

**Los Angeles Mission College
Academic Senate Meeting Minutes
Thursday, March 7, 2013**

Executive Members Present: Angela Echeverri, Madelline Hernandez, Gina Ladinsky, Louis Zandalasini, Deborah Paulsen, and Leslie Milke

Senators Present: Mike Climo, Pat Flood, Janice Silver, Tobin Sparfeld, Gloria Daims, Afri Walker, Margie Long, Jolie Scheib, Marie Zaiens, Donna Ayers, Robert Smazenka, Said Pazirandeh, and D'Art Phares

Senators Absent: Steve Nerud, Kelly Enos, John Morales, Ife Keller, Robert Schwartz, Jose Luis Ramirez, Gary Prostack, John Klitsner, Mark Pursley, and Rudy Garcia

Proxy Holders: Madelline Hernandez for Kelly Enos, Angela Echeverri for Gary Prostack and Steve Brown

Faculty Present: Mi Chong Park, Paul Kubicki, Cindy Cooper, Par Mohammadian, Jill Biondo, Veronica Diaz-Cox, Chris Williams, David Jordan, Monica Moreno, Mari Rettke, and Diana Bonilla

Guests: President Monte Perez, Vice President of Academic Affairs Michael Allen, Vice President of Administrative Services Daniel Villanueva

I. Call to Order: President Echeverri called the meeting to order at 1:44 pm.

II. Approval of the Agenda: Motion by to approve by Echeverri carried unanimously (Phares/Silver)

III. Approval of Minutes: Motion to approve December minutes by Echeverri carried unanimously (Cooper/Phares) and motion to approve February minutes by Echeverri carried unanimously (Milke/Smazenka)

IV. Public Address:

Vice President Michael Allen introduced himself to the Academic Senate members. He spoke about the upcoming interviews for Dean of Academic Affairs and about faculty hiring for fall 2013-2014. He stated he hopes to recruit a diverse pool of applicants to choose from. He thanked everyone for their commitment to the Accreditation Self Evaluation process, especially Pat Flood, Madelline Hernandez, and Angela Echeverri. He also thanked Said Pazirandeh for his work as as Chair of the Curriculum Committee. Allen reported he has been working with him on updating the College catalogue and ensuring all the courses are listed correctly.

Margie Long reported on the 2013 commencement. The committee is taking names for faculty who would like to be faculty marshals and regular marshals. Submit nominations to Joe Ramirez. The graduation ceremony will be on Tuesday, June 4 at 5 pm. Echeverri announced she would be appointing several new faculty to the committee.

Angela Echeverri announced a district wide Achieving the Dream retreat will be held on March 22 at LAMC.

V. Officer Reports

A. President's Report – Echeverri

1. Faculty & Administrative Positions:

- **Chancellor Resignation:** Chancellor La Vista has announced his resignation effective June 30, 2013. The succession plan to replace him has not been announced.
- **Board of Trustees:** On Tuesday March 5th, two new members were elected to the LACCD Board of Trustees: Michael Eng (Seat 2) and former President Ernest Moreno (Seat 4). There will be a run-off election in May between incumbent Trustee Nancy Pearlman and David Vela for Board seat number 6.
- **Full Time Obligation Number (FON):** President Perez met with the Senate Executive Board to discuss the hire of several probationary (tenure-track) faculty members to help reach the District FON. The final number of full-time hires has not been determined yet. The Faculty Hiring and Prioritization Committee (FHPC) ranking for 2013-2014 faculty positions is on today's agenda for approval. President Perez has indicated he wants to start the hiring process fairly quickly once the list is approved by the Academic Senate.
- **Vice President of Academic Affairs:** Mr. Michael Allen, JD started at LAMC the second week of January.
- **STEM Director:** There is no faculty director for the grant. Dean Stephanie Atkinson-Alston is currently managing the STEM program on an interim basis.
- **Dean of Curriculum:** The search process for a new Curriculum Dean has started. The position has been posted and will close on Friday, March 8. Said Pazirandeh and Angela Echeverri will serve as Senate representatives on the selection committee.
- **Dean of Institutional Research and Effectiveness:** This selection process for this position, which has been vacant since March of 2012, is underway. A selection committee will be interviewing candidates on March 19.

