Los Angeles Mission College
Academic Senate Meeting Minutes
Thursday, May 6, 2010

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

Executive Member Absent: Leslie Milke


Voting Members Absent: Terry English, Pat Flood proxy to Angela Echeverri, Lilamani de Silva proxy to Gloria Daims, and Miriam Levy.

Faculty Present: Ed Kaskin, Vilma Bernal, Gary Prostak, Gloria Daims, Suzanne Ritcheson, D’Art Phares, Fay Epps, Geri Shapiro, Yolanda Ramil, Lorraine Manoogian, Cindy Cooper, and Yoon Yun.

Guests: Roza Ekimyan, B. Juarez, Maury Pearl, Edith Ayala, Andrea Saeluz, Andrea Joqui, and Brain Rodriguez.

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

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

III. Officers Reports

A. President’s Report

1. Hiring Update:

   Faculty Positions at Mission: As reported in April the administration has 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).

   Vice President Alma Johnson-Hawkins recently informed me that two additional positions from the list may be filled next year.

   Faculty Positions at Other Campuses:

   Pierce College is hiring 20 FT faculty to start in Fall 2010 in the following areas: Library, Geography, Philosophy, Counseling/Personal Development, Speech Communications, Administration of Justice, CAD/CAM/Engineering, Psychology, History, Art/Multimedia, Math, Physical Education, Distance Ed Coordinator (Consulting Instructor), Reading Specialist (ISA), Biology, Child Development, Counseling-International, ASL/Modern Languages, Chemistry, and Math Specialist (ISA).

   Position announcements can be viewed at: http://www.piercecollege.edu/campusjobs_faculty.asp
2. Administrative Update
   a. **Dean of Student Services:** The hiring of a permanent Dean of Student Services has been cancelled because of several concerns raised about the hiring process.
   b. **Vice President of Administrative Services:** Dr. Karen Hoefel is resigning from her position in June. We wish her well in her future endeavors.

3. **Chancellor Search Update:** The Board announced the selection of Dr. Daniel La Vista as the new permanent LACCD chancellor. He is expected to begin his tenure in August. Dr. Tyree Wieder will continue to serve as the interim chancellor until that time. Chancellor La Vista 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.

4. **District Academic Senate** – The DAS met on April 8, 2010 at West Los Angeles College. Action items approved and/or discussed include:
   - Graduation Requirements for Associate Degree in Nursing (BR 6201)
   - Catalog Rights (BR6202)
   - Unit Limits for Cooperative Education (BR 6405)
   - Syllabus (BR 6705): Vote postponed until next meeting due to legal concerns.
   - 6705.30: Retention of written work
   - Registered Nursing Program Standards (E-10)

   Next DAS meeting will be Thursday, May 13th at Valley College.

5. **ASCCC Spring Plenary Session:** Took place Thursday April 14-Saturday April 17th. All approved resolutions may be viewed at: [http://www.asccc.org/](http://www.asccc.org/)

B. Treasurer’s Report - Zandalasini

Report on account at the Pacific Western Bank:
- Faculty Senate Checking Account $1,095.06
- DAS +$1200.00
  $2295.06

- Carla Bowman Scholarship $3,447.30
- Biology Scholarship - $ 500.00
  $2947.30

- David Lee Moss Scholarship $ 458.77

IV. Public Address

**Gina Ladinsky:** Requested that she get committee and officer reports within a week after the Senate meeting, so that she can move forward with the minutes.

**Old Business** – Moved Up (Pazirandeh/Silver)

**Update on Textbook Provisions in Higher Education and Opportunity Act** – Maury Pearl
The Textbook Provisions in Higher Education and Opportunity Act will be effective as of July 1, 2010 at which time colleges are required to disclose on their internet class schedule the international student book number and the retail price of required and recommended textbooks and supplemental materials for each course. The main thrust of the act is having students being able to access price and author information about textbooks in their classes. In order to achieve compliance with this Maury and IT is looking at two possibilities. First, the simplest way is to put a link to the bookstore on the online schedule of classes (SOCO). When the student does her search for classes, the link will lead the student to the bookstore. The bookstore has its own system in place that is discipline specific. The second way is to access inside the bookstore’s system and pull it into the SOCO, so the student would not have to engage in a more detailed search within the bookstore’s system. At this time, it is unknown if the second method will work. The first way is the fallback way, and the second way is the more ideal position if it’s feasible.

Gina Ladinsky asked if there will be a link available to the reserve desk where books can be used at no cost. She also asked if links to rental websites will be provided for students. Maury responded that at this time the only link will be to the student bookstore.

