

**Los Angeles Mission College
Academic Senate Meeting Minutes
Thursday, May 2, 2013**

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

Senators Present: Pat Flood, Tobin Sparfeld, Gloria Daims, Afri Walker, Robert Schwartz, Gary Prostack, Margie Long, Jolie Scheib, Donna Ayers, Steve Brown, Robert Smazenka, Said Pazirandeh, and D'Art Phares

Senators Absent: Kelly Enos, Steve Nerud, John Morales, Ife Keller, Jose Luis Ramirez, John Klitsner, Marie Zaiens, Rudy Garcia, Mike Climo, and Mark Pursley

Proxy Holders: None

Faculty Present: Paul Kubicki, Sherri Loper, Louis Eguaras, Riye Park, MiChong Park, Carole Akl, Vilma Bernal, Cindy Cooper, and Jill Biondo

Guest: Michael Griggs, ASO President

I. Call to Order: President Echeverri called the meeting to order at 1:40 pm.

Motion to hold the next senate meeting on Thursday, May 30, at 1:30 by Echeverri carried unanimously (Phares/Milke)

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

Margie Long questioned why Janice Silver and Leslie Milke's names were added to the Commencement Committee Report. Echeverri explained that they had been appointed by the senate and that VP Joe Ramirez had been asked to put their names on all communications, and thanked Long for letting her know that had not been done.

III. Approval of Minutes: Motion to approve March 21 minutes by Echeverri carried (Phares) **with an abstention by Milke**

IV. Officer Reports

A. President's Report – Echeverri

1. Administrative Positions:

- **Dean of Institutional Research and Effectiveness:** This selection process for this position, which has been vacant since March of 2012, is almost complete. President Perez has made an offer of employment and we are waiting for the new person to come on board soon.
- **STEM Director:** Mike Fenton is taking over some of STEM Director functions.
- **Dean of Curriculum:** The selection committee interviewed candidates this week.
- **LACCD Chancellor:** The Board has announced it is initiating the search process for a permanent chancellor to replace Daniel La Vista, who is retiring June 30.

2. Faculty Retirements

The following LAMC faculty members have retired or plan to retire during 2013:

- Ed Casson (Library)
- Terri English (Developmental Communications)
- Rudy Garcia (Food Service Management)
- Abdo Malki (Mathematics)
- Ife Keller (Child Development Center)
- John Klitsner (Athletics and PE)

3. Faculty Hiring

President Perez had met several times with the Senate E-Board to discuss hiring plans for the 2013-14 academic year. The district has recommended LAMC hire 11 FT faculty to meet its Full-time Obligation Number (FON). The president wants to start hiring processes for the following positions as soon as possible: Athletics/PE, Library, Food Service Management, and DSPS Counseling. The remaining positions are still under discussion.

4. **DAS Report:** The DAS meets next time at Pierce College on May 9, 2013 (12:30 pm lunch).

5. **ASCCC Report:** The Academic Senate for the California Community Colleges met in San Francisco April 18-20. The members approved a number of important resolutions including revisions and additions to the Discipline List for the following areas:

- Kinesiology
- Chicano Studies
- Health Education
- Peace Studies
- Digital Media
- Pharmacy Technology

Another proposal for Teacher Education was defeated.

For a complete list of all resolutions please visit:

<http://www.asccc.org/session/resolutions>

6. **Accreditation Update:** The LACCD District Planning Committee (DPC) met last Friday to discuss the status of accreditation throughout the district. Two important developments are going to take place regarding accreditation:

- Revision of the ACCJC's Accreditation Standards are planned for 2014
- All LACCD campuses will be placed on the same schedule and will undergo accreditation visits in 2015. That means that LAMC, Valley, and Pierce will only have a year and a half to prepare for the next round of accreditation.

The DPC also discussed the exit interview presentations from Mission, Valley and Pierce.

Valley received eight recommendations and three commendations.

Pierce received three recommendations and eight commendations.