2. Summer Intersession

The College plans to offer a small summer intersession in 2013 (20-30 sections). This would be LAMC's first intersession in several years.

3. DAS Report: The DAS met at Harbor College on February 14, 2012.

The following action items were on the agenda:

- **Recognition of June B. Smith:** Emeritus DAS Senator June Smith was recognized for her many years of service to the DAS and her valuable support of shared governance.
- **DAS Elections:** Elections for DAS President, Vice President, Treasurer and Secretary will take place at the March 14 meeting.
- **Draft Monument Policy:** Defines a monument as a statue, sculpture, or other installation intended to honor an individual, group, or event that the District installs in response to an offer by an outside party.
- **LACCD Discipline Day:** Discipline Day took place on Friday February 22, 2013 at Valley College in Monarch Hall from 8:30 am to 3:00 pm. There are new state mandates regarding Transfer Model Curriculum (TMC) degrees. Assistance will be provided to help faculty develop TMC degrees.

The next DAS meeting will be at Valley on Thursday, March 14, 2013 at 1:30 pm (12:30 pm lunch).

4. Los Angeles Mission College Accreditation Visit: The chair of our team is Mr. Michael Rota, who is also an ACCJC Commissioner. The team will be visiting the campus next week (March 11-14).

B. Treasurer's Report-Zandalasini

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|-----------------------------------|------------|
| • Faculty Senate Checking Account | \$1,291.37 |
| • Carla Bowman Scholarship | \$3,547.66 |

- David Lee Moss Scholarship

\$ 357.84

A \$100.00 donation to the LAMC Foundation in memory of Gerald Scheib (in lieu of flowers) was donated for the scholarship in his name.

Faculty dues are \$25 and are currently due. Please pay as soon as possible as more than half of the academic year is already over.

VI. Old Business:

A. Approval of Curriculum Committee Recommendations – Pazirandeh

The following actions have been taken by the Curriculum Committee during February 2013, and are hereby submitted for Senate approval:

Course/Program	Action	Date
• Computer Science 430, 450, 453, 487	Update	2-12-13
• FCS 36, 111, 165, 911	Archive	2-12-13
• Admin Justice 111	Addition of a District Course	2-19-13
• Art 105	Addition of a District Course	2-19-13
• Art 185, 307, 519	Update	2-19-13
• Child Development 15	Update	2-19-13
• Music 101	Update	2-19-13
• Business 31, 32	Archive	2-19-13
• CAOT 46	Archive	2-19-13
• Engineering Gen 243	Archive	2-19-13
• French 3, 4	Archive	2-19-13
• Italian 3, 4	Archive	2-19-13
• Spanish 10	Archive	2-19-13
• ESL 52, 53	Archive	2-19-13
• Learning Skills 1A, 1C, 2, 2A, 2B, 3, 3A, 3B, 3C, 10, 10A, 10C, 185, 285, 385, 485	Archive	2-19-13
• Supervision 921, 931, 941	Archive	2-19-13
• Journalism 100, 101, 921, 931, 941	Archive	2-19-13
• Sociology 7	Archive	2-19-13
• Admin Justice 75	Update	2-26-13
• Computer Science 407, 440, 452	Update	2-26-13
• Sociology 185, 285, 385	Update	2-26-13

The Curriculum Committee's Recommendations were approved unanimously.

B. Approval of Faculty Hiring Prioritization List for 2013-14
Motion to approve the faculty hiring prioritization list for 2013-14 by Brown (noticed in Feb.)
carried unanimously (Phares/Long)

C. LAMC Accreditation Self Evaluation Report – Hernandez and ASC Members

Hernandez showed how to access the Self-Evaluation Report and familiarized faculty with the Accreditation Website, showing where the focus group videos can be found as well as the link to the power point and video for students regarding accreditation and the Town Hall Meeting. She also showed the data that Hahn Tran has worked diligently on. She further showed where to find the video on planning, which is in the President's Corner. Evidence has been collected for all areas and a random sampling will take place to make sure all website links are working. The planning documents and the student video are being played in the Campus Center on a loop.

