodriguez, Jose Maldonado, Jolie Scheib

**Proxy Holder:** none

**Faculty Present:** Bamdad Samii, Michael Climo, Rita Grigoryan, Ashley Sparks, Marie Zaiens, Irma Morales, Donna Ayers, Diane Stein, Joyce Woodmansee, Ebru Durukan, Diana Bonilla, F. Christopher Williams, Emily Bill, Mario Escobar, Myriam Levy, Cindy Luis, Jill Biondo, Veronica Diaz-Cooper, Jason Bordbar

**Guests:** Darlene Montes, Sarah Master, Michael Allen, Isabelle Saber, Danny Villanueva

1. **Call to Order** - Milke

2. **Approval of Agenda** with Amendments (Long/Phares)

3. **Approval of Minutes** with corrections (June 4, 2015) (Jordan/Long)  
Approved – Carolyn Daly Abstains

4. **Public Address**

**Donna Ayers** - Gave reminders regarding the Library. Orientations for students are available. Please let them know if you would like one for your class. Please department chairs, remind faculty if they are using a new or updated book that the library can put a copy provided from the faculty member on reserve.

5. **Officer's Reports**

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

- Academic Senate Account \$1,526.71
- Carla Bowman Scholarship Fund \$1,276.84
- David Lee Moss Memorial Fund \$ 457.84

- Academic Senate Dues are \$35.00 now payable for 2015-2016

## **A. President's Report - Milke**

### **Introduction of New Faculty**

- Diane Stein – CDC (Spring)
- Milan Samplewala – COMPUTER SCIENCE
- Diane Livio -BIOLOGY
- Ashely Sparks - LIBRARY (Spring)
- Trinidad Silva -CULINARY ARTS (Spring)
- Ayra Quinn- ENGLISH
- Christine Kourinian– COUNSELING Spring
- John Huynh– CINEMA/MULTIMEDIA
- Emily Bill - PSYCHOLOGY
- Mario Escobar -FOREIGN LANGUAGES
- Robert Cucuzza- THEATER ARTS (Spring)

### **Faculty Hiring 2016**

- Deadline for applications: September 21<sup>st</sup>
- Hiring Committee Training: TBA
- Leslie mentioned that LAMC may be approved for twelve new hires, but that many may be difficult for the college to sustain because of the number of committees required during and after the process. All faculty with tenure will need to participate. Faculty are encouraged to do the training up-front before being put on a hiring committee. There will be two big training sessions. Training occurs every three years for updates. The timeline for hiring approvals is October 12. Our timeline is ahead of the other colleges.

### **Faculty Academy**

- New Faculty are required to attend; it is in-lieu of serving on a committee
- Dates: Oct 2, Oct 23, Dec 11
- Agenda will be sent out next week

### **District Academic Summit**

- Friday, September 25 @ Valley College
- Each college is allotted eight attendees comprised of faculty and administrators
- Please contact Leslie by next Wednesday (9/10) if you are interested so she can RSVP for the campus

**Eagle's Nest** - LAMC is currently without a coordinator but we are hoping to have an LRC Director/Eagle's Nest Coordinator job description posted soon. The position posting is waiting for approval from the District Office.

**Essential Skills and BSI funding** -The ESC is currently being reconstituted to ensure we have appropriate constituent membership and broad-based participation. Once the committee is formalized, it will formulate a plan as to how best to allocate funds toward tutors and other campus activities that align to the criteria of the usage of these funds. The college is anticipating receiving more money for this academic year. The plan for the allocation of these funds will be vetted through the Academic Senate.

### **New College Mission Statement**

Approved New Mission Statement for AY 2015-16

Los Angeles Mission College is committed to the success of its students. The College, which awards associate degrees and certificates, provides accessible, affordable, high quality learning opportunities in a culturally and intellectually supportive environment by:

- Providing services and programs in basic skills, general education, career and technical education, and for transfer;
- Educating students to become critical thinkers and lifelong learners;
- Ensuring that all programs and services are continuously evaluated and improved to support student learning and achievement;
- Making traditional and distance education learning opportunities available to enhance the health and wellness of the diverse communities it serves.