New Business Moved Up (Pazirandeh/Silver)

Mission Statement Revision – Maury Pearl

As an explanation of the Mission Statement’s history, under accreditation recommendation there is an ongoing standard to update the Mission Statement. There was a college retreat held last summer in which time was spent revisiting our Mission Statement that is several years old. There was a new Mission Statement that was proposed. The question came up as to what needs to be done to adopt the new Mission Statement. There was a discussion in the EPC about developing a survey to consider the next steps to be taken to keep what we have or to improve the next Mission Statement. The survey went out about two weeks ago and about 80 responses were received. The survey went out via email to all faculty and staff with a Mission College email. It has 6-7 questions that were asked regarding the old Mission Statement and the proposed Mission Statement. There was a comment section as well. The outcome of the survey showed that the proposed Mission Statement had not been very publicized and only 29% were aware of it. For the current Mission Statement, those that responded that they were highly aware of it was 46%. The next dimension was the significance of the statement. Both the proposed and current Mission Statement received about 55% for its significance. For the suitability question, there was a lot more responsiveness to the old Mission Statement as opposed to the new Mission Statement. The comments received regarding both old and new were mostly centered on the length of the Mission Statement. The old one was quite a bit longer. The new one is very concise. There were perspectives on both sides regarding length. All in all there was a diverse opinion as to which was the preferred Mission Statement. The results of the survey will go back to some of the shared governance committees and will go through various processes that are underway to use it to develop some plan for reformulating a proposed Mission Statement. Maury will post the final draft of the results soon.

V. Committee Reports

Curriculum Committee: Pazirandeh
Curriculum Approval Update:

The following actions have been taken by the Curriculum Committee during April 2010 and are hereby submitted for Senate approval:

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<th>Course/Program</th>
<th>Action</th>
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<tr>
<td>Admin Justice 250</td>
<td>Update</td>
<td>4/6/10</td>
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<tr>
<td>English 203</td>
<td>Reinstatement</td>
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<td>English 205</td>
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<tr>
<td>English 206</td>
<td>Reinstatement</td>
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<td>AA – English</td>
<td>Non-substantial change</td>
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<td>Child Development 4</td>
<td>Update</td>
<td>4/20/10</td>
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<tr>
<td>Humanities 1</td>
<td>Update</td>
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<td>Humanities 2</td>
<td>Update</td>
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<tr>
<td>Math 105</td>
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<td>Math 260</td>
<td>Update</td>
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<td>Speech 101</td>
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The course outlines for the April meetings can be viewed at the following links:

http://www.lamission.edu/enrollment/c/c040610.html

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

Educational Planning Committee - Silver

EPC Meetings held April 19th and May 3rd 2010

Summary of Agenda Items Discussed:

- Educational Master Plan - Rewrite meeting of the full committee was held May 5th. Progress to be reported by co-chairs
- Program Review –The comprehensive program reviews with department chairs continued with Cooperative Education and Business & Law on May 3rd
- 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 two funding proposals from the Essential Skills Committee for tutors and clickers. Both requests were approved by EPC to be forwarded to Budget and Planning.
• EPC began its annual review of all college planning documents and EPC’s role in meeting the goals, objectives and action items. We started with the Strategic Master Plan in April and find that we are on target with all timelines.
• EPC webpage update is near completion.
• A draft version of the program review process for inclusion in the Shared Governance Handbook was reviewed and approved at our April 19th meeting.

Budget and Planning - Milke

No report.

College Council – Milke/Flood

No report.

Faculty Hiring Prioritization Committee – Klitsner/Prostak

No report, but Angela commented that we will be creating a new hiring list in the fall. So consider positions for your department so you can add your positions to the new list as hiring will only take place from the list. Two additional positions may be added to the seven positions already selected from the current list, but this is tentative. If anyone would like to serve on the Faculty Hiring Prioritization Committee let Angela know. The goal is to get new people on the committee rather than to have the same people on the committee for many years. Also Angela needs Senate reps for all the hiring committees. Please let her know if you will be around this summer.

Student Learning Outcomes and Assessment – Paulsen

Deborah reminded everyone to submit their end-of-the semester SLO assessment reports so that they may be included in the July semi-annual report. Pat and Deborah are working with the Web developer on the online SLO and Assessment program.

Essential Skills Committee – Prostak/ Ekimyan

• The ESC met on April 21, 2010
• The BSI Coordinator gave an update on the status of the Summer Bridge and First Year Experience programs
• The Title V Dean gave an update on the English and Science Success Centers
• The committee approved one request for BS Funding from the Math Department
• The committee tabled two requests from ESL pending further discussion with the Technology Committee regarding the purchase and use of document cameras and interactive whiteboards.
• A task force met with the Sales Director of new C.T. for a demonstration of these technologies
• The final meeting of 2009-2010 is May 19.

Summer Bridge is a 5-week intensive academic program that begins July 6 and ends on August 5, 2010. Summer Bridge helps students to get ahead in their coursework, develop their basic skills in
English, get personal academic advising, take college tours, and build a support network of other students, faculty, and staff before they begin in the fall. Students who attend the program are better prepared to meet the academic and social demands of their first year at Los Angeles Mission College. Summer Bridge is geared towards graduating seniors that want to take advantage of starting college early.

To participate in Summer Bridge, students must apply to the program. Applications are available from the Los Angeles Mission College Representatives. Students or counselors can call Roza Ekimyan at 818-364-7143 for more information. Students will be enrolled in a learning community that consists of Personal Development 40 (College Success Seminar) with an English class or Math 112 (Pre-Algebra). Students will be able to choose either an English Pathway or the Math Pathway depending on their placement results.

