

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

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

Executive Members Absent: none

Senators Present: Bamdad Samii, Janice Silver, Curtis Stage, Nancy Smith, David Jordan, Jose Maldonado, Patricia Rodriguez, Aleida Gomez, Robert Schwartz, Gary Prostack, Jolie Scheib, Cindy Cooper, Sheila MacDowell, Steve Brown, Carole Akl, Gayane Godjoian, Louis Eguaras, D'Art Phares

Senators Absent: Margie Long

Proxy Holder: none

Faculty Present: Jason Bordbar, Jesús Sanchez, Donna Ayers, Ashley Sparks, Steve Ruys, Paul Kubicki, Mario Escobar, Gina Ladinsky, Rita Grigoryan, Ebru Durukan, Joyce Woodmansee, Emily Bill, Michael Climo, Ashley Sparks, Marie Zaiens, Irma Morales, Diane Stein, Myriam Levy, Sherri Loper, Michael Climo

Guests: Lourdes Brent, Sophia Hernandez, Guadalupe Carrasco, Monte Perez

1. **Call to Order 1:35pm** - Milke
2. **Approval of Agenda - Approved** (Phares/Jordan)
3. **Approval of Minutes** (September 3, 2015) - Paulsen
Approved with Corrections (Phares/Ayers)
4. **Public Address**

Donna Ayers - The library announced they have three new database additions. Thanks to Michael Allen, they added two of the databases on July 1 and the third on October 1.

On the library homepage is a link to Question point 24/7. This allows students to get help any time of the day or night from a librarian. This is great for Distance Ed. and for all our students when the library is closed.

Sheila Mac Dowell - They increased our e-book collection and now have 342,358 e-books, which is much larger and more up-to-date than our print collection. 82% of our e-books were published after 2000. Only 20% of our print collection was published after 2000, but we are

hoping for funds to update our print collection in the near future!

Ashley Sparks - Learning Express will help both students and instructors by increasing student skill level and giving instructors another evaluation or practice tool. There are sections on adult learning, college prep, and career among others. These sections include career info, entrance and occupation exams, math, science, reading, and writing quizzes and e-books, basic skills, and a job skills section on resumes & cover letters.

Deborah Paulsen - Announced the Kadima String Quartet to play a concert at LAMC on Wednesday, October 7th at 7:00pm in Campus Center Main. The event is free. Additionally, a new AA degree for Gallery and Museum Studies was state approved for LAMC. The degree will help support the programing in our gallery when the new Arts, Media & Performance building opens.

Paul Kubicki - Talked about colleagues that dedicate themselves to public service and a shift in attitudes toward public service employees. Paul shared a handout with crime statistics within our district colleges. LAMC has the lowest number of crimes in the district. It has really helped on our campus that uniformed patrol people are visible on campus and carry radios. Paul proposes that LAMC set up a law enforcement appreciation event.

Steve Ruys – Talked about the Athletics program and a student who is being honored by the city council. Athletics is starting to plan for their 5th Annual poker fundraiser for Athletics. Steve showed the web-site which has a link for the poker tournament which will be held in HFAC. They are looking for a lot of support and have generated a few sponsors this year. The funds goes to uniforms, meals, transportation, and the John Klistner Scholarship. There will be beer and wine.

5. Officer's Reports

A. Treasurer's Report – Zandalasini

- Academic Senate Account \$2,084.71
- Carla Bowman Scholarship Fund \$1,303.53
- David Lee Moss Memorial Fund \$ 455.84

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

B. President's Report- Milke

Leslie talked about the Faculty Hiring Prioritization applications which have been received and are being evaluated by the committee. The list will go to the president for his approval. The district would be willing to have us hire 12-16 people. LAMC is talking between 6-8 hires for a more financially reasonable standpoint and space requirements. The FHPC committee is way ahead on their time-line and there may be an opportunity to get some of the new hires together for spring.

Faculty Academic starts tomorrow morning in HFAC in room 203, 9:00am-11:30am. There will be coffee and snacks. Additional dates are October 23rd and December 11th.

There were two noticed motions at the last DAS meeting. The next meeting will be here on campus this Thursday at 1:30pm. One of the motions was the adoption of Canvas as our single online platform. The other motion is to direct the savings from adopting Canvas to professional development in order to help people get trained and perhaps offer some online tutoring.

6. News/Announcements

A. Academic Affairs – Dr. Perez

The Career Technical Education Dean position has been posted. LAPC has a CTE Dean position open and ELAC has an Associate CTE Dean position open, as well.

The Educational Planning Committee met this past Monday and discussed the revision of the LAMC Educational Master Plan. Data collection for the update may begin this year. The President would like to expand the college's CTE programs. Warner Brothers TV called the President and wants to hire our students for a variety of technical positions. There is a new tax break to hire Californians and they need talent. Media Arts is going to grow. The college can be a feeder into the workforce for high paying jobs with benefits and union membership. Tomorrow there will be a meeting for manufacturing with all of the CEO's in the Valley. There will be jobs that require computer and math skills. Industry wants to make sure that jobs stay domestic. Within the Master Plan, LAMC can address these workforce opportunities. LAMC is already developing new CTE programs such as the Nursing Assistant program and advancing Multimedia with the LA High Tech Grant. There are two new grants, the Student Support Grant and the Title V Hispanic Serving Institution Grant.

