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

Executive Member Absent: David Pardess

Voting Members Present: Steven Brown, Edward Casson, Mike Climo, Lilamani de Silva, Pat Flood, Rudy Garcia, David Jordon, John Klistner, Margie Long, Monica Moreno, Said Pazirandeh, Jan Silver, Robert Smazenka,

Voting Members Absent: Terry English, Kelly Enos, Madelline Hernandez, Miram Levy, John Morales, Mark Pursley, Jose Luis Ramirez, and Curtis Stage

Faculty Present: Ed Kaskin, Lorraine Manoogian, Gloria Daims, Robert Schwartz, Joyce Woodmansee, Roza Ekimyan, Ulit Horoyan, D’Art Phares, Christopher Williams, Jeanne Cassara, Ebru Durukan, Cindy Cooper, Yolie Ramil

I. Call to Order: President Echeverri called the meeting to order at 12:16 pm.

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

III. Officers Reports

A. President’s Report

1. Hiring Update:
   Faculty Positions at Mission: After reviewing the Faculty Hiring Prioritization List President Valles and Vice President Alma Johnson–Hawkins have agreed to hire the seven full-time tenure track positions to be filled in the 2010-2011 academic year as follows:
   Sociology, English as a Second Language (ESL), Developmental Communications, Music, Counseling (one position only), LRC Director, and Food Service Management (holdover from last year). The list has been forwarded to department chairs, who will begin the hiring process in collaboration with the appropriate administrators. Let me know if you would like to serve as a Senate representative on any of the hiring committees.

   I also met with President Valles and Vice President Ramirez to discuss the hiring process for the two probationary counselor positions that were initiated by Student Services. In order to maintain the integrity of the hiring process, they agreed to hire one tenure track counselor instead of two; the second position will be hired as a limited contract.

   Faculty Positions at Other Campuses: East Los Angeles College is hiring tenure track faculty in the following disciplines: English, Reading, Asian American Studies, Broadcasting, Math, French/Spanish, Geography, Nursing, and Physics.

2. Chancellor Search Update: The selection committee for the new LACCD chancellor interviewed candidates in February and selected five finalists to the Board of Trustees. The
Board interviewed the five candidates in March and will interview two finalists in April. An announcement from the Board about the selection of a permanent chancellor is expected on Wednesday, April 28th. The new chancellor will be involved in hiring the replacements for Vice Chancellor of Instructional and Educational Services John Clerx and Vice Chancellor of Institutional Effectiveness Gary Colombo. He or she will also hire the permanent presidents of Harbor and Pierce Colleges.

3. Accreditation and Strategic Planning: Los Angeles Mission College submitted its Accreditation Midterm Report to the ACCJC on March 15, 2010. The final report can be viewed at: http://www.lamission.edu/accreditation/

4. District Academic Senate – The DAS met on February 11, 2010 at Trade Tech College. There was discussion about suspending the Provisional Equivalency Process due to abuses of the process because many of the adjunct faculty that were hired did not apply for regular equivalency. The DAS is meeting today at West Los Angeles College. Action items on today’s agenda include:
   - Acceptance of Upper Division Coursework (E-XX)
   - Publication of New Educational Programs (E-15)
   - Additional and Concurrent Associate Degrees (BR 6204)
   - Procedures for Development of New Educational Programs (E-64)

5. ASCCC Spring Plenary Session: Will take place next week Thursday April 14-Satirday April 17th at the San Francisco Hyatt Airport.

6. Bond Program Investigation: The Los Angeles Times has been conducting an extensive investigation of the Bond Program (Proposition A/AA and Measure J) practices for several months. A series of articles, which will probably be very critical, is expected in the near future.

B. Treasurer’s Report-Zandalasini

1. Report on account at the Pacific Western Bank:
   - Faculty Senate Checking Account $1,095.06
   - Carla Bowman Scholarship $3,906.96
   - David Lee Moss Scholarship $458.77

2. Faculty Senate Dues of $25 are due now, these dues help to provide Scholarships for our LAMC students. Please pay Louie as soon as possible.

3. Conference Requests: There is $300.00 available Full-time, and $250.00 for Adjunct conference requests. Please be reminded of the 2 weeks prior authorization for any conference request or attendance in any activity that requires a conference request form. Even if it is a meeting at the LACCD, you should do a form for insurance purposes if you will be away from your teaching responsibilities. The Conference Request form is on the college website (as well as laccd.edu) under faculty, and then campus forms, please attach a flyer of the conference activity. The conference request upon completion is then given to Louis J. Zandalasini, Chairperson of the Professional Growth Committee, who will then assign a TM routing number for the request. Remember, you must fill out the Travel Expense Claim Form document no later than 10 days after your attendance in order for your conference request for money to be processed. This document must also be accompanied by all of your original receipts for your expenses. In addition, a Report
on Conference Activity must be filled out with a detailed report of the value you gained by your attendance.

