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


Voting Members Absent: Myriam Levy, John Morales, and Robert Smazenka

Faculty Present: Robbin Jefferies, Gerald Scheib, Gary Prostak, Gloria Daims, Suzanne Ritcheson, D’Art Phares, Yolanda Ramil, Yoon Yun, Sherrie Loper, Chris Williams, Tigran Mkrtchyan, Curt Riesberg, Mariana Moreno, Diana Bonilla, Riye Park, Tobin Sparfeld, Louis Eguaras, Jeanne Cassara, Cindy Cooper, Carolyn Daly, Michong Park, Debbie Wong, and Jose Luis Ramirez

Guest: Chuck Dirks

I. Call to Order: President Echeverri called the meeting to order at 1:45 pm.

II. Approval of Minutes: March 2010 minutes were approved (Long/Pazirandeh).

III. Officers Reports

A. President’s Report-Echeverri

1. Hiring Update: Six new probationary faculty were hired over the summer. The Learning Center Director position has not been filled yet. Hiring for an additional probationary position in Business was approved by the administration in August. The following are the new probationary (tenure track) faculty:

- **Louis Eguaras (Food Service Management):** He comes to us from the California School of Culinary Arts, Le Cordon Bleu Program where he worked as a culinary professor. His professional experience includes working as a White House chef, where he cooked for many dignitaries and celebrities. He has appeared on many radio and television programs. He is the published author of “101 Things I Learned in Culinary School”. He lives in Valencia with his wife.

- **Robbin Jefferies (Sociology):** Robbin has over 10 years of experience in teaching Sociology. She has taught as an adjunct at Valley and Santa Monica Colleges. She is in the process of finishing her PhD at UCLA, where she earned her Bachelor’s Degree. She also has a Master’s Degree from the London School of Economics. She was a community college student at Valley College.

- **Sherri Loper (Counseling):** Sherri was raised in Pacoima and received her Associate degree from LAMC. She later attended CSUN where she received her Bachelor’s degree in Sociology and her Master’s degree in Educational Psychology and Counseling. She has worked as an adjunct counselor at LAMC since 2000. She is the proud mother of a 4 year old daughter.
• Riye Park (ESL): Is originally from Tokyo, Japan. She lived and studied in Japan, Korea, Taiwan, and the United Kingdom. She has taught elementary, junior high, and high school. At the college level, she has taught at Seoul National University, UCLA, Santa Monica College, Long Beach City College, and Cal State Dominguez Hills. Riye is currently working on her doctorate at Durham University in the U.K.

• Curt Riesberg (Developmental Communications): Born in Minneapolis and raised in Minnesota, with a few years in Oklahoma. For the first two years of college his major was Petroleum Engineering. He changed major(s) to liberal arts and finished degrees in Philosophy, English, and French, and a minor in Psychology. He later earned a Master’s in Teaching (English, French, and Secondary General Science) at Kent State. After teaching middle school in Portland for several years, he came to Los Angeles get his Master’s degree in Creative Writing at USC. He has taught at Trade-Tech, Imperial Valley, and Pierce Colleges. For the last two and a half years, he worked at West as their Learning Center Director. He owns a hundred-year-old Craftsman house in Pasadena and loves to BBQ in the backyard. He is an avid fisherman and has a modest fishing boat.

• Tobin Sparfield (Music): Tobin is a conductor and a baritone. He holds a Bachelor’s degree in Music and Physics from Principia College. He earned his Master’s degree in Vocal Performance from Illinois State University and a Doctorate in Choral Conducting from the University of Miami. He comes to us from Millersville University of Pennsylvania where he worked as the Director of Choral Activities. He has also taught music theory, history and conducting classes to both music majors and non-majors.

Also hired as a full time limited contract faculty member:

• Mariana Moreno (Counseling): She will be in charge of the Transfer and Career Center for 2010-2011. She has several years community college experience in general counseling, CalWorks, EOP&S, Workforce Preparation, and Career Counseling. San Bernardino Valley, Riverside CCD, and Chaffey. She has also taught Personal Development courses. She has a Bachelor’s in Psychology with a minor in German and a Master’s degree in Counseling and Guidance from Cal State San Bernardino.

2. DAS Report: The last DAS meeting was held on Thursday, May 13th, 2010 at Valley College. The following administrative regulations (E) and Board Rules (BR) were approved:

• Acceptance of Upper Division Coursework (E-XX): This is a new e-regulation developed by articulation officers because there was no district policy to accept upper division coursework for associate degree credit. Acceptance is based on content review.

