Minutes of the Academic Senate Meeting  
September 6, 2007

Voting Members Present: (Senators), Ed Casson, Charles Dirks, Terri English, John Klitsner, Paul Kubicki, Ralph La Rosa, Michong Park, Said Pazirandeh, Yolanda Ramil, Rick Scuderi, Janice Silver, Robert Smazenka,. Debby Wong. 

Voting Members Absent:  
Ruthie (Parthenia) Grant, John Orozco, Joyce Woodmanse,

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

Executive Members Absent: Gwen Walker,

Faculty Present: Michael Climo, Cindy Cooper, Lilamani DeSilva, Joanne Kalter-Flink, Guadalupe Jara, David Jordan, Stan Levine, Margie Long, Monica Moreno, Geri Shapiro, , Ed Raskin, Mari Rettke, Phoebe Rivera, Sonia Soto-Bair, June Wada,

Visitors/Guests: President Ernest Moreno, VP. Alma J. Hawkins-Academic Affairs

I. Lorraine Manoogian called the meeting to order at 1:33 p.m.

II. Approval of Minutes:

The minutes from the May 3, 2007) meeting was unanimously approved (Milke/ Kubicki)

III. Officers’ Reports

A. President (Angela Echeverri) No written report

• Welcome back Michael Climo/ESL.
• Congratulations to Belinda Acuna for her recent selection as dean at LA City College.
• VP Academic Affairs search – Burke-Kelly went to LA City College. The vice president hiring committee met no candidate was chosen.
• Status of presidential committee:- Senate representatives are Monica Moreno, Angela Echeverri  
AFT representatives are Lilamani DeSilva, Gary Prostak

Time line has been established as follows:

• Board approves brochure –September
• Advertise position nationally October and November
• Screen applications in December
• Interviews in January

As part of Angela’s report President Moreno was invited to address faculty questions.
President Moreno:

- President Moreno stated that he has an “open door policy” regarding campus issues. He invited faculty to stop by and share their concerns.
- VP job is an essential one with accreditation is of prime importance. Interviews were done and due to the current situation Dean Alma Johnson-Hawkins has been appointed as interim Vice President of Academic Affairs.
- Current main issue is to stabilize LAMC so that the presidential recruitment effort will provide excellent candidates. LAMC must display to the outside world that this is a wonderful place to be.
- Administrative position vacancies will be filled as well as other positions. We are short on administrative staff. LAMC needs to bring new energy on campus in leadership.
- LAMC needs to take back the high schools we have given up. We will showcase programs where growth is needed. New buildings will need more faculty and staff so we need to grow our enrollment to earn funds.
- If a waiver is approved by the BOT then we would have a 1.2 million deficit. If growth continues then maybe we will get a balanced budget. We are up 19% growth over last year at the same time.
- Zero tolerance for not providing customer service. We all need to be professional and courteous inside and outside of the college. Best way to plan is to have continued growth.
- There will be sufficient support for accreditation from the administration. Accreditation is our prime concern. We will work collaboratively to meet our goals and required recommendations.

B. Treasurer (Louis Zandalasini)

1. Report on account at the First American Bank:
   - Faculty Senate Checking Account $2,002.95
   - Carla Bowman Scholarship $3,525.26
   - David Lee Moss Scholarship $655.99

2. Faculty Dues of $25 are due now. Please pay Louie as soon as possible.

IV. Public Address: comments on matters on the agenda for the current meeting (Manoogian)

- John Klitsner – Soccer season has begun. A schedule will be sent out and a roster so that faculty will know who is on the team. If any one has any concerns please contact John.

Discussion followed. Lorraine Manoogian expressed concern for absenteeism and concern for sport schedules.

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

CURRICULUM REPORT
Academic Senate (9/6/07)

- The curriculum deadlines for Fall 2007 semester are now posted online. Faculty is encouraged to submit proper forms at the proper deadlines in order to expedite the approval process.

- A reminder that when courses are submitted for approval a faculty member from the department must be present at the meeting.

- The approval process for online courses is currently being revised in consultation between the Curriculum and Distance Education committees. Once approval by committees is complete, the process will be presented at the Senate.

B. DAS (Prostak/Echeverri)

- Summit 9/28
- October 11 –DAS meeting at LAMC-all invited to attend.
- Leon Marzillier, DAS President retired and the new DAS President is David Beaulieu from East Los Angeles College
- Project match – looking for Mission faculty rep –David Jordan and Sonia Soto-Bair have volunteered.

