Minutes of the Academic Senate Meeting
April 2, 2009

Voting Members Present: (Senators) Ed Casson, Terri English, Myriam Mekelburg, Michong Park, Rick Scuderi, Robert Smazenka, Yolanda Ramil,

Voting Members Absent: Charles Dirks, Parthenia Grant, John Klitsner, Said Pazirandeh, Janice Silver, Joyce Woodmanse

Exec, Members: Pat Flood, Angela Echeverri, Leslie Milke, Lorraine Manoogian, Gary Prostak, Mark Pursley, Louis Zandalasini

Executive Members Absent: Gwen Walker, Eloise Cantrell,

Faculty Present Vilma Bernal, Doreen Renee Butler, Jeanne Cassara, Michael Climo, Cindy Cooper, Lilamani de Silva, Adolfo Espinosa, Mehri Hagar, Margie Long, Gina Ladinsky, Deborah Paulsen, D’Art Phares, Veronica Cox, Geri Shapiro, David Jordan, Suzanne Ritcheson, Patricia Rodriguez, Debby Wong,

Visitors/Guests: None

I. Parliamentarian- President Echeverri called the meeting to order at 1:40 PM.

II. Approval of Minutes: (Milke) (Mekelburg)

The minutes from the March 5, 2009 meeting was approved. Motions passed

III. Officers’ Reports

A. PRESIDENT (ANGELA ECHEVERRI)

- **Academic Reorganization:** Vice President Johnson-Hawkins has initiated an academic reorganization proposal. The proposed changes are preliminary and are intended to be a starting point for discussion. A decision on a new departmental structure will occur after a series of meetings with members from the Academic Senate, Educational Planning Committee, AFT, and academic departments. The new departmental structure will go into effect July 1, 2009.

- **Facilities Planning:** A number of Proposition J projects are moving forward. The Allied Health Sciences and Math building will be the first LEED platinum building in the district and will stand next to the new Fitness Center. A proposal to build a complex with soccer, softball, and baseball fields in the wash area has been initiated. The campus must review its Facilities Master Plan and initiate an Environmental Impact report. Two town Hall meeting are scheduled for Thursday, April 2 2009, 2:00-4:00 p.m. and Monday, April 13, 2009, 6:00-8:00 p.m. Both meetings are open to the public and will be in Campus Center Main.

- **Accreditation Visit:** The accreditation follow-up report was sent to the ACCJC in March. The two outstanding issues that were addressed in the report are shared governance and institutional accountability (Eligibility requirement 19). A team visit will take place on Monday, April 20.

- **State Academic Senate:** The ASCCC Spring Plenary Session will take place in San Francisco from April 16-18.
B. Treasurer (Louis Zandalasini)

1. **Report on account at the Pacific Western Bank:**
   - Faculty Senate Checking Account $896.43
   - Carla Bowman Scholarship $3,959.10
   - David Lee Moss Scholarship $457.89

2. **Faculty 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, $250.00 Adjunct for 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.

4. **Chair for Scholarship Committee 2008-2009:** 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.

IV. Public Address: None

V. **Reports of Senate Committee Meetings**
   A. **Curriculum (Pazirandeh)** –No Report
   B. **District Academic Senate** No Report
   C. **Educational Planning Committee** – (Silver)
     EPC Meeting held March 16th, 2009

**Summary of Agenda Items Discussed:**

- Program review responses for Art, Health and P.E. and Chicano Studies and Foreign Languages were amended and approved.
- Essential Skills Committee presented the prioritized list of funding requests which was approved by EPC
- SLO coordinator reported the need for a validation team for assessments and requested administrative participation. Alma Johnson-Hawkins volunteered.
- Distance Education committee reported the development of a faculty load policy to be established by Academic Affairs. The policy was endorsed by EPC
• EPC webpage has been updated to include planning documents: Strategic Master Plan, Education Master Plan, and the Ed Master Plan update
• April meeting dates are April 13th and 27th because of Spring Break