### **Noticed for Senate Approval Next Month**

- **New Chair** – Vilma Bernal for Business and Law

## **6. News from Academic Affairs – Allen**

### **A. 2015 Fall Enrollment**

Enrollment is very strong and LAMC is showing growth in terms of a headcount of 10,560 students. Non-credit offerings have increased substantially, which is great since enhanced non-credit FTES are now funded at the same rate as credit FTES.

At the close of yesterday, there were about 400 electronic adds in Admissions and Records. Please thank staff from Admissions and Records when you see them since they are working hard to get students enrolled. CTE will go through Michael Allen until the college can hire a new CTE dean. The position has been sent to district for posting and a hiring committee will be formed.

## 7. **News from Administrative Services – Villanueva**

Danny Villanueva talked about this year's budget of potentially \$32 million, which is higher compared to previous years. The money has not yet been earned and will only come from FTES, so he advises LAMC to be fiscally prudent.

There is some one-time money available, to be discussed at the Budget and Planning Committee, which may be calling for proposals. There is a five-year replacement plan for IT that will be addressed. The College needs four replacement custodians. All replacements and purchases need to follow the shared governance processes and be vetted no matter how small. Budget and Planning is meeting in Campus Center 1, next Tuesday at 1:30pm. The Sherriff contract needs **to be updated at \$6 million**. On the Student Services side, there are some minimal issues. The College is actively recruiting a new Student Services Vice President.

Faculty asked Danny various questions that included queries about Counseling Services, the new second exclusion roster and possible affects on FTES, and the new Student Health Center timeline.

Danny will be out on an accreditation visit next month; Wally Bortman will be the Administrator in charge during that time.

## 8. **New Business**

### A. **Professional Growth Committee Report - Levy**

Myriam Levy talked about the Professional Growth Committee and showed the web-site: [www.lamission.edu/professionalgrowth](http://www.lamission.edu/professionalgrowth). Darlene Montes, Michong Park, and Jason Bordbar are on the committee and they meet once a month to review the requests before they go to the VP of Academic Affairs and President for approval.

Faculty, staff, and adjuncts that are on the seniority list are eligible to apply. The limit is \$500 per year conference and/or tuition for full-time faculty. The adjunct instructor limit is \$300 per academic year for conference or tuition. Any conference that does not require reimbursement should still be filed for liability coverage in advance. Make sure the paperwork is filed 30 days in advance and 60 days for out-of-state to complete the approval process. Please be sure to include all of the needed attachments (receipts, conference info, mileage, etc.). Local conferences will not get reimbursed for hotel stays.

Myriam reviewed each item needed in detail, such as the use of a Google Map from LAMC for the mileage calculation. Submit everything you can think of related to the conference, such as parking. Make sure you fill out the follow-up paperwork within 10 days. You will get an email from the committee with the pre-approval. Make sure the forms are typed; original receipts are submitted and department chairs have signed the request.

Myriam also discussed the details of a tuition reimbursement where a faculty can be reimbursed up to 50% of the cost up to the limit for reimbursement. The class needs to be

related to your position, and proof of successful completion of the course record will be needed. Please note that email requests to Myriam are not valid pre-approvals; everything must be submitted in writing, signed by chair, and approved by the whole committee.

Faculty asked questions about pre-approval and reimbursement upfront; mileage rate calculation, and other clarifications about the total amount available per person.

**B. Faculty Book Club – MacDowell**

Sheila MacDowell announced that the 2015-2016 Campus Book is *What Excellent Community College Do, Preparing All Students for Success* by Joshua S. Wyner. There is a webpage for the Campus Book on the faculty/staff page under "Other Committees" where you can find articles, reviews and where events will be posted:  
<http://www.lamission.edu/campusbook>

The book is available in the Library and for purchase at the LAMC bookstore.

**C. Proposed Department Name Change – Paulsen**

Deborah Paulsen talked about the proposed name change for the Arts/Media/Humanities Department to "Arts, Media & Performance," which will also be the name of the new media arts building if approved by the Board of Trustees. The new department name will be voted on next month at Senate.

