Minutes of the Academic Senate Meeting  
March 1, 2007

Voting Members Present: (Senators), Clive Gordon, Ralph La Rosa, Stan Levine, Said Pazirandeh, Yolanda Ramil, Rick Scuderi, Janice Silver, Joyce Woodmanse,  
Voting Members Absent: Charles Dirks, Donna Ayers, Terri English, Ruthie (Parthenia) Grant, Paul Kubicki, John Orozco, Robert Smazenka  
Exec, Members: Louise Barbato, Eloise Cantrell, Angela Echeverri, Leslie Milke Vickie Oddino,  
Gary Prostak, Mark Pursley, Gwen Walker

Executive Members Absent: none

Faculty Present: Cindy Cooper, Lilamani DeSilva, Pat Flood, David Jordan, Margie Long, Lorraine Manoogian, Myriam Mekelburg, Monica Moreno, Sonia Soto-Bair, Richard Rains,

Visitors/Guests: Dean Alma J. Hawkins-Academic Affairs, Acting Dean David Green – Student Services,

I. Gwen Walker called the meeting to order at 1:40 p.m.

Gwen explained that time limits will be enforced. The Senate meetings will focus on academic and professional matters, but guests are welcome to speak regarding items on the agenda during Public Address.

II. Approval of Minutes:
The minutes from the February 8, 2007 meeting was unanimously approved (Pazirandeh/Milke)

III. Officers’ Reports

A. President (Angela Echeverri)

L.A. MISSION COLLEGE ACADEMIC SENATE  
PRESIDENT’S REPORT March 1, 2007  
Submitted by Angela C. Echeverri

1. Consultation: The Senate E-Board met with President Moreno on 2/20/07 to discuss several faculty concerns including departmental budgets, faculty hiring, and status of administrators on campus, administrator evaluations, and others. We recommended that the president hold an open forum for the campus community at large. The president has scheduled a Town Hall meeting on Thursday, March 8 at 12:20 pm in the Main Campus Center. Angela mentioned that the faculty will be involved in the administrative evaluations by defined positions i.e. President of the academic senate, AFT Chapter President and other positions.

2. Accreditation Update

LAMC accreditation team chair Dr. Kathleen Hodge and her assistant Debra Gerard from Fullerton College visited the campus on Thursday, February 15th to coordinate logistics of the visit. The team will be composed of ten (10) members. Hard copies of the self study were distributed to all full-time faculty last week. The final version of the self study can also be viewed at:  
http://www.lamission.edu/accreditation/  
What is next?
• **Gathering of Evidence:** During the next few weeks we need to gather all of the evidence that was used to write the self study. Full team visit will be from March 19-22, 2007. We encourage all faculty to meet the team members at one of the events listed below.
  
  - **Monday March 19th:** Team chair members will spend the day at the district.
  - **Tuesday March 20th:** Welcome reception for team in early morning (8:30-9:30 am). The campus community is invited to attend and meet the team. The rest of the day there will be interviews, meetings, and an open forum in the early evening (6:00-7:00 pm). Please feel free to join any of these open forums.
  - **Wednesday March 21st:** More interviews, meetings, and a second open forum from 12:15 to 1:00 pm.
  - **Thursday March 22nd:** Exit report from 2:00-3:00 p.m. The team chair will summarize team recommendation and commendations, but will not communicate their decision. The team will not take any questions and will leave immediately after.

  Angela shared that the team chair was concerned that we have our shared governance structure in place.

**Final Evaluation Report:** The final decision will be rendered by the commission in June of 2007. The final evaluation report is likely to arrive in July of 2007.

**3. Shared Governance Proposal**

A shared governance proposal was approved with a few modifications by College Council on 2/15/07. The proposal calls for six standing committees (Educational Planning, Budget and Planning, Student Services, Technology, Professional Development, and Facilities Planning) and specifies functions and faculty, administrator, student, and staff membership in each committee. The Academic Senate and AFT have put out a call for faculty participation on the six standing committees. If you have not responded, please do so today.

**Question by Ramil:** “What time would the various committees meet?” Milke responded by indicating that the administration intends to have a college “free hour” from 12:30-1:30 Tuesday/Thursday in the future semester. This is being discussed and will be announced by Academic Affairs. The shared governance agreement states that each person will serve on only ONE standing committee.