D. **Budget and Planning Committee** (Milke)
E. **College Council**- (Milke/ Echeverri)

F. **Student Learning Outcomes and Assessment (SLOA) Committee (Flood)**
Pat Flood distributed two charts illustrating the Student Learning Outcome and Assessment progress over the past two years for the academic units. Over the last year (May of 2008 to January 2009), defined SLOs have increased from 61% to 74%; however, this includes all courses. If only active courses were counted, the number would be closer to 95%; courses with defined SLO assessments have increased from 59% to 69%; evaluation of assessments has increased from 20% to 40% and changes planned and implemented as a result of the assessments have increased from 14% to 33%. Though 40% of the academic units have reported assessments, not all have made changes as a result of the evaluation of their assessments; in some cases, the evaluations resulted in affirmation that the SLOs are being met. Pat thanked everyone for their hard work on SLOs and assessments.

G. **Academic Rank Committee: (Long)**
Some candidates have paperwork that has not been completed which is over a year old. If you are still interested in seeking new academic rank, please see Margie Long. Additionally some faculty are still signing emails and paper work as “professor”. This is inappropriate until they have received the professorship ranking.

H. **Election Committee: (Long)**

The committee met and decided the election will be held on May 26 and May 27 from 9:00 a.m. to 7:00 p.m. each of the designated days. The official letter for nominations will be sent out April 15, 2009. This letter will include the nomination forms, which may be duplicated, and a list of the Full-time faculty as of March 30, 2009. The location of the Ballot Box is yet to be determined.

According to the Constitution, nominations of candidates for the following positions in the Academic Senate will be accepted:

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian
- District Senators at Large – Three positions
- One senator from each department
- Two senators at large
Nomination forms are to be received by Margie Long by 5:00 p.m. on Tuesday, April 28. (Respectfully submitted by Margie Long, member of the Elections Committee)

Margie went over the time line, and the consensus when put to a vote, was to accept the proposed time-line for Senate elections. Motion approved.

I. Distance Education Committee (Jordan/)
David Jordan reported that Moodle workshop will be start on April 14th and will be held on Tuesday, Wednesday, and Thursday in LRC 205.

VI. Old Business
A. Accreditation Visit Report (Flood/Echeverri): See President’s report above.
B. Faculty Hiring Prioritization – (John Klitsner): Prioritized list has been submitted to President Vales. No decision on the number of new hires has been announced.

VII. New Business
A.: Commencement Committee (Long)
The Commence Committee asked for suggestions from the floor for this year’s Graduation Ceremony, which takes place June 9, 2009, at 5:00 p.m. Suggestions were given for the Grand Marshall, Faculty Marshals, and four Ushers. The following people’s names were put forth:
Grand Marshal: Chuck Dirks,
Faculty Marshals: – Phoebe Rivera, June Wada., Cleveland Rush
Ushers: Lil de Silva, Myriam Mekelburg, John Klitsner, Cindy Cooper
Margie thanked the faculty and said she would take the suggestions back to the committee, which was meeting immediately following the Academic Senate meeting.

B. FLEX Report (Climo)
The flex credit forms are “On –Line” and all of the hours have been set up with the exception of the flex day hours. There will be a monthly reminder through e-mail and faculty can access the system through the faculty portal. Currently the data is accurate, and June 12th is the deadline, although you could do activities up to June 30th. The paperwork would need to be submitted before the June 12th date. If you need, more information contact Mike Climo directly and he will assist you.

Announcements:
• Graduation Reception: June 9th in the Hospitality Suite at 4:00 p.m. –prior to marching. Order your caps and gown in the bookstore.
• Spring Fest: Tickets on sale $35 for faculty, staff and students (pre-sale) $50 at the door day of the event. See Vilma Bernal or Louie Zandalasini for tickets.

Adjourn: The meeting adjourned at 2:47 – Respectfully submitted by Eloise Cantrell - Secretary