➢ **For Your Information** the following is per district directive:

**MILEAGE AND CONFERENCE ATTENDANCE:** Employees who must drive during the month of June must submit their claims by **July 1st** in order to be reimbursed. Conference Attendance Reimbursement Request forms (Travel Expense Claim and Report on Conference Attendance) must be completed and submitted within 10 days after the end of the conference or activity. Also, if you did not attend a conference that was previously approved, notify your supervisor and the division secretary, so the encumbered funds can be released and possibly used by another employee. Conference Requests with dates beginning prior to June 30, 2010, are to be encumbered against 2009-10 funds. The deadline for Conference Attendance Requests with beginning dates prior to June **15th** is due by **May 12th**. Conference Attendance Requests with dates **between June 15th and June 30th** must be submitted by **May 28th**.

4. **Chair for Scholarship Committee 2009-2010:** If you are interested to be the Scholarship Chair, or would like to serve on this committee please e-mail me, zandallj@lamission.edu or phone campus ext. #7849. We will be reviewing the scholarship applications next week on Thursday/Friday.

5. **Senate Dues:** The Professional Growth Committee is considering a review for Full Time/Adjunct faculty to remain current with Senate Dues prior to attending a conference. Louis Zandalasini is checking on the status. The next Professional Growth Committee meeting is scheduled for May 17, 2010.

IV. Public Address

**Margie Long:** The English department will be offering an English major beginning with fall 2010. Students who have completed English 102 will have the opportunity to graduate as an English major in June 2011. If you have any questions about the English major, please contact Chair Louise Barbato. Please spread the word to students.

On a different note, the Commencement Committee is meeting following the Academic Senate and they would like to have suggestions for a Marshal. If you know of anyone to suggest as a Marshal, please contact Margie. One suggestion from the floor was for Julie Ruelas.

**Roza Ekimyan, Ulit Horoyan:** Roza and Ulit got together with ASO and planned a day of commemoration of the Armenian genocide’s 95th anniversary. It will be held on Wednesday, April 21 from 12 noon to 2 pm. Part 1 consists of different presentations and Part 2 highlights Dr. Levon Marashlian, who will discuss the Armenian genocide from a historical perspective. He will offer a modern day perspective.

On a different topic, the Student Success Center and the Faculty Success Center and both are offering workshops. Please let students know about the Student Success Center workshops. This month the Student Success workshops are on Facebook in the classroom, time management, and finding main ideas
while reading. For the Faculty Success Center, there will be a one hour workshop on the rights and responsibilities of working with DSPS students.

**Ulit Horoyan:** In the Science Success Center there is a science poster competition. Students are being asked to submit their biology research posters. They will be posted around the LRC. Please stop by to see them and give a critique. The SSC is looking for judges. Let Ulit know if you are interested.

**Angela Echeverri:** Biology Professor Dr. Mohamend Elkerdany fell and broke his pelvis and shoulder. Sally Romano has a card if you would like to sign. Also contributions are being taken. Please contact Sally if you would like to participate.

**V. Committee Reports**

**Curriculum Committee: Pazirandeh**

There were five courses approved before spring break: SCS 21, AJ67, AJ1, AJ2, and AJ 41. If any Senators have a concern about the new courses, they need to contact either Angela or Said before the next Senate meeting. Further, most departments have been successful making updates through ECD. If your department is still having trouble, contact Said and he will help you and your faculty. The system is working well, and Said has updated all recent outlines to the ECD. All paper outlines will be imported into the system by the end of the semester. Angela asked if everyone had received her email with the list of new courses and if anyone had any concerns. No one responded, and Angela stated the new courses were approved.

**Educational Planning Committee - Silver**

**Summary of Agenda Items Discussed at the March 15th Meeting:**

- Educational Master Plan - the three sub-committees have been meeting and came together as a full committee on March 19th at 9:00.
- Program Review – Validation teams for comprehensive reviews have been working on their assigned unit assessments. Rubrics for standardized reviews were approved. The comprehensive program reviews with department chairs continue with Math, CSIT and Engineering on April 12th.
- Distance Education committee presented their recommendation to create a substantive change task force with representation from all campus constituencies to prepare a substantive change proposal. This was approved by EPC
- EPC reviewed the draft of the proposed Mission Statement revision and suggested further campus wide discussions before a final draft is approved.
- EPC is beginning its annual review of all college planning documents and EPC’s role in meeting the goals, objectives and action items.
- EPC webpage is in the process of being revised and updated.
- A draft version of the program review process has been written and is being reviewed for approval at our April 19th meeting.
Budget and Planning - Milke

Tabled due to spring break-they will be meeting on April 22.

College Council - Milke

Tabled due to spring break- they will meet next week.

Faculty Hiring Prioritization Committee – Klitsner/Prostak

No report

Student Learning Outcomes and Assessment – Flood

A handout that offered useful links for SLO’s and course assessment was provided. Further Pat and Deborah are meeting with all department chairs this month to see how they are doing on the development and assessment of Program SLOs.