**4. DAS Sponsored Conference on Cheating and Plagiarism**

The DAS and the vice presidents of student services co-sponsored a conference titled “The Proliferation of Cheating and Plagiarism: Its Dimensions & Solutions” on Friday, February 23rd, 2007 at Valley College. Six LAMC faculty were present. The LACCD Policy on Academic Dishonesty was discussed and what instructors can or cannot do when they catch a student cheating in their class. According to Board Rules and the State Chancellor’s Office, some of the options you have include: to give the student a failing grade for the assignment they were caught cheating in, report the incident to the administrator in Student Services in charge of student discipline (David Green), and/or ask them to leave the class the day the incident occurred. However, you cannot automatically fail the student in the class or drop them from the course. If you have additional questions about the student discipline process at LAMC you can contact David Green.

Plagiarism has been a growing problem throughout the LACCD and it appears that many students don’t understand what it is. The Plagiarism Court, is an internet based tutorial to help educate students about plagiarism and how to avoid it. The tutorial takes about 20 minute to complete and has a quiz at the end that students can print out as proof of completion. The website is: [http://www.fairfield.edu/documents/Library/plagiarismcourt.swf](http://www.fairfield.edu/documents/Library/plagiarismcourt.swf)

**5. Construction Update**

The groundbreaking ceremony for the Child Development Center took place on Monday, February 26th at 1:00 pm. Construction of the student parking lot is scheduled to be completed by mid-April 2007.

**B. Treasurer (Mark Pursley)**

1. Report on account at the First American Bank:
   - **Faculty Senate Checking Account** $1,902.95
   - **Carla Bowman Scholarship** $3,525.26
   - **David Lee Moss Scholarship** $655.99

2. Faculty Dues of $25 are due now. 25 faculty have paid. Please pay Mark as soon as possible.
IV. Public Address: comments on matters on the agenda for the current meeting (Walker)

Interim Dean Student Services – David Green spoke on Student Conduct Violations, with emphasis on Academic Dishonesty. He also addressed the issue of the Student Conduct Policy.

He indicated that a faculty member may suspend a student for 2 classes. The information is printed in the Student Handbook and also appears in the college catalog. The issue of Academic Dishonesty is being discussed by the District Academic Senate. The process is that the faculty will contact the Student Service Dean and present the evidence that the faculty has that indicates “a violation of student conduct”. The student will be asked to present him/herself to discuss the item and if they do not come then there will be a hearing concerning the matter. A violation of plagiarism has a process and it is a written policy.

A discussion ensued with various examples given. Dean Green stated to come and see him if there are any problems. Angela Echeverri stated that students do not know what constitutes plagiarism.

If you need more specific information, please let him know.
Dave Green Interim Dean, Student Services
(818) 833-3322
The link to the Plagiarism Court is http://www.fairfield.edu/x13870.html

David Jordan suggested that we have a faculty workshop to address these issues through staff development.
David Green stated he would be happy to assist with any future workshops.

V. Reports of Senate Committee Meetings
A. Curriculum (Pazirandeh)

CURRICULUM REPORT
Academic Senate (3/1/07)

• Three items of discussion at the District Level:

1. Board Rule 6103–“Course outlines shall be reviewed and updated at least once every 6 years, and approved by curriculum committee”.

2. Board Rule 6201–Changing of Math and English competency levels for entering students beginning in Fall 2009 (Math 125 and English 101) is still under consideration. Input from campuses is requested in regards to uniformity vs. independent course options to be discussed at the March DCC meeting.

3. This will have a dramatic impact on our students. Alternatives for courses may be explored(Echeverri).

4. Revision of E-65–Curriculum Development and Approval Standards & Procedures. Currently the review period for a new course is 20 days (excluding holidays, winter and summer sessions). At the request of Vice Presidents of Academic Affairs this period is being shortened to 10 days except in cases where a challenge is put in place. Further discussions at the campus level are encouraged, with a vote expected in the March DCC meeting.

• At the local level, the curriculum and DE committees are drafting a new procedure for approval of online and hybrid classes. A draft procedure will be presented to the curriculum committee at the next meeting (3/6/07) and open for discussion and input. Anyone interested in this topic should plan to attend the meeting or send their input to the curriculum committee. There will be further discussion on On-line course curriculum.
B. District Academic Senate (Prostak/Echeverri)

DAS report to LAMC Academic Senate
February 8, 2007

Angela Echeverri announced that the Director of the Delores Huerta Labor Institute is available to all faculty to assist in any way in classes that would like to be involved.

The DAS met on December 14.