On Monday several campus leaders (Flood, Hernandez, Villanueva, Allen, Ramirez, and Echeverri) received a draft copy of the Mission's External Evaluation Report. The president has asked these individuals to check the report for errors of fact but to keep its content confidential until the final report is issued. The document is 99 pages long and identifies fourteen recommendations and three eligibility issues.

The recommendations were broken down as follows:

Standard I (Mission and Institutional Effectiveness): Three recommendations

Standard IIA (Instructional Programs): Three recommendations

Standard IIB (Student Services): Three recommendations

Standard IIC (Library and Learning Support Services): No recommendations

Standard IIIA (Human Resources): Two recommendations

Standard IIIB (Physical Resources): No recommendations

Standard IIIC (Technology): One recommendation

Standard IIID (Financial Resources): One recommendation

Standard IV (Governance & Leadership): One recommendation

The report also identified three eligibility requirement issues:

- Benchmarks for Student Learning and Achievement (10)
- Reductions in Student Services Funding (14)
- Public Information Complaints (20)
-

As far as the previous 2007 recommendations are concerned, three of these were described as only being partially met: Campus Relations, Evaluation and Effectiveness of Governance, and Planning. All of these issues had been addressed to the ACCJC's satisfaction in the 2010 Midterm Report.

B. Treasurer's Report-Zandalasini

- | | |
|-----------------------------------|------------|
| • Faculty Senate Checking Account | \$1,466.37 |
| • Carla Bowman Scholarship | \$ 2591.49 |
| • David Lee Moss Scholarship | \$ 457.84 |

Two \$500 scholarships will be awarded from the Carla Bowman Scholarship fund.

Faculty dues are \$25 and are currently due.

IV. Public Address:

Margie Long announced that next Tuesday, May 7, is our last Mission College Day and encouraged everyone to wear his/her LAMC attire.

Leslie Milke announced John Klitsner's retirement party, which will be held on Friday, May 31 at the Odyssey at 6 pm. Everyone is welcome to attend.

Further, Milke recognized Angela as being the Senate President for over nine years, which included a very difficult time at the college. She further stated that recognition of Angela's hard work will be discussed in the fall, so that it can be acknowledged formally. Milke also thanked Debra Paulsen, who stepped down as Parliamentarian, for all her work.

Deborah Paulsen announced that student installations are going up around campus, one in the President's courtyard, one in the quad and various other areas on campus.

President Echeverri reminded everyone of the reading apprentice workshop being held on campus tomorrow, which is intended for all departments and disciplines. Also the Springfest will be held on Saturday, May 11. Discounted tickets are \$35. The Scholarship Ceremony is Tuesday, May 14, 2013 everyone is encouraged to attend to support our students. Contact Debra Manning if you are going to attend as lunch is included. Further all faculty are encouraged to attend graduation. The senate sponsors the receptions, both before and after graduation. She reminded faculty to reserve their cap and gown.

VI. Old Business:

A. Approval of Curriculum Committee Recommendations – Pazirandeh

The following actions have been taken by the Curriculum Committee at the March and April meetings, and are hereby submitted for Senate approval:

Course/Program	Action	Date
• Admin Justice 427	Update	3-19-13
• CAOT 34	Update	3-19-13
• Child Dev 35, 47	Archive	3-19-13
• Philosophy 33	Update	3-19-13
• Music 322, 323	Update	4-23-13
• Spanish 185	Update	4-23-13
• Spanish 285, 385	Archive	4-23-13

• Sociology 11	Update	4-23-13
• Philosophy 20	Update	4-23-13
• CAOT 33	Update	4-23-13
• Geography 1	Update	4-23-13
• Theater 310, 450	Addition of District Course	4-23-13

The Curriculum Committee’s Recommendations were approved unanimously.

The course outlines for the March 19, 2013 meeting can be viewed at the following link:

<http://www.lamission.edu/enrollment/c/c031913.htm>

The course outlines for the April 23, 2013 meeting can be viewed at the following link:

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

B. Senate Elections Committee Report – Park/Eguaras/Biondo/Paulsen

Riye Park reported to the senate that Donald Gauthier, District Academic Senate President was asked to oversee the counting of the votes, which he did. This was the first year that nominated candidates were given the option to write a statement about their interest in the position they were running for. Everyone was thanked.