Essentail Skills Committee – Prostak

1. The ESC met on March 17, 2010. Four Requests for BSI Funding were reviewed. Two were rejected as not meeting the parameters for BSI. Two were approved: a $13,000 request from SLO’s to purchase “clickers” and a $40,500 request from ESL to provide lower-level tutoring in the LRC. These requests now move through Budget & Planning and EPC for approval.

2. The ESC Co-Chairs are working with Title V on efforts to strengthen student support services in the LRC and Basic Skills Student Success Center.

3. The committee approved a motion to accept Requests for BSI Funding on a rolling basis. Requests received by the 2nd Friday of each month will be reviewed by ESC at its meeting on the 3rd Wednesday of the month.

4. Committee members will be attending several important conferences this month:

   3CSN/LINKS at Mt. San Antonio College on April 9

   Tech Ed in Pasadena on April 12-14

   The RP Group in Pomona on April 22-23

   NADE in Anaheim on April 23

   CA Learning Communities Consortium in Long Beach on April 23-24

5. The Basic Skills Coordinator is putting together two workshops on Faculty Success for later this semester.

6. The ESC meets on April 21 at 2:00 in LRC-215. All are welcome!

VI. Old Business:
A. Educational Master Plan Update: Phares

Everything is proceeding. Each subcommittee is continuing to work on its section of the Master Plan. There will be a meeting on April 14 with the chairs of the subcommittees. Perhaps in another month, when each subcommittee has its work completed, they will meet as a whole.


An email went out recently regarding the Higher Education Opportunity Act Textbook Provision and as of July 1, 2010 the electronic schedule of classes must have links to textbooks’ costs and any classroom fees for all classes. The same is true for the printed schedule; faculty will need to have a link directing students to the information. The links must include the ISBN and the costs. Zoila Rodriguez said we will be ready for this. The reason this is important is because some students shop courses based on the costs of the textbooks. At this time we are not sure how the link will work. For example, the link may open to a spreadsheet created by the bookstore. As part of the textbook provision, if a teacher is bundling, the bookstore has to also offer the product unbundled. Questions were raised such as will books be listed as “required” and “optional.” Also if books are on reserve for students, which will result in no cost to the student, how will that be noted? It was also asked if the library could list the books on reserve by title electronically in addition to by teacher and course. Another question was asked as to whether other options will be listed such as renting the text as well as electronic texts. The discussion will be continued next month with Zoila and Maury Pearl present.

Past-President Leslie Milke took over for President Echeverri who had to leave for a DAS meeting.

VII. New Business

A. Substantive Change Proposal for Distance Education – Jordan

Last November, when the Distance Education Committee performed a review of all the online or hybrid classes, it verified that LAMC has five divisions (Chicano Studies, Law, Philosophy, Political Science, and Sociology) that offer certificates or degrees that are available or are nearly available online. For purposes of getting an AA there are many courses available. As a result we are close to passing the 50% mark, which is the trigger for doing a Substantive Change Proposal.

In Feb. DE was required to put in a report for the mid-term accreditation report. The report informed the EPC that the college can begin the process of preparing a Substantive Change Proposal for future growth of online classes, certificates, and possible degrees. In March the EPC concurred and today, in April, it is being brought to the Senate for review and consideration. On April 15th College Council will review it and come up with a final decision.

The recommendation of DE is to come up with a Substantive Change Proposal prepared by a Substantive Change Task Force, which will consist of many different areas such as: Academic Senate, Academic Affairs, Student Services, Title V, Institutional Research, Educational Planning, Distance, etc. The charge of the task force is to prepare the proposal and implement it for approval of the Accreditation Agency.
In order to implement this change DE also recommended that all applications for new online courses be suspended, pending the preparation and approval of the Substantive Change. The reason DE wants a break from adding new online classes is because if a new online class is added, it can push us past the 50% mark, which can cause criticism from accreditation.

The question was raised as to how long the approval will take. The answer is that we can submit the proposal today, but we need to be ready to offer the online students all the services our on-campus classes currently receive. This will result in all students being able to access services such as counseling, advisement, tutoring, etc. online. Everything the physical campus offers, we need to be able to integrate and offer it online. It will probably take a year to one-and-a-half years to implement these services. The Substantive Change Task Force will be able to consider new online classes on an individual basis. The postponement of new online courses is a recommendation for the short term to get involved with the proposal. Acting Senate President Milke stated that the Senate will need to give its approval and suggested this be on the agenda for May.

Course Management Update: ETUDES classes are currently being transitioned over to MOODLE. The transition is going well, but there is a problem in that some faculty still have not gotten certified in the course they are going to teach, and the fall schedule is about to be approved. According to DE, no class can be taught unless the instructor is certified in the course management system they are using. DE will recommend those teachers not be allowed to teach their courses. If those teachers have seniority, it’s recommended that those faculty be given an on-campus class pending their certification.

The meeting was adjourned at 1:10 pm.

Respectfully submitted by Gina Ladinsky, Secretary.