**9. Old Business**

**A. Accreditation News and Updates – Enos**

Kelly Enos gave an update on Accreditation. Accreditation Steering Committee (ASC) met every week during the summer. Everything is on track to finish the Self-Evaluation Report; there was a self-imposed deadline of October 15<sup>th</sup> to allow time to get it to the graphic designer and printer. The report will be vetted through Senate and AFT; there is a timeline posted on the Accreditation web-site.

The ACCJC interviewing team will be here in March 2016. Part of the Self-Evaluation Report includes a Quality Focus Essay identifying two major areas for improvement. Based on the outcomes of the Self Evaluation report, the College has identified Student Services and Integrated Planning as the two topics for the essay. The outline for the essay has been completed and the College is working with Bob Pacheco to receive guidance and feedback.

Faculty can help in finding evidence for the report. It is a great opportunity. Please, let Kelly know if you would like to help. The report will be vetted through the faculty at large in November.

Kelly talked about Standard IIC, student confidentiality and Family Educational Rights and Privacy Act (FERPA). Nick Minassian will be create a new web-page devoted to FERPA.

**B. Curriculum News and Approvals – Akl**

Carole Akl talked about summer meetings with the curriculum-leadership and some missing ECD issues. They updated the Curriculum web-site. Please, look at the web-site and follow the deadlines, which include deadlines for catalog inclusion. Deadlines are coming earlier and earlier now.

Carole input changes due to the reorganization. The first meeting is September 15<sup>th</sup> and will focus on training and some last minute submissions from last year. The first active meeting will be September 28<sup>th</sup>. Please, use the address [curriculum@lamission.edu](mailto:curriculum@lamission.edu) for correspondence. Curricu-Net is coming and LAMC curriculum-leadership is providing the contents for that program.

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

### **A. Budget and Planning -**

The committee will be meeting next week and will be electing a new co-chair.

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

EPC has not met. The committee is planning to attend a LAMC sporting event and D'Art challenges the rest of the committees to do the same.

### **C. Facilities Planning Report - Paulsen**

FPC met twice this summer. They meet on second Tuesdays at 1:00 pm in CAI Conference Room.

**Bond updates:** There will be 17 visitor parking spaces in the new lot near the CDC. All corrections will be complete on the Media Arts building within a month. Campus Mod. I is 85% complete. There are four closed bathrooms in the INST building. Two bathrooms opened this summer in Campus Center. Elevators are underway. In the INST building, old Culinary classrooms will be offices for Foster Care and other programs.

There was discussion about shade options outside the CAI Building in the patio dining area. Blackout shades were installed this summer throughout campus.

Faculty asked questions about the opening of the Media Arts (AMP) building.

### **D. LOAC - Paulsen**

LOAC meets third Wednesday 3:30-5:00pm. Each department should send a representative. The SLO Summit is scheduled for November 6<sup>th</sup>. Part of the Summit will be assessing the ILOs Written Communication and Ethics & Values. The students will be responding to a writing prompt in class.

Regarding the roll-up reports, there have been a considerable amount of assessments that do not relate to the ILO submitted. To help improve the roll-up method, the focus this year in submitting your Course Outline of Record will be to assure that each SLO relates to an ILO and that the assessment criteria in the rubric relates to the ILO, as well.

The SLO team met with Nick Minassian and requested some modifications to the SLO assessment system, which will give the assessor better data to evaluate. Currently, the

acceptable score can be entered within the rubric manager; Nick will be moving forward with generating the data to show what percentage of students achieved that acceptable score, rather than just the average score.

Please use the terminology of “acceptable” within your rubrics. This will enable the college to disaggregate assessment data into sub-populations of students. Steve Brown came up with a method to “normalize” the rubric scores that use different rating scales, and we are hoping to integrate that method into the SLO system, as well. Faculty asked questions about the Summit and SLO system.

**Adjourn:** 3:00pm

**Academic Senate Secretary:** Deborah Paulsen