1) Discussion continued on the language of the Board policy on Academic Freedom but was tabled to the March meeting.
2) Discussions are on-going on the recommended composition of hiring committees for Presidents and Vice-Presidents.
3) A motion that Staff Development and Student Success Committees at each campus develop a process for the distribution of one-time staff development funds such that at least 50% of the dollars are spent on programs designed to enhance student success.
4) The DAS elections committee will meet in May at LACC.
5) Gary Colombo gave an update on the implementation of the district’s strategic plan.
6) The BOT accepted the three valley-side accreditation self studies.
7) The next meeting is March 8, 2007 at East.

C. EPAC (Sonia Soto-Bair)

February 20, 2007 First Spring Meeting
1:00-4:00pm/adjourned 3:00pm

MEMBERS ATTENDING Fleur Steinhardt (City); Eddie Flores (East); Sonia-Soto Bair (Mission); Pam Brown (Pierce); Ron Lopez (Southwest); David Esparza (Trade Tech); Leon Marzillier for Richard Holdrege (Valley); La Vergne Rosow, Chair

1. The agenda was approved.
2. Six-year veteran of EPAC and Trade Tech Senate President introduced David Esparza as the new Trade Tech EPAC Representative. Johnson-Taylor recited a long list of credits and credentials for Esparza, not the least of which was his familiarity with the detail found in transcripts. This one skill proved invaluable during his first hour of participation.
3. The November 17, 2006 minutes were approved as distributed on November 17, 2006. The approval had been delayed because no hard copies were available at the December meeting.
4. The December 19, 2006 minutes were approved as distributed on December 19, 2006.
5. Equivalency and Eminence Petitions were reviewed. Some discipline committees are inactive, some partially active. The 20-day rule allows that EPAC moves forward in the absence of discipline action.
   A. A Foreign Language Armenian EMINENCE application was denied, not in agreement with the discipline committee.
   B. A Foreign Language Japanese EQUIVALENCY application was approved in agreement with the limited discipline committee recommendation.
   C. A Foreign Language Arabic EMINENCE application was denied without committee recommendation.
   D. A Foreign Language Japanese EQUIVALENCY application was approved without committee recommendation because of the similarity in coursework to the above referenced application that had limited committee approval.
E. An art EMINENCE application was denied without committee recommendation because there was a lack of eminence documentation.

F. A psychology EQUIVALENCY with no committee recommendation was referred back to the discipline committee, which will have different leadership due to a retirement. The new discipline committee chair will need to be identified before the application can be resubmitted.

6. A challenge to a history denial was again denied because the coursework lacked the breadth required for a master’s degree in history.

7. There was no consultation this time.

8. The consensus is that there is a need for reinstatement of the applicant pool which does need to be run in a professional manner. The pool would contain up-to-date, pre-qualified applications. This would assure a supply of names for emergency hires as well as regular full time positions. The department chairs would still be free to recruit individually and would not be obligated to examine the district pool if a sufficient number of qualified candidates exist at the college level. The DISTRICT HUMAN RESOURCES OBLIGATION would be to:
   a. Collect applications from job fairs and self-identified candidates.
   b. Screen applicants for current Minimum Qualifications.
   c. Notify candidates of status within discipline pools.
   d. Notify discipline chairs of candidate availability.
   e. Notify candidates of non-emergency openings.
   f. Verify continued availability every four years via post-card mailers, e-mail confirmation, phone calls, or other low-cost process.

9. There was no new business.

10. There were no items from the floor.

11. The Spring 2007 1-4pm meetings will be held at Trade Tech in A111 on the following dates:
   - March 20
   - April 17
   - May 15
   - May 29

   The meeting adjourned at 3:00pm, one hour earlier than scheduled.

VI. Old Business

A. Accreditation (Flood/Echeverri)

Pat Flood encouraged all of us to attend the opening breakfast on March 20 Tuesday at 8:30 and the exit review at 2-3 on March 22 Thursday. Leslie asked about getting subs for those faculty who are teaching at that time. Angela said she would follow-up on the sub issue.

MOVE THE AGENDA TO ESTABLISH A DATE TO REPLACE APRIL MEETING AS IT FALLS DURING SPRING BREAK.
AGENDA MOVED.

DISCUSSION

Leslie Milke suggested having the meeting on March 29, 2007.

DATE VOTED ON IS MARCH 29, 2007.

Discussion: Louise Barbato asked, ”What will the team be doing during their time here?” Pat Flood responded that they will be visiting classes, holding interviews with faculty and others, and then in the evenings they will be writing their reports on the day’s activities.

Jan Silver commented that last time the team spent time to visit classes.

Angela Echeverri stated that the team will spent much of their time looking at the “evidence” of our college. Like course outlines, financial reports etc.