C. Faculty Hiring Status - Fenton/Milke/Echeverri

See the President’s report. In addition, Milke added that Mike Fenton gave a presentation to Chairs to provide feedback on the process, which was very helpful. The committee will continue to meet to work on how to further improve the process.

D. Update on PACE Viability Study – Phares

The committee met today and a survey is being sent to chairs whose departments have PACE classes. The committee expects to have the report before the semester ends.

E. LAMC 2013 Accreditation External Evaluation Report - Hernandez/Flood/Echeverri

The committee is working to create a timeline for actionable improvement plans with the VP’s. There are five AIP’s that need to be completed this semester. All presentations by the VPs or other presenters regarding the AIPs will need to present data and evidence, which will be collected. We will be going through accreditation in two years so this information will be collected starting now.

VII. New Business

A. Faculty Retirements – Echeverri/Milke

See President's Report

B. Revision of Aesthetic Responsiveness Institutional Learning Outcome – Paulsen/Sparfeld

Notice was given to revise the ILO. The revised ILO will be sent out via email to all faculty for consideration.

C. Course Management System Proposal – Jordan/Ladinsky

Notice was given to approve the adoption of Etudes to replace Moodle beginning in fall 2013 based on the following information.

After an extensive analysis of both Etudes and Moodle course management systems:

The following links are all posted at our DE website (lamission.edu/de)

1. Course Management System Analysis at <http://lamission.edu/de/CMSA.pdf>
2. Executive Summary at <http://lamission.edu/de/executive-summary.pdf>
3. Addendum to Course Management System Analysis at <http://lamission.edu/de/addendum.pdf>
4. Student CMS Survey at <http://lamission.edu/de/student-surveys.pdf>
5. Faculty CMS Survey at <http://lamission.edu/de/faculty-surveys.pdf>

The DE Committee, yesterday, unanimously moved, seconded and approved the following DE Recommendation which will be presented to EPC on Monday 5-6-13 for its review and approval:

By the way, one of the factors taken into consideration was the widespread faculty support of the Etudes Pilot Project. By the end of May, over 100 both full time and adjunct will have completed the Etudes Certification Training and will be able to use the Etudes CMS in their classrooms as a supplemental resource to enhance student success and retention.

Here is a list of those faculty members who have or will have completed the Etudes training - <http://lamc-ddl.pbworks.com/w/page/65891986/etudes%20LAMC%20faculty>

Here is the DE Recommendation to EPC

DE recommends:

That LAMC enter into a contract with Etudes Course Management System commencing July 1st , 2013. DE recommends the contract with Moodle Course Management System (hosted by Remote Learner) not be renewed effective June 30th.

Per ACCJC Accreditation recommendations, the College needs to establish a "line item" in the college budget to assure continuous funding of its course management system.

Some departments will continue using Ecollege/MyLabsPlus which currently have no fiscal impact on the college

In summary, two Course Management Systems (CMS) are approved by DE for LAMC - Etudes and Ecollege/MyLabsPlus.

It should be noted that no other Course Management System (CMS) can be used at LAMC unless reviewed, recommended and approved by the DE Committee.

The above DE recommendation will be presented to the Educational Planning Committee (EPC) on May 6th, 2013 for review and approval.