VII. New Business

A. LAMC Senate Meeting Schedule – Echeverri

The next Senate meeting will take place on March 21, 2013 due to the normally scheduled meeting occurring on a non-instructional day. It will be held at 12 noon rather than 1:30.

B. Elections Committee Report - Nerud/Mkrtchyan

Echeverri announced that Senate elections will take place in late April. The committee will be sending out the dates soon.

C. Senate Committee Vacancies – Echeverri

Commencement, Educational Planning, and Facilities Planning Committees have openings. There is also a short-term position on the PACE Viability Committee.

D. Update on PACE Viability Study – Phares

Mike Reynolds has unfortunately had to step down as chair due to other responsibilities. Dean Cathy Brinkman is stepping in and will be requesting data from the various interested parties later this month. The committee intends to report its findings in April.

E. SLO Proficiency Report and SLO Website Update - Flood

Flood reported that the required 2012 SLO Proficiency Report to the ACCJC, which includes statistics on LAMC's progress and a narrative report in response to 7 questions, is near completion. She also included a table of proficiency criteria and evidence with numerical references to 53 folders of evidence and links and 434 documents. The College has a total of 94 programs and certificates to assess. Department chairs have been asked to meet with their faculty to discuss SLO assessments for both courses and programs. There are 17 Student Services areas that have performed assessments.

P. Flood reported that the ILOs have been posted in all classrooms along with the LAMC Mission Statement and 10,000 bookmarks have been distributed to students with the ILOs on one side and the College Mission Statement on the other side.

Flood demonstrated some of the new features that have been added to the SLO website to make accessing SLO assessment reports posted on the SLO online system easier.

During the spring 2013 semester, the ILO assessment team co-chairs will be presenting to EPC the results of their assessments conducted during the fall semester 2012. She added that we will especially be focusing on program assessments this semester and what we have learned from them.

F. Discipline Day Report – Hernandez

Hernandez reported that the Discipline Day event was successful. Transfer degrees were discussed as were forms. If you were unable to attend, you can contact the District Curriculum Committee or the District Discipline Committee in your area for further information

G. Draft LACCD Monument Policy – Echeverri

Echeverri reported that the Los Angeles Community College District is creating a policy for monuments on campuses. The draft policy was distributed and discussed.

H. Program Review Oversight Committee (PROC) Charter-Phares

College Council has agreed to create a PROC. The proposed membership includes only one Senate appointee. Given that Program Review is part of the 10+1 areas of Senate authority, Phares notified the Senate and sought feedback.

VIII. Reports of Senate and College Committee Meetings

A. Faculty Hiring Prioritization Committee – Milke: No report

B. Educational Planning Committee – Phares: Phares reported that requests from chairs for more feedback on the Program Review Annual Updates, especially the budget request portions of those updates, has prompted EPC to begin discussions on these topics. EPC is currently reworking the Program Review schedule for the next cycle to that end.

C. Budget and Planning Committee – Sparfeld

The committee is getting ready to rank the “over base” requests. Health Reimbursement Account (HRA) cards will continue for next year. We have a slight surplus of \$134,000. It was reported that not all requests to Budget and Planning are being considered at this time. There is a moratorium on office supplies, and it was noted by Deborah Paulsen that departments have run out of supplies. Teachers are paying a lot toward their own office supplies. It was noted that the moratorium did not go through Budget and Planning and the Unit Plans have not been discussed with Department Chairs. Furthermore, it was pointed out that since Dean Swerdlow left, there is a lack of communication from deans regarding this matter. In the past, Academic Affairs used to send a letter saying what had been prioritized by Budget and Planning for funding.

E. Facilities and Planning – Klitsner: No Report

F. Professional and Staff Development Committee - Climo

Statewide there are several key issues being discussed in response to the Student Success Task Force recommendation related to professional development. The recommendations are: to name the committee the Professional Development Committee; the focus of trainings for all workers on campus should be student success; and student success includes the ability to work with people from many cultures, learn, and much more. Being healthy is part of student success since a healthy body leads to a healthy mind.