B. Shared Governance (Prostak)

Forms have been passed out in our mailboxes and the deadline to turn them in is on the forms. You are to choose 1, 2, and 3 for your choices. Turn them in to Angela or Gary. One membership on a standing committee per person as this allows for a larger participation and shared governance structure.
C. Basic Skills (Barbato)

Subcommittee Meeting: Basic Skills Announcement: New business

Submitted by: Louise Barbato

The District Basic Skills Language Skills Task Force began meeting early last semester and began as a joint effort of District ESL and English chairs. District data, which closely resembles state data, confirms that our district must focus on enabling students in gaining the basic skills needed to succeed in college classes.

The Task Force is in the process of examining best practices. There is an emphasis on “holistic” basic skills plans which incorporate personal development (especially study skills classes), library activities, and writing across the curriculum, and a full support program to enable students to acquire the skills needed to succeed. This effort ties in very closely with the Student Success Initiative. Future basic skills funding will be based on how well- thought out and comprehensive our efforts are.

The Literacy taskforce has been suspended until the process of self-assessment takes place at each campus in the LACCD. LACCD has agreed to do the assessment of ourselves this semester and will include:

- collection of data for each campus
- timeline
- The determining of the committee composition from various areas of the college; administration, faculty, supervision, and counseling. This is one of the BIG PARTS of the new accreditation process.

Anyone who would like to participate in this effort, please contact me. We will be having a meeting soon.

Thank you.

D. SLO’s (Flood)

Pat Flood is encouraged by the progress of the SLO’s in disciplines throughout the college. There will be a committee meeting March 14, at 2:00 p.m. She will send out an email reminder.

VII. New Business

A. Faculty Hiring Committee (Walker)

The current hiring committee members are Walker, Barbato, Goldberg, and Long. Anyone interested in joining the committee should contact Gwen Walker, chair of the committee. The two items of need at this point are:

1. Priority list
2. New members on the committee.

B. New Date for April Senate meeting (March 29, 2007 at 1:30 Rm CC5.

C. Election Committee (Rains)

All academic senate offices are open:

- 3 district senators
- 1 senator per department
- President, vice-president, secretary, parliamentarian, treasurer
- Nomination forms will be in mailboxes by March 8 and are due back March 22. They may be turned in to Margie Long, Sherrill Frank, and Richard Rains.
- Election ballots will be out April 16, 2007
- Voting will be Tuesday and Wednesday - April 24-25, 2007

D. LAMC Constitution Revision (Walker)

\* The academic senate needs to revise the 1988 constitution. There have been many changes at the college and they are not correctly reflected in the current academic senate constitution. We are calling for those who would like to participate in that committee. Please see Gwen Walker.
E. Enrollment Management – outreach classes (Barbato)

There have been many problems with the offering classes at our-reach locations. Items that were discussed included not having rooms, no audio visual, no restrooms, a college contact, a site contact and over all lack of communication, student awareness and readiness for college classes, student conduct code, suitable facilities, communication of procedures and policies, audio/visual notification of explicit course content for minor students, off-site faculty information, the need to maintain college rigor, an information meeting with high school staff, the need for a complete list of off site locations and relevant information, the establishment of approved terms of instruction, inadequate passing time between classes.

The committee set the following action items:

1. Survey Chairs to determine which courses are suitable to be taught off site under what conditions.
2. Prepare a calendar of due dates for the summer sessions
3. Establish an updated OFF CAMPUS Request Form
4. Establish an Audio/Visual Notification
5. Schedule a luncheon with department chairs, administrators and counselors from the college and off site locations
6. Establish a process for scheduling courses

A luncheon will take place to invite all the high school contacts to join us to meet and discuss our class offerings and the process. Dean Alma Hawkins will head up the effort.

- New form was presented by Dean Alma Hawkins. The following are action items:
  a) Survey to chairs to determine what classes fit in out-reach locations.
  b) Calendar of due dates
  c) Updated form will include audio-visual needs, special notification for materials/content of classes.

F. LAMC Policy on Academic Dishonesty (Echeverri/Student Service – Dean Green)

(VIII. Announcements

- Next Senate meeting: March 29, 2007 Campus Center 5 1:30 p.m.
- Retirement luncheon for ALL who are retiring will be held in room 1007 on May 16 Wednesday at 11:30
  Please RSVP to Eloise so we will know if we need a larger room
- Italy this summer – Educational First Tours 9 day tour of Italy for the first part of July $2,900 Rome, Florence, Venice, Verona, Assi – Louise Barbato for more info.

The meeting was adjourned at 2:55 p.m.
Submitted by Eloise Cantrell – Senate Secretary