Gina Ladinsky brought up that she would like the college to find a way to better communicate all the goings-on at school to students. For example, Basic Skills offers many resources for students as does the LRC, and ASO. Currently ASO has a Face book page as does LRC. If everyone creates separate Face book pages, it is not productive. Many other community colleges use both Face book and Twitter to post all the opportunities taking place around the campus daily usually on the main page of the college’s website. Gina requested that this be an agenda item for the September meeting, so that students can have better access to all the great resources at Mission.

Angela commented that we need to find a way to communicate these resources for both students and faculty. We get the Weekly Mission but that many people don’t open the link. She agreed that if there was a website or Face book site where everything could be found, it would be very helpful. Angela added that you can do blanket referrals through the portal for all tutoring. It is very easy and you can refer students to the writing lab, math lab, science tutoring, etc. through the blanket referrals.

Commencement Committee – Long
The committee still needed two Marshals. Angela nominated Lorraine Manoogiaal. Lorraine accepted. Suzanne Richeson was also nominated and accepted. This will be the first time that each and every graduate will be wearing a collar. The speaker has been chosen; she is going to be conferred with an honorary degree from our college. Margie encourages all faculty members to attend. It is important to the President that faculty participate as well. Come and support your students! Today is the last day to order your cap and gown.

VI. Old Business:

A. Substantive Change Proposal for Distance Education – Jordan
At the April Senate meeting, David presented the Distance Ed proposal for a Substantive Change. The proposal has been presented to EPC and was approved and will be presented to College Council for approval. David asked for a Senate vote to be taken to approve the Substantive Change Proposal. The proposal passed – Silver/Pazirandeh with one abstention from Margie Long.

B. Educational Master Plan Update: Phares/Prostak
They met again yesterday, and compared notes on each subcommittee. He should have future assumptions by the end of the week. Comments on the revision of the plan are currently being accepted. They will meet a few different times and will include student input. Attendance at meetings is bit sparse due to the
fact that everyone is busy. If anyone can offer time to support this important effort, please contact D’Art. He also encourages participation by Student Services. The next big meeting is on June 17th, which will consist of all subcommittees.

VII. New Business

Flex Proposal – Mike Climo

Flex is due this year by June 12. Mike still has about 187 faculty that have not completed their FLEX. If you are one of those, be sure you get it in. Mike participated in a conference in Arizona with other FLEX coordinators from around the state. He discovered that it is required through Title V for each faculty member to submit a professional development plan at the beginning of the academic year. We are being paid a substantial amount of money for professional development. Professional development is under the purview of the Senate. There is a simple form that will be required to be filled out by all faculty in the fall that states what the faculty member’s intended plan of professional development that will result in student improvement, staff improvement or instructional improvement at Mission for the entire year.

The question was raised that faculty might not know what will be attended later in the school year. Mike responded that at the beginning of the year, Staff Development is required to have a long document with all activities for the year. Our plan for the next academic year has to be submitted to the state by June 30. In other words, we are supposed to have the entire FLEX calendar before the academic year starts. The question came up regarding workshops that faculty do not know about in advance. Mike said that the form allows for some adjustments. Robert Smazenka stated that he felt this was an encumbrance on faculty, and he felt that it would not improve the faculty at this college. Mike pointed out in the 110 community colleges in our state, 97 colleges have this in place. Our District and a few other colleges are the only ones that don’t have this in place.

There was a concern by Cindy Cooper that if she lists an activity, but then does not attend, what is the consequence? Mike suggested that she fill out some extra activities, so if that happens, she still has others on her list from which she can choose. Margie Long pointed out that Flex activities being announced the day before is not convenient. Mike referred her to the Weekly Bulletin. Angela pointed out that having a booklet with all activities at the start of the school year would help. Yolanda Ramil asked that the hours the FLEX workshops are held be rotated as many of us teach at the time they are held. In effect, there is no longer an actual college hour, and it would be helpful to alter the times the workshops are held.

Announcements

- **Campus Blood Drive:** Wednesday, May 5th 10:00 a.m. to 4:00 p.m. in the Campus Center. For more information contact MEChA in ASO office or sign up at [www.redcrossblood.org](http://www.redcrossblood.org) (sponsor code: lamination).
- **Annual Springfest Food and Wine Festival:** Sunday, May 8th, 3:00 to 7:00 PM, in the Campus Center. For more information contact Vilma Bernal at 818-833-3410.
- **Scholarship Ceremony:** Is scheduled for Thursday May 13th, 2:00 pm Campus Center. Contact Debra Manning for more information.
- **LAMC Commencement Ceremony:** Will take place on Tuesday, June 8th. The Academic Senate will host a reception the day of the event. All faculty are invited and encouraged to participate
and support our students on this important occasion. To reserve your complimentary cap and gown contact LAMC Bookstore manager Zoila Rodriguez-Doucette by Thursday May 6th.

- Some of Debra Paulsen’s sculpture students will be having installations around campus. She will put up some signage. She invites everyone to participate.

The meeting was adjourned at 1:10 pm.
Respectfully submitted by Gina Ladinsky, Secretary.