Minutes of the Academic Senate Meeting
May 7, 2009

Voting Members Present: (Senators) Ed Casson, Charles Dirks, John Klitsner, Michong Park, Said Pazirandeh, Rick Scuderi, Yolanda Ramil, Janice Silver,
Voting Members Absent: Terri English, Parthenia Grant, Myriam Mekelburg, Robert Smazenka, Joyce Woodmanse

Exec. Members: Eloise Cantrell, Angela Echeverri, Pat Flood, Lorraine Manoogian, Mark Pursley, Louis Zandalasini
Executive Members Absent: Leslie Milke, Gary Prostak, Gwen Walker,

Faculty Present Vilma Bernal, Jeanne Cassara, Cindy Cooper, Lilamani De Silva, Margie Long, Gina Ladinsky, Monica Moreno, Deborah Paulsen, David Jordan, Patricia Rodriguez, Debby Wong, Yoon Yun.

Visitors/Guests: President Valles

I. Parliamentarian- President Echeverri called the meeting to order at 1:40 PM.
II. Approval of Minutes: (Dirks) (Flood)
   The minutes from the April 2, 2009 meeting were approved. Motions passed
III. Officers’ Reports
   A. PRESIDENT (ANGELA ECHEVERRI)

A. President (Angela Echeverri)
   1. Faculty hiring:

   - The Faculty hiring: President Valles has authorized the following full-time faculty hires:
     - Food Service Management, Child Development, Political Science, Cinema / Theater, and Math (two emergency replacements).
     - Prioritization of Faculty Positions: Committee prioritized thirteen hiring requests for 2009-2010. The positions are listed and ranked below in the order of the scored priority.
     - The decision to hire the six selected positions was determined by the college president based on special factors in addition to the hiring committee recommendations. President Valles presented and justified her hiring decisions at the May 6, 2009 Council of Instruction. The future building plans and program development had an influence on her decisions.
• Basic Skills Coordinator: The position for a Basic Skills Coordinator has been reposted and can be viewed at http://www.lamission.edu/job/.

• The position closes in three weeks. Any fulltime faculty or adjunct faculty on a seniority list in the district who meets the current minimum qualifications to instruct Math, English, ESL, or Dev Com can apply for this position. Minimum Qualifications are Master’s Degree in English, TESOL; Mathematics, Education with an emphasis in Reading; or equivalent.

2. ASCCC 2009 SPRING PLENARY SESSION: To place April 16-18 in San Francisco. The current discipline list revision process has ended. There was a vote to change the minimum qualifications (MQs) for the following disciplines:

<table>
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<tr>
<th>Approved MQ Revisions to Existing Disciplines:</th>
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<tbody>
<tr>
<td>1. Political Science</td>
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<tr>
<td>2. Humanities</td>
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<tr>
<td>3. Instructional Design/Technology</td>
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<td>4. Agriculture</td>
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<table>
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<tr>
<th>Approved New Disciplines and MQs:</th>
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<tbody>
<tr>
<td>1. Speech Language Pathology</td>
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<td>2. Biotechnology</td>
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For more information on approved and failed resolutions go to: www.asccc.org

3. District Academic Senate: The next DAS meeting will take place on May 14, 2009 at City College. Officer elections will take place at the May meeting. Items on the agenda include the approval of E-79 (Competency Requirements) and E 55 (Student Grievance Procedures).

President Echeverri commented on the documents and documents were distributed via email to faculty for their comments. Student Grievance Process was explained in detail. The LAMC Ombudsman is Dr. Yolanda Ramil. She facilitates the process between the student and the faculty member to resolve the issue. If necessary, it goes to the Student Grievance Committee for a hearing. The membership of the committee includes: one administrator, two students, two full-time faculty. The decision of the hearing outcome determines the next steps to be taken, whether the grievance is valid or null, and what steps are needed to resolve the issue.

President Echeverri asked to move the agenda to allow President Valles to address the Senate membership. So moved.

President Valles Comments:

• We will hope to have no debt at the end of the fiscal year.
• Hires resulted in six full time faculty hires as indicated in Echeverri report.
• College is considering changes in the library to better identify the library function and areas for students and the community. LRC will perhaps be re-configured in the process. The idea is to have a sense of a more accessible library.
• A big thank you is given to the custodians and facilities staff for working so diligently to keep the campus environment clean, safe and in working order during these budget challenges and construction projects.
• Parking is an issue with our neighbors. Captain Santos will be driving through the local areas in the neighborhood to help make sure that student parking is not a negative experience for the homeowners in our area.
• Environmental reports are being done for the growth and land acquisition of the college. As a result of our building needs we need swing space and bungalows for the Sheriffs, facilities, and other units of the college need to be moved to allow the new construction of the Art and Multimedia building.
• Possibility of land purchase of the nursery across the street. – Politicians are helping our cause and are on board for our expansion projects including our baseball, and soccer fields.
• LAMC Foundation is working on a donor program – every faculty member is encouraged to donate through payroll deduction to help the cause. Be part of the exciting LAMC Foundation Donor Program and help us grow our resources.
  President Valles has secured $25,000 for Culinary Arts Building – naming program/ in addition, is working on a possible donation of $50,000 for the PE facility, which will serve the community and future generations. President Echeverri thanked President Valles for her presentation and dedication to LAMC. We all thanked her and applauded her leadership and fund raising efforts.