• Publication of New Educational Programs (E-15): Specifies that a college may publish new AA or AS degrees and Certificates of Achievement, Completion or Competency in its catalog and schedule of classes after the approval date from the State Chancellor’s Office. New credit courses which are part of an approved program can be published after approval by the LACCD Board. New noncredit courses may be published after approval from the State Chancellor’s Office. New Skill Certificates (less than 18 units not approved by state) may be published after approval through the college’s local curriculum process.
**Additional and Concurrent Associate Degrees (BR 6204):** Developed to handle additional and concurrent degrees. For an additional associate degree requires completion of a minimum of six (6) new units in a major requiring 18-35 units or twelve (12) new units in a major requiring 36 or more units. There is no limit to the number of additional degrees that can be awarded.

** Procedures for development of New Educational Programs (E-64):** This was a lot of updating and housekeeping.

**Syllabus (BR 6705.20):** Adds language on student learning outcomes, instructor contact information, and academic dishonesty.

The next DAS meeting will take place on Thursday, September 9th at 1:30 pm at Southwest College.

Agenda items will include:

- Student Transcript Notation (E-118)
- Degree Petition (BR 6202.10)
- CLEP (College Level Examination Program ) Credit (E-XX)

3. **Administrative Leadership:**
   - LACCD Chancellor Dr. Daniel La Vista took office on August 1st. The DAS will have its first consultation meeting with Dr. La Vista on Friday, September 24th.
   - Vice President Yasmin Delahoussaye (Valley) has been selected as interim Vice Chancellor of Academic Programs and Services.
   - Vice President Karen Hoefel’s position has not been filled yet. President Valles is exploring the possibility of hiring an Associate Vice President to replace her.

B. **Treasurer’s Report—Zandalasini**

   **Report on account at the Pacific Western Bank:**
   - Faculty Senate Checking Account $2059.06
   - Carla Bowman Scholarship $2947.30
   - David Lee Moss Scholarship $ 458.77

   Faculty dues are $25 and are currently due. Please give your payment to Louis. Make checks out to LAMC Academic Senate. Cash is also accepted.

IV. **Public Address :** No public address

V. **Committee Reports**

Curriculum Committee: Pazirandeh

All courses are to be submitted via the “ECD” for approval. Said is available to help if anyone needs assistance. There are three deadlines that need to be noted:

1. Any expired courses that need to be updated this year need to be submitted during the fall semester to guarantee approval by the end of the year.
2. Any approval that is not submitted by March 1, 2011 cannot be entered in the college’s catalogue.

3. By May 2011, all cross-listed courses must be resubmitted, or they will no longer be cross listed courses. All the necessary forms are on the Curriculum website. The Curriculum website has been updated and there is a flow chart to explain the various approval processes. Deadlines are also listed.

Educational Planning Committee - Silver

EPC Meetings held May 17, June 7, July 19, August 2, August 23, 2010

Summary of Agenda Items Discussed:

- Program Review validations were held for Cooperative Education, Business and Law and Professional Studies
- Program Review cycle was discussed, and a three year cycle of comprehensive program reviews was approved. An annual update tool will be developed and implemented in the next academic year (2010-11)
- Essential Skills forwarded approved funding requests for review and support: math, office of IT, Teacher-Prep Program and Non-Credit Program. EPC recommended that continued funding for non-credit programs be pursued through Program 10100.
- Educational Master Plan work moved beyond discussions to the writing stage. Two EPC meetings were devoted exclusively to goals and action items (August 2 and 23). Further review and revisions are necessary before presenting to various committees including Senate and EPC for approval.
- EPC conducted self evaluations of our progress according to Shared Governance, Strategic Master Plan and Educational Master Plan goals and action items.
- Curriculum Committee reported its significant progress in course updates and catalog revisions
- Strategic Enrollment Management will be meeting regularly the second Monday of the month to continue its work on a formalized schedule
- The online SLO program is nearing completion
- The EPC webpage was updated

Proposed Program Review Cycle

(Comprehensive)

2009 – 2010 (completed)

- English/Journalism/Speech
- Math/CSIT/Engineering
- English/Journalism/Speech
- Professional Studies
- Cooperative Education
2010 – 2011 (includes departments that will be transitioning into new spaces)