Breakfast By the Patio – March 28 by the CAI, outside. Details: Breakfast and award ceremony 8am-9:45am. **Mandatory Emergency Training** for all classified staff in CC 10-12noon. Online surveys being distributed – first to supervisors. Then, lists out for a vote. There will be many awards. A focus group has been established to coordinate the event.

ASO Events for Black History Month – The ASO is doing a great job getting events planned, including movie nights and the big event on March 24.

Free Tai Chi Week – date changed from initial proposal. 1-2pm, Feb 25-28 in the Quad.

Online Trainings – Dare to Care, Etudes, MS Academy, @One, CSN3, and more are available.

President's Workshops

1. Multi Cultural communication—Co sponsored by the AFT Faculty Guild in late March
2. Transition of Young Adults with Autism to the Community College - Late April
3. Organizational Culture and Team Work—Early May

Health and Food Expo – April 11. Discussed the possibility of bringing in medical doctors with CHIP. A focus group has been established to help coordinate the event.

Counseling Workshops

Aleida Gomez is doing a great job planning and coordinating some counseling workshops. Initially, they were only going to be for faculty, but the decision is to make them available to all workers at the college. The two workshops that we are planning for this semester are:

Counseling 101: Counseling Services for Student Success

Counseling 102: Procedures and Forms for Student Success

We would like to see them offered in consecutive weeks, with each being offered more than once. The plan is to have them towards the end of April. The idea would be counseling 101 on Monday around noon, Tuesday evening, Wednesday evening, and Thursday noon, allowing everyone the opportunity to attend one that week. Then, counseling 102 would be offered the following week at the same days and times. Workshops would be about one hour long.

CHIP workshops possibility – The Complete Health Improvement Project is being considered for LAMC. This is one of the largest lifestyle programs that address healthy choices. We will either need them to coordinate this, or send two people for training to Ohio to coordinate the program on campus.

They work with medical doctors, and have had phenomenal results, such as 20% cholesterol drops, reversing diabetes, and more, often within 30 days.

Armenian Cultural Event – a focus group has been established to coordinate and plan an Armenian Cultural Event.

The Academic Senate, according to the contract, is responsible for assisting with the planning of 33.5 hours of flex activities a year, including Flex Day. These can include workshops related to responding to the Accreditation Committee, our college retreat, district wide DAS meetings like the innovation day last fall and the discipline day in the spring, planning activities for the college, and more. The AS is responsible for guaranteeing that these 33.5 hours are high quality. This will be brought to the AS in the March meeting. The approval of these 33.5 planned activities needs to be made by the end of May to be submitted to the state. For this year, with the myriad number of meetings regarding all the accreditation standards, Flex Day, college planning, the Faculty Academy, DAS workshops, and more, we have planned far beyond our state requirements.

Our goal is to make a great Professional Development program at LAMC. All members of the committee attended this meeting. It is good to see the change in the committee since we added more AS reps last year, which was appropriate due to the change in the contract that placed more responsibility on the AS when it comes to Professional Development.

Future workshop ideas:

How to have effective meetings; More counseling and student services workshops; Health programs like CHIP, which go along with district planning; High Quality Workshops for teachers; Diversity activities; Awards and recognition of faculty to be part of Flex Day 2013; Workshops by graduates of FTLA; The Faculty Academy 2013; Continued workshops on emergency preparation – possible all day, all campus training, June 5, the day after graduation; Workshop on graduation – effective teaching methods for student success for 2 hours before graduation + faculty can get 2 hours Flex for attending graduation according to the contract.

G. Elections Committee: Eguaras/Nerud: Echeverri announced that the 2013 Academic Senate Elections will take place in April.

Announcements

Los Angeles Mission College Accreditation Visit: The Accrediting Commission for Community and Junior Colleges (ACCJC) will send a team to visit the College March 11-14, 2013.

LAMC Honors Ceremony: Will take place on Thursday April 18 at 5:00 pm in the Campus Center. Contact Debra Manning for more information.

Meeting was adjourned at 3:10 pm.
Respectfully submitted by Gina Ladinsky, Secretary