LAMC's new mission statement was sent to the Chancellor and will go to the Board of Trustees for approval. The Chancellor approved the Arts, Media & Performance name of the new building, so that will go to the Board of Trustees (BOT).

For Accreditation there will be two quality focus essays: one on integrated planning and one on Student Services to focus on student success. Integrated planning is a seven-year effort. Student Services needs to show improvement and offer the highest quality assessment and counseling services. The writing team is going to be finishing up the self-study report within the next two weeks. The next BOT meeting is Wednesday, October 7th. The President sits on the districts Legislative Committee and Human Resource Council. The district's Institutional Effectiveness committee, made up of three trustees, will visit LAMC on October 30th to hear our Self-Evaluation Report.

Our WSCH (Weekly Student Contact Hours) is about 1% above last year. The economy is getting better and there are jobs.

The President answered questions regarding the college emergency and disaster plan. Blackboard Connect can be used to get emergency messages out to students. At a community college in Roseburg, Oregon several people were shot today. The President will meet with Danny and the Sheriff to organize a campus-wide safety and emergency training. Leslie Milke mentioned the “panic buttons” and that they need to be functional.

- B. 2015 Xican Institute for Teaching and Organizing Conference-** Carrasco
Guadalupe Carrasco talked about the upcoming conference October 9th. Ethnic Studies is an upcoming requirement for high schools to offer. Ms. Carrasco and Jose Maldonado visited some institutes out-of-state. There are teachers that have proven pedagogy to help students graduate and transfer to college at higher rates. Many Chicano students take seven years to graduate because of social economic barriers. Some of the successful teachers will be presenting at the conference, which is a three-day institute for teachers and administrators. The conference will focus on helping to create civic-minded citizens in a broad-based manner. There will be youth from all over Los Angeles attending, as well. The conference helps make Sylmar more visible. There is a web-site.

7. New Business

- A. Professional Development College-**Lourdes Brent
Lourdes Brent from LA Trade Tech. College talked about a Professional Development taskforce that she is representing for District Academic Senate. She is an EOP&S Counselor and a past president for Academic Senate for Trade. The district is looking at hiring about 150 new faculty members this year, and next year about 230. AB 86 for Adult Education may be brining in new students. There is a district strategic plan for student success. Teachers need new pedagogical strategies, beyond their own disciplines. Only about 7 percent of students are ready for college-level math when they enter our colleges. Only about 13% are ready for college-level English.

The Professional Development College (PDC) coordinates with the Faculty Teaching and Learning Academy (FTLA). Leslie will forward the PowerPoint. There will be special training in integrating reading across disciplines and working with diverse populations of students. FTLA is one piece of this proposal for the PDC. Lourdes talked about the details and focus of the PDC. Faculty and Project Match participants are the target audience. The focus is on classroom strategies. The classes can be used for salary advancement. There will be five tiers; the courses are stackable and lead to a certificate. The courses are offered in cohort.

DAS is hoping to get the program going this spring. Faculty asked about how to sign-up. The college will be hosted by Southwest College. These are community college classes, so you apply just as any other student, but the enrollment is restricted to LACCD employees. Most classes will be in person and web enhanced, as well as

offered in the evenings. Communication 385 will only be on-line. There will be two classes offered per semester.

B. DE Committee Report - Action Item - Adoption of LMS Canvas - Jordan

David Jordan talked about the adoption of Canvas for online teaching. History: In 2013 there was district committee that met to talk about the adoption of a single course management system. There is a five-year project for an online initiative project, which is a grant for 60 million dollars. One task is to develop online classes for students to transfer. Pierce, Trade and ELAC all plan to adopt Canvas. The DE Committee voted in its 9/17/15 and 9/24/15 meetings to adopt Canvas starting Summer 2016 and provided supporting documentation/evidence and suggested training and a transition plan located at <http://lamission.edu/de/canvas/adoption> Canvas is free. Training for faculty and department chair/vice chairs is recommended for evaluation purposes.

David presented the Distance Ed. Committee members. Faculty asked questions. 49 classes will need to be converted to Canvas. David further talked about NetTutor access.

**Move to Approve to adopt Canvas as the campus LMS (Phares/Stage)
Unanimously Approved.**

C. Proposed Department Name Change - Child Development - Silver

The Child Development department is expanding to include a portion of Family and Consumer Studies programs (including family studies and gerontology), as well as implementing an Elementary Education program. The department will now include child development, family studies, gerontology and elementary education. The department is therefore proposing that they rename their department "Child and Family Studies" to represent the expanded scope of programs. The new name is noticed this month for Senate approval in November.