- Child Development
- Library
- Life Sciences
- PACE
- Physical Sciences
- Social Sciences

2011 – 2012 (includes newly formed departments)

- Arts/Humanities/Multimedia
- Chicano Studies
- ESL/Dev Com/Learning Skills
- Foreign Languages
- Health and PE
- Learning Resource Center
- Non Credit & other Special Basic Skills Programs

2012 – 2013

- Accreditation Self-study – updates of all departments and units
- Approved by EPC July 19, 2010

District Academic Senate - Echeverri

See the President’s report. SB 1440, sponsored by Alex Padilla, requires all colleges to develop a Transfer Degree by fall 2011. The District is working on how to implement SB 1440.

Education Master Plan – Phares

The History section is complete pending final review, as is Future Assumptions. Work continues on the Goals and section with a general meeting planned for 9/14 and more work to come in Educational Planning Committee. The goal is to present a completed draft to EPC and the Senate in October. Volunteers are still needed to continue work on this important effort.

Budget and Planning - Milke

1. The committee discussed the current college financial status: The College ended up the 2009-10 fiscal year with an approximate $900,000 surplus. This was due in part by monies saved in work load reduction, Health Insurance savings, operating expense savings (no longer leasing the Foothill building) and the ARAA monies.
We are projecting a deficit for the coming year and will focus on strategies to assist in meeting the fiscal challenges ahead.

2. The committee has work being performed by two task forces to: 1) develop criteria for the funding for requests of resources over base from each of the college divisions. This work is in progress and has been slated to be completed and approved by the committee at the Oct. 7th meeting. 2) to update and streamline the Op plan progress to begin in November 2010.

No Action Items for this month and the next meeting is scheduled for 10/7/10.

College Council – Milke

College Council met on the Friday after Flex Day for an all day college retreat. The retreat was extremely successful. The accomplishments that were reached last year were discussed. There was a presentation on sustainability. There were also discussions about SLOs.

Faculty Hiring Prioritization Committee – Klitsner/Prostak

The committee will be meeting shortly to begin its process once again. Chairs will be given forms to fill out, the committee will prioritize the requests, and then the President will be given a list. There are openings on the Prioritization committee. Interested senators should let Angela know.

Student Learning Outcomes and Assessment – Flood

The SLOA online management system is almost up and running. Nick Minassian is modifying it slightly based on some feedback. It should be operational in two weeks. The online system will be keyed to each year’s catalog; as the catalog is updated each year, the online system will be updated.

This year we will be focusing on completion of assessment of all our active courses and this semester we will be developing an assessment for our written and oral communication Institutional Learning Outcome.

In preparation for next year’s catalog, we also need to work on refining our program outcomes so that they can be included in the catalog.

Essential Skills Committee – Prostak

At its May 19 meeting, ESC approved three requests for Basic Skills Initiative funding, which were forwarded through EPC. The first meeting for this academic year is scheduled for Sept 15, 2:00 pm.

VI. Old Business:

A. Approval of Curriculum Updates – Pazirandeh

The following actions have been taken by the Curriculum Committee during May and June 2010 and are hereby submitted for Senate approval:
<table>
<thead>
<tr>
<th>Course/Program</th>
<th>Action</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Accounting 21</td>
<td>Update</td>
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<tr>
<td>Accounting 22</td>
<td>Update</td>
<td>5/4/10</td>
</tr>
<tr>
<td>CAOT 185</td>
<td>Update</td>
<td>5/4/10</td>
</tr>
<tr>
<td>Child Dev. 10</td>
<td>Update</td>
<td>5/4/10</td>
</tr>
<tr>
<td>Cinema 4</td>
<td>Update</td>
<td>5/4/10</td>
</tr>
<tr>
<td>Math 215</td>
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<td>5/4/10</td>
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<tr>
<td>Math 245</td>
<td>Update</td>
<td>5/4/10</td>
</tr>
<tr>
<td>PE 185</td>
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<td>5/4/10</td>
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<tr>
<td>PE 341</td>
<td>Addition of a District Course</td>
<td>5/4/10</td>
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<tr>
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<td>5/18/10</td>
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<tr>
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<td>Update</td>
<td>5/18/10</td>
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<td>Update</td>
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<tr>
<td>Multimedia 400</td>
<td>Update</td>
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<tr>
<td>Multimedia 402</td>
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<tr>
<td>Multimedia 430</td>
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<tr>
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<tr>
<td>AA- Spanish</td>
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</tbody>
</table>