C. EPAC (Sonia Soto-Bair) (See attached written report)

- Met two times in May – see attached reports.

EDUCATIONAL POLICIES
ADVISORY COMMITTEE

OF THE LOS ANGELES COMMUNITY COLLEGES
770 WILSHIRE BOULEVARD, LOS ANGELES, CALIFORNIA 90017-3895
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La Vergne Rosow, Vice President, EPAC Chair (Los Angeles Valley College), Bev Shue, Past President (Harbor), John Clerx, Vice Chancellor Educational Services, Jackie Ireland, VP Academic Affairs Liaison, Joy McCaslin, CSSO Liaison

La Vergne’s final EPAC Agenda
Tuesday, May 29, 2007
2:00-4:00pm

LA Trade Tech – A111
Parking on the roof
(MetroLink riders – Use the Blue Line—Washington/Grand stop)
1. Approval of the Agenda
2. Approval of May 15, 2007 minutes.
3. Equivalency and Eminence Petitions:
   A. Health EQUIVALENCE resubmission – discipline approval
   B. Psychology EQUIVALENCE – discipline denial
   C. English EQUIVALENCE – discipline approval
   D. Communications EQUIVALENCE -- 20-day
   E. Sociology EQUIVALENCE -- 20-day
4. Schedule first fall meeting
5. Consultation Items: none
6. Disciplines List – current state
7. Closing Ceremony
8. New Business:
9. Items from the Floor
10. Adjourn
Tuesday, May 15, 2007 – 1-2:30PM

Trade Tech – A111
Members present: Leon Marzillier, DAS President; Fleur Steinhardt (City); Sonia Soto-Bair (Mission); Curt Riesberg (Pierce); Ron Lopez (Southwest); David Esparza (Trade Tech); Richard Holdredge (LAVC); and La Vergne Rosow, Chair

Guests: None

3. The Agenda was approved as amended.

4. The April 17, 2007 minutes were approved as distributed.

5. Campus discussion of hiring procedures: Centralized vs. Decentralized (Holdredge). At LAVC the Chairs recalled the old district pool as having been problematic, (outdated applications, inconveniently located, unscreened, etc.). The topic of a pool had already been touched upon in consultation, where Sue Carleo had announced that there is an unscreened interest list available for e-mailing to any chair who wants it. The information is gathered from direct inquiries by job-seekers and by cards collected at job fairs. However, there are gaps in information and the applications are not screened for MQs prior to being put on the list. Neither are the lists always up-to-date. It was agreed in EPAC that there is a need for a pre-screened, up-to-date pool maintained by the District and available as a supplement to the local recruitment done by chairs. Furthermore, those applications that do not meet MQs outright can be referred to EPAC to be reviewed for equivalency in an orderly manner by the Discipline Committees and EPAC as it fits the respective schedules. This will eliminate much of the last-minute scrambling that is created when a faculty member receives a DENIAL letter mid-semester or who gets started on the equivalency paperwork process too late to be approved before hiring decisions are made. It will also assure a qualified group of interested candidates would be identified for most needs. The topic will be reintroduced in consultation with the chancellor next Monday, May 21.

6. Equivalency Petitions:
   A. A History EQUIVALENCY was denied in agreement with the discipline.
   B. A Health EQUIVALENCY lacked official documentation. It was neither approved nor denied.

   The chair was instructed to request the applicant have an official letter of confirmation from the university be directed to the chair prior to the May 29 (final spring) meeting. The chair agreed to send said request today. NOTE Tis done.

7. Consultation Items: none

8. Report on the DAS election – La Vergne Rosow did not run for the position of DAS VP as she was running for president. Kathleen Bimber of LACC ran unopposed for the position. David Beaulieu was elected DAS president. At the DAS meeting Rosow invited Bimber to the two final EPAC meetings and the remaining DCC meeting, both of which Bimber will chair in the fall.