D. Department Name Change Approval- Action Item Arts, Media and Performance

Paulsen(5min)

Motion to change department name from Arts/Media/Humanities to Arts, Media & Performance. (Park M./Riesberg)

Unanimously Approved

8. Old Business

A. Accreditation News and Update – Enos

The Self-Study Report will be presented to the Institutional Effectiveness Committee on October 30th. In November it will be vetted through constituent groups such as Senate, College Council, and so forth to get comments back on the report.

B. Curriculum News and Approvals-Akl

Carole announced new members and talked about the roles of members. If you submit a DE, Prerequisite or SLO fast track update, please be sure to address all of the committee comments no matter what section the comment occurs. The process is faster, but the course still gets looked at as a whole. If you do not address the comments, the course is still subject to a vote. Some CORs may or may not get a new time stamp update.

For programs, the non-substantial form is being updated to include PLOs and semester sequencing. Programs need to be submitted to the Curriculum e-mail (curriculum@lamission.edu) which leadership reviews.

Madelline Hernandez talked about the role of the committee this year which is to make sure the committee members are well trained. The person that is representing your department on the Curriculum Committee should be the first “go-to” person when questions come up. All committee members are a resource.

The following actions have been taken by the Curriculum Committee at the September 2015 (and one from June, 2015) meetings, and are hereby submitted for Senate approval:

Course/Program	Action	Date
• Physical Science 1 <i>Physical Science I</i>	Update	6-02-15
• Music 921, 931, 941 <i>Coop Education-Music</i>	Archive	9-15-15
• Admin Justice 6 <i>Patrol Procedures</i>	Update	9-15-15
• Theater 110 <i>History of the World Theater</i>	Update	9-15-15
• Theater 450 <i>Beginning Stage Make-Up</i>	Update	9-15-15
• Art 111 <i>History of Contemporary Art</i>	Update	9-29-15
• Art 701 <i>Sculpture I</i>	Update	9-29-15
• Art 702 <i>Sculpture II</i>	Update	9-29-15
• Professional Baking 200 <i>Principles of Baking & Patisserie</i>	Update	9-29-15
• Culinary Arts 107 <i>Principles of Garde Manger & Basic Baking</i>	Update	9-29-15
• Culinary Arts 108 <i>Restaurant Supervision & Training</i>	Update	9-29-15
• Culinary Arts 155 <i>Chef's Training for Apprenticeship II</i>	Update	9-29-15
• Baking Specialist I - Certificate of Accomplishment	Program Update	9-29-15
• Culinary Specialist I – Certificate of Accomplishment	Program Update	9-29-15
• Restaurant Management – Certificate of Accomplishment	Program Update	9-29-15

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 Curriculum Report (Paulsen/Echeverri)

9. Reports of Senate and College Committee Meetings

A. Budget and Planning – Milke

No report

B. Educational Planning - Phares

The committee is working on comprehensive reviews for the spring and started talking about updating the Education Master Plan and how that works within the college.

C. Facilities Planning - Paulsen

Deborah Paulsen reported that she was able to walk through the Arts, Media & Performance Building (Media Arts) with Michael Allen, and thanked Leslie for advocating for the walk-through. Academic Affairs is working on getting better communication with the project managers.

The campus elevators are coming along at 80% complete; the North Atrium in the INST building is repaired; they are still working on the South Atrium elevator. The Health Center space in the old bookstore is moving along as well; they are waiting for an OSHA approval.

The Board of Trustees is looking to approve another bond measure in November 2016. Dr. Perez came to the FPC and made a proposal to move forward with four projects for consideration to be included on the bond. These would include:

- 1) Athletics Fields
- 2) Library Renovation
- 3) Plant Facilities
- 4) Student Services Building

The committee discussed bird droppings from the building around campus and that a contractor will be brought in to removed the birds.

The parking lot next to Child Development Building will include Childcare drop off for parents and some metered parking.

The committee plans to discuss the Ed. Master Plan and review the space inventory on campus.

The committee discussed concerns about the way finding signage on campus and also, the Sherriff patrols on East Campus, which are stated to occur every ½ hour.

D. LOAC – Paulsen

The LOAC Committee met and there were many new faculty and staff present. Steve Brown gave a presentation on SLO system improvements. The committee will be hearing the departmental SLO reports on a rotating basis; Arts/Media/Humanities went first. A schedule was developed for presenting the reports; most departments have a representative on the committee that can give the report. ESL and

Mathematics will give reports at the end of the month. There is a new option in the online SLO systems to enter the PLO benchmark. The ILO assessment for Written Communication and Ethics & Values is ready to go. The assessment materials and 720 blue books will be distributed to the 26 participating classes by Friday. There will be a one-week pick-up time table for the materials. Students will write an essay on an ethics question and scenario relating to plagiarism. English, ESL and Life Science faculty helped develop the prompt. The committee also discussed the agenda and outcomes for the SLO Summit on November 6th.

Move to Adjourn at 3:00pm (Riesberg/Ayers)

Academic Senate Secretary: Deborah Paulsen