B. Treasurer (Louis Zandalasini)

1. **Report on account at the Pacific Western Bank:**
   - Faculty Senate Checking Account $ 946.43
   - 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 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.

5. WE need faculty to present the seven scholarships at the awards ceremony. Faculty responded to Louie with volunteers. Eloise Cantrell, Margie Long, volunteered to be presenters.

IV. Public **Address:**

- John Klitsner announced that the women’s softball teams are in the State Championships for round two. The team has done an amazing job for us. Senate congratulated the team. GO EAGLES!!
- Chuck Dirks thanked the Academic Senate for the 34 years he has spent with LAMC. Chuck spoke about the family of Mission College and recalled the history and the culture of LAMC and stated, “I am passing on the torch to the faculty and invited each faculty to join him on May 22 for his retirement lunch that will honor the pioneers and founding faculty of Mission College. Come celebrate the pioneers. Many politicians will be present to honor Chuck and recall the wonderful history of Mission College.
- Deborah Paulsen invited everyone to participate in the Art Department 6TH Annual Carless Drive-In show - animation festival, Saturday May 16, 2009 7:00-10:00 p.m. in the campus center. Admission is free!
- Eloise Cantrell reminded us that TODAY Terry Carter is doing the Tribute interviews for Chuck’s retirement video. Stop by and contribute your personal greeting to Chuck. Terry will only be there until 5:00 p.m.

V. Reports of Senate Committee Meetings

A. **Curriculum (Pazirandeh)**
- Policy of Course Cross-referencing.
- Survey of courses sent to Department chairs to determine the differences in the records of course outlines.
- Re-vision need to be submitted and all differences resolved by end of Fall 2009.
- Curriculum committee is considering meeting two times a month starting in the fall. First meeting will be September 8th.
- All Courses need to have PNCR done to make sure SLOs are added.

B. **District Academic Senate** See above in President’s report on DAS)

C. **Educational Planning** Committee – (Silver)
- EPC has met three times in April.
- Program review process has been continuing with the following:
  - April – Dev Com
  - May - Pace, LRC, Library
  - June – Student Services, Administrative Services
April 27, 2009 – Second EPC meeting was held as a Business Meeting and the “Idea of Modifying the Tool for the Unit assessment process was discussed. The idea was to find a way to include off-campus and on-line classes and programs. This would mean EPC would modify program review to address those venues.

- Essential Skills were stalled
- SLO’s for the College ILOs have been addressed.
- Department Re-organization was distributed by VP Alma Johnson – Hawkins identifying the new departmental structures.
- Current process on how a discipline changes to a different department is being reviewed by EPC.
- April the LAMC Strategic Plan, with timelines and actions were addressed.
- June will address the LAMC Mater Plan – and Shared Governance Committee reports will be presented to College Council.
- Read all reports on the EPC web-page. All Unit assessment and program review info is there with links to the responses to Department Chairs. All systems for Program Review have been exciting and working very well.

D. **Budget and Planning Committee** (Wong)

Debby Wong reported for Leslie Milke.

- Committee has been working on the LAMC OP Plan.
- Membership update for AFT and ASO new term appointments or replacements.
- Committee is working on the process and procedure for budget allocation, which included SFP funds, Block grants and general budget.
- April 14 to May 15 is an open period for tentative budget adjustments.
- Operational Planning process was reviewed on May 7, 2009 meeting.
- Fiscal Year 2008-2009 Block Grant fund availability and allocation process was discussed.
- Committee approved ETUDES for on-line and supports the use of 3 platforms:
  1. Course Compass
  2. Moodle
  3. ETUDES.

E. **College Council**- (Echeverri)

Included in President Echeverri’s report.

F. **Student Learning Outcomes and Assessment (SLOA) Committee** (Flood)

- Update on SLO spreadsheets need to be done for the Accreditation report in June.
- Working with department chairs checking the catalog for course description and content accuracy.
- Deborah and Pat attended the district SLO meeting – a minimum standard for SLO –Coordinators was discussed.
- The district SLO Committee is comparing the number of courses offered at each college.
• Refer to the SLO College web-site for samples and forms.
• Every semester 20% of each course must be assessed, including SLO’s for Program. 2012 is the deadline for all SLOs to be complete for all disciplines.

Certificates and Degrees.
• Clickers may be used in the future to help with assessments. You can get answers from students quickly with this method.

G. Academic Rank Committee: (Long) - no report

H. Election Committee: (Long)
There is a motion needed to handle to problem created by the departmental – re-organization and new department chair elections that resulted from the creation of new departments and representation of senators for new departments and re-organized departments.

Rick Scuderi asked for a new process due to the departmental re-organization.