The course outlines for the May meetings can be viewed at the following links:

http://www.lamission.edu/enrollment/c/c050410.html

http://www.lamission.edu/enrollment/c/c051810.htm

<table>
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<tbody>
<tr>
<td>Art 519</td>
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<tr>
<td>Business 38</td>
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<tr>
<td>Multimedia 110</td>
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<tr>
<td>Multimedia 320</td>
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<td>Course Area</td>
<td>Status</td>
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<td>------------------------------------------------</td>
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<tr>
<td>Multimedia 340</td>
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<tr>
<td>Multimedia 610</td>
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<tr>
<td>Multimedia 620</td>
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<td>Multimedia 350</td>
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<tr>
<td>Music 321</td>
<td>Update</td>
<td>6/8/10</td>
</tr>
<tr>
<td>Music 501</td>
<td>Reinstatement</td>
<td>6/8/10</td>
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<tr>
<td>Political Science 1</td>
<td>Update</td>
<td>6/8/10</td>
</tr>
<tr>
<td>Political Science 2</td>
<td>Update</td>
<td>6/8/10</td>
</tr>
<tr>
<td>AA-Chicano Studies</td>
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<td>6/8/10</td>
</tr>
<tr>
<td>AA-Multimedia: Animation Concentration</td>
<td>Non-substantial change</td>
<td>6/8/10</td>
</tr>
<tr>
<td>AA-Multimedia: Advanced Graphic Design for Multimedia</td>
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<td>6/8/10</td>
</tr>
<tr>
<td>AA-Multimedia: Video/Sound Production Concentration</td>
<td>Non-substantial change</td>
<td>6/8/10</td>
</tr>
<tr>
<td>AA-Psychology</td>
<td>Non-substantial change</td>
<td>6/8/10</td>
</tr>
</tbody>
</table>

The course outlines for the June meeting can be viewed at the following links:

http://www.lamission.edu/enrollment/c/1.html

B. Accreditation Midterm Report Update – Echeverri: The ACCJC accepted the LAMC Midterm Accreditation report with no further action required.

VII. New Business

A. Shared Governance and Senate Committee Vacancies – Milke/Echeverri

Echeverri announced that she will send out an electronic request to serve on LAMC Shared Governance and Senate Committees. She will also send provide information on which Senate Committees have vacancies. Please get the form back to her by the end of the month. Leslie Milke and the Shared Governance Task Force put the list of vacancies together. If you have questions about the committees you can visit its website or go to a committee meeting to see what it’s like.
B. Technology Strategic Plan – Jordan/Hahn

Hanh and Jordan presented the focusing points and main objectives of the Technology Master Plan (TMP) 2010-2015. These are:

**Goal 1:** Implement technology to support Student services, Academic Affairs and Admin Service; increase the communication between college and students.

**Goal 2:** Ensuring comprehensive faculty and staff training.

**Goal 3:** Promote anywhere, anytime, always-on technology to enhance student success.

**Goal 4:** Improve technology resources to address student learning and services.

**Goal 5:** Upgrade campus infrastructure to support teaching and learning.

**Goal 6:** Implement equipment replacement plan for budget proposal.

**Goal 7:** Annual review and revise Technology Master Plan.

A complete version of the TMP can be found at:
http://www.lamission.edu/it/docs/TMP%20Final%208-17-10.pdf

Announcements

- **District Academic Senate Meeting:** The first meeting of the academic year will be held on Thursday September 9th at 1:30 pm, at Los Angeles Southwest College. Lunch will be served starting at 12:30 pm.

- **Chicano Studies Department Inaugural Week:** Various activities starting Monday August 30 through Friday September 3. Contact Professor Jose Maldonado for more information.

- **DAS-LACCD Summit:** Will be held on Friday, October 1st at Valley College. Contact Angela Echeverri if you are interested in attending.

- **ASCCC 2010 Fall Plenary Session:** Will be held November 11-13, at the Sheraton Park Hotel in Anaheim.

- **ASCCC Vocational Education Leadership Institute:** January 27-29, 2011 at the Hyatt Regency in Newport Beach.

The meeting was adjourned at 3:20 pm.

Respectfully submitted by Gina Ladinsky, Secretary.