VIII. Reports of Senate and College Committee Meetings

A. Commencement Committee Report – Long/Silver/Milke

1. Commencement ceremonies for graduation will be Tuesday , June 4, 2013, at 5:00pm
2. Please come to Room #1 in the Campus Center by 4:00pm on June 4...graduation day! This is the robing and reception area where the dignitaries, faculty and staff will meet and greet before the ceremony. It is important that you are there at this time so we can take pictures and make presentations prior to the Commencement Ceremony. We will have people there assisting you in robbing. Please listen to the faculty Ushers when they give directions for the walking ceremony.
3. It is requested that all faculty respect the dignity of the processional and recessional components of the Commencement Ceremony. Please do not talk as you walk to and from the ceremony. Do not stop to talk to people on your way. Please do not talk among faculty members as you are walking. Walk in pairs and try to stay even with your partner.
4. 2 hours of flex credit has been approved for all faculty participating and walking in the commencement ceremony.
5. Grand Marshal: John Klitsner -- Retiring
6. Co-Marshal: Teri English -- Retiring
7. Keynote Speaker: Jorge A Villegas, Deputy Chief, Los Angeles Police Department, Valley Bureau
8. Rehearsal: Monday, June 3, 2013, at 4:00pm All participants (ushers, marshals, and students) will meet in the Campus Center and there will be a complete run through of the program.
9. We have a wonderful new video written and produced by Debra Manning and Ludi Villegas-Vidal that gives the complete graduation day process for all graduates. The video demonstrates what the graduates can expect and be expected to do. It will be running on all the campus TV screens throughout the campus the week of finals and will be a clear focus on Monday's rehearsal.
10. Faculty Marshals and Faculty and Student Ushers will be selected by the committee at the next Commencement meeting on Wednesday, May 8. Those faculty members selected will be notified via email after the meeting. There will be a special practice set up for those selected and attendance at this training is mandatory to participate in the ceremony. We thank those who have submitted their name for possible selection.

11. Cap and gown rental is \$10 this year, rental is through our Bookstore. Please contact Zoila Rodriguez-Doucette, Manager, if you have missed the deadline for procuring your attire.
12. There will be a party in the Arroyo Room of the Culinary Arts Building immediately after the Commencement Ceremony. Please disrobe in Room #1, leave your cap, gown, and collar in the bins located in Room #1, the Reception Room, and head down to the Culinary Arts Building to celebrate the end of this wonderful rite of passage.
13. Thanks to all of you who choose to participate and make this a fantastic celebration of our students and their achievements.

B. Student Learning Outcomes and Assessment Update – Flood/Paulsen

1. The written communication ILO assessment team completed their evaluation and discussion of over 100 samples of student writing on April 22 and Steve Brown is completing a report about the findings.
2. SLO Assessment reports are due to be posted on the online SLO system by Friday, June 14. Department chair Assessment Summary Reports will be due the following Friday, June 21.
3. We need to prioritize finishing assessing our PLOs for our certificates and degrees.
4. Follow-up on previous assessment reports this semester will be particularly important—what was learned from them, what improvements have been made, and what difference have the improvements made in the achievement of the outcomes?
5. We are also now required to do a self-evaluation of the SLOA process. (Please see handout about what this involves.)
- 6.

C. Educational Planning Committee – Phares

In the future program review will be done during spring semester. The rest of the changes for Program Review are minor.

D. Budget and Planning Committee – Sparfeld

We have an ending balance this year of \$1100. But for next year, we have a deficit of \$2.5 million

E. Facilities and Planning – Klitsner: No Report

President Echeverri announced that the student services building will not break ground for 36 months.

F. Professional and Staff Development Committee – Williams: No report

Announcements

Reading Apprenticeship Workshop: A one-day RA workshop will be hosted at LAMC on Friday, May 3 from 9:00 am to 4:00 pm. Lunch and FLEX credit will be provided. Register at: <http://ralamc.eventbrite.com/#>

2013 Springfest Food and Wine Festival: Saturday, May 11 from 2:00 to 6:00 pm. Faculty/staff/students can purchase discounted tickets for \$35 from D. Mundt, L. Zandalasini, D. Montes, M. Padilla, M. Moreno, and D. Marrin.

LAMC Scholarship Ceremony: Will take place on Thursday, May 14 at 12:30 pm. Contact Debra Manning for more information.

LAMC Commencement Ceremony: LAMC's 38th Annual Commencement will take place on Thursday, June 4 at 5:00 pm. Afterglow reception will be hosted by the Academic Senate following the ceremony. Contact Zoila Rodriguez to reserve your cap and gown and Debra Manning for general information.

Meeting was adjourned at 3:15 pm.

Respectfully submitted by Gina Ladinsky, Secretary