• Dates fir acceptance of nominations need to be extended to May 18, 2009 at 5:00 p.m. and given to Margie Long.
• May 26-Tuesday and May 27.- Wednesday are the new dates for the voting to take place in the faculty office area.

Motion from the Elections Committee presented by Margie Long, and Rick Scuderi reads: Senator elections that are required due to departmental re-organization will be as follows: Nominations for new departmental representatives will accepted by the elections committee up to May 18, 2009 5:00 p.m. and are to be submitted to Margie Long.

Nominations for all senate positions will be accepted until May 18, 2009 at 5:00 p.m.. Margie Long will accept them until 5:00 p.m. at which time they will be closed and secured.

Voting for all senate offices and representation will take place on May 26 and 27, 2009 in the faculty office area in the instructional building.

Motion made by John Klitsner and seconded by Pat Flood. to accept the Election Committee Revision of the Election.

Motion passed unanimously.

I. Commencement Committee (Long)

• Tyree Weider has accepted the invitation to be the speaker.
• Faculty grand marshal will be Chuck Dirks. Faculty marshals selected by the committee are Phoebe Rivera, and June Wada. Faculty assisting with the commencement are faculty: Cindy Cooper, Lilamani De Silva, and Myriam Mekelburg.
• Rehearsal for faculty marshals is June 8 at 4 p.m. prompt.
• Faculty are requested to be dressed and present in CC1-2 by 4:00 p.m.
• Eloise Cantrell suggested that the committee make sure that pictures are taken of faculty for our archives.
• Everyone is encouraged to march in the exercises as stated in our contract.
• Caps and Gowns are free from the bookstore. Order yours ASAP.
J. Distance Education Committee (Jordan/-no report
K. Honors Advisory committee (Pursley) – no report
L. Essential Skills Committee (Prostak) - no report
M. Work environment & Facilities Update –(Prostak)- no report

VI. OLD BUSINESS
A. Accreditation Visit Report (Flood/Echeverri)
   • Glowing report-very complimentary

B. Faculty Hiring Prioritization Update -(Klitsner)
   • Information was given in president’s report.
   • Departments initiated by the Administration and information sent out to department chairs.

C. Departmental Reorganization Update (Echeverri)
   • Included in president’s report.

D. Impact of Departmental Reorganization on Senate elections (Scuderi/Long)
   • Covered under Election Committee Report.

E. Constitution and By Laws Review (Cassara-Echeverri)
   • Jeanne reported that the committee will be re-viewing the constitution, which is 20 years out of date. It was done in 1988.
   • The question of looking at “term limits” and “payment of dues – to be a voting member “ was discussed. Constitutions from other campuses will be re-viewed for ideas.
   • The Constitution for the Academic Senate needs to be re-done this year.

VII. NEW BUSINESS
A.: Extension of Nominations Deadline for Departmental and At-Large representatives due to reorganization.
   • Motion withdrawn by Flood to extend the deadline to Thursday May 14 at 5:00 p.m.
   • See motion to accept the Election committee request under Election Committee Report.

   B. Revisions to Administrative regulations .
   • See above president’s report. Echeverri

   C. Evaluation of President Valles
   • Angela Echeverri announced that faculty are invited to join the evaluators after the senate meeting in CC 4 to give input on President Valles’s Evaluation.
D. Status Advancement of Contract Faculty Members (2009-2010):

- Tenured - Monica Moreno and Yoon Yun have achieved tenured status. We congratulate them on their Tenure.
- Other Advancements – Kelly Enos, and Madeline Hernandez will receive tenure in 2009.
- At the next Academic Senate meeting, they will be recognized.

Announcements:

- Commencement Ceremony and Rehearsal: Commencement ceremony will take place on Tuesday, June 9th. Faculty will meet promptly at 4:00 p.m. in Campus Center 1 & 2. Rehearsal for faculty marshals will be on Monday, June 8 at 4:00 p.m. Contact Zoila Rodriguez in the LAMC Bookstore to reserve your cap and gown.
- Basic Skills Regional Meeting: LAMC will be hosting the ASCCC sponsored BSI Regional Meeting on Thursday May 7, and Friday May 8th. For more information contact Gary Prostak and Alfred Romulo.
- Spring Fest: Come celebrate at Mission College on Saturday May 9th from 3:00 p.m. to 7:00 p.m. Tickets are $35 for staff/students and $50 for others. Contact Vilma Bernal for more information.
- Requests for Basic Skills Funds: The deadline for a new round of proposals for basic skills funds is Friday, May 15th. Contact Gary Prostak or Alfred Romulo for more information.
- The 2009 – 6th Annual Carless Drive-In: Video and animation festival, Saturday May 16 Th, 7:00 – 10:00 p.m. in the campus center. Student films, popcorn, food, and fun! Admission is free!
- Retirement Party for Chuck Dirks: Will take place on Friday, May 22, 2009 at 11:30 a.m. in the Campus Center. For more information or to volunteer on the committee contact Eloise Cantrell.

The meeting adjourned at 3:10 pm.
Respectfully submitted by Eloise Cantrell - Secretary