9. New Business: Rosow thanked Ron Lopez for re-working the Disciplines Honchos Excel program. Lopez offered continuing education support for further development of the list of representatives.
8. Items from the Floor: none

9. The final Spring 2007 meeting will be May 29 in A111 at Trade Tech. TIME CHANGE: 2-4pm.

10. The first fall meeting will be scheduled on May 29. The remaining meetings will be scheduled by the incoming chair.

11. The meeting was adjourned at 2:30pm.

Respectfully submitted,

La Vergne Rosow, Chair

VI. Old Business
   A. Accreditation (Flood/Echeverri)

We have a lot of work still left to do for the April 2008 visit. SLO’s must be in place. Recommendations must be addressed and shared governance structure must show progress. These are some of our timelines and tasks:
   • Follow up report due in March
   • 6 recommendations and 2 concerns to be addressed and resolved
   • Hard copies of the report will be sent out to faculty.
   • Recommendations must be addressed. Main concerns are:
     1. Collegiality – we are to develop some mechanism that states how we will deal with each other and how LAMC gets leaders to work collegially.
     2. Develop a clearly written policy on how LAMC will accomplish collegiality.
     3. Define the shared governance relationship and show how it is working.

Discussion followed:
Bob Smazenka asked are we going to establish priorities for these tasks.
Eloise Cantrell suggested a work day for all faculty to get the job done. October 5 was selected.
Rick Scuderi has info to share on successful colleges who have done this sort of task.
Pat Flood indicated that we will establish committees and passed the sheet around for each of us to sign up for a committee to address the issues.
Terri English reminded us that Gary Colombo stated we should ALL READ the report.
Angela stated she will make sure we all get a hard copy of the report. And that Gary indicated we needed to form 3 taskforces:
   1. Collegiality
   2. Shared Governance
   3. Planning and Accountability – SLO references were made.

Timeline:
   • Sept. 15 Divide tasks
   • Initial draft report done by Dec.-1 and finished by Jan 15
   • Board approves in Feb.
   • Report due in March
   • Follow-up site visit in April
ACADEMIC SENATE
STUDENT LEARNING OUTCOMES REPORT
September 6, 2007
Pat Flood, SLO Coordinator

As stated in Recommendation #5 of the Accreditation Evaluation Team’s report, which we received this last July:

“Although the college has made some progress in defining the Student Learning Outcomes (SLOs) at the course and degree level, the college should accelerate efforts to complete the development and inclusion of the Student Learning Outcomes Assessment Cycle in all courses, college programs, and services.”

Over and over this was a theme of the evaluation team’s report—more dialogue and concentrated effort should be devoted to completing SLOs and assessment plans for all courses and programs and that these should become part of a regular and systematic cycle of assessment, evaluation and improvement which is linked to resource allocation and planning.

At this point in time, one quarter, 25% of L.A. Mission Colleges courses have SLOs, 22% have defined assessments, and less than 1% have done assessments or implemented changes as a result of the assessments.

By the end of the fall semester, we need to have completed a report of our progress regarding the issues addressed in the evaluation report. We need to have made significant progress on our student learning outcomes and assessments on the course, program, and degree levels.

I am also working with the curriculum committee on a form to be appended to the present PNCR requesting that the SLOs be listed for each course as they are at other colleges.

Pat Flood is encouraged by the progress of the SLO’s in disciplines throughout the college. SLO’s need to be included in all course outlines with statements on how each SLO will be evaluated. The SLO’s should align with the institutional SLO’s stated in the LAMC Educational Master plan.

SLO’s Discussion ensued.

- Stan Levine suggested asking the district to provide a facilitator for each of the areas for the October 5 faculty workday. He asked how we will get everyone to participate.
- Bob Smazenka suggested that we set deadlines for work products.
- Eloise Cantrell suggested that the work products be brought by the committees to the November senate meeting for acceptance.

B. Faculty Hiring Committee (Klitsner)
- Development of the form and criteria will be done on Sept. 13.
- Form then sent to Academic Senate Executive Board for approval.
- New form and report at next senate meeting on Oct. 4.
C. Educational Planning Committee (Silver)
- Committee has been meeting since end of spring 2007.

D. Shared Governance (Prostak)
- AFT contract states participation in SLO’s.
- Gary will bring info to Oct. 4 senate meeting.

VII. New Business
- Facilities info:
  New Child Development building will have open house in April 2008.
  Cultural Arts Center classes all re-located in prior bungalows on campus nearest the parking structure.
  Bio lab to be done by Oct. 7.
  Culinary Arts ground breaking in Oct. 2008
- Academic re-organization
  Science divided into 2 departments
  Photography from Business to Art/Health/ Multi-media/PE
  Computer Science moved to Business and law

VIII. Announcements
- Next Senate meeting: October 4, 2007 Campus Center 5 1:30 p.m.

  The meeting was adjourned at 3:10 p.m.
  Submitted by Eloise Cantrell – Senate Secretary