Minutes for the General Session  
Thursday, March 7, 2013, 12:30 PM  
Faculty and Staff Center  
855 N. Vermont Avenue  
Los Angeles, CA 90029

I. Call to Order and Adoption of the Agenda – J. Freitas  
The meeting was called to order at 12:39 PM and the agenda was adopted as written with some additional presentations noted.

II. Approval of the Minutes of Previous Meetings – E. Gnerre  
a. Minutes of February 21, 2013 meeting  
MSP unanimously to approve minutes.

III. Public Comments – 5 minutes  
None

IV. Guests/Special Presentations  
a. Presentation on Institutional Learning Outcomes Data – C. Tinberg  

b. Consortium on Mental Health at LA Harbor College March 21-22, 2013  
Violence prevention and threat assessment training.

c. 10+1 and the College Budget Process—John Freitas  
Presentation covering guidelines, Title 5 Authority, and concepts of “rely primarily” and “mutual agreement” (collegial consultation), a budget scenario describing changes made to the process, and the role of the Senate in responding to proposed changes.

V. Consent Calendar (action) – J. Freitas  
None.

VI. Action Items  
a. Senate Elections Procedures – B. Vasquez  
Resolution #07-S13: Approval of Senate Election Procedures  
Suggestion made to reference Board Rule regarding campaigning on campus and campaign statements.  
Read aloud and motion to postpone, pending location of Board Rule for clarification, defeated.  
MSP to approve election procedure.

VII. Notice/Discussion Items  
a. Program Review Validation Process (discussion) – D. Wanner  
CPR deadline Monday. Ninety reviews needing validation. Volunteers sought for 4-person validation teams working March 15-April 15. Training will be provided. Rubric will be filled out on your own, at home or work. We will learn from the process this year and move forward, asserting our role as Senate.

b. Draft Grants Development Policy (discussion) – J. Freitas  
Grant Development Process documents presented. Recommended sending back to Grants Task Force for eventual presentation at EPC. Meets fourth Tuesday in April.

VIII. President’s Report – J. Freitas  
a. Status of previous action items  
Hiring list, SLO, Viability Report on Archived Programs all approved.

b. Budget Allocation Subcommittee – Academic Affairs AUP prioritization update  
Presentations before BAS start next week.

c. Contingency Reserve  
Deans will work with Chairs to identify which items on the list, if any, have been purchased.
d. Hiring process revision work has begun by a committee of three chairs
e. Maria will run next Senate meeting as Pres. Freitas will be away

IX.  Treasurer’s Report— J. Bhakta
   None.

X.  Associated Student Government – J. Hobson
   Club Rush occurred this week with 20 chartered clubs. Participated in “March in March” in Sacramento. Putting tutoring information up on Facebook and other social media. District ASGs have been approached by MOOCs (Massive Open Online Courses) and asked to take a position.

XI. Accreditation Co-Chair Report – D. Wanner
   Report on Distance Ed. due soon and will employ a cut-and-paste process for compiling.
   2015 Self Study—A-Team will be re-constituted and teams will be formed to oversee each standard.

XII. Senate Standing Committee Reports
   a. Professional Development – C. Park
      Faculty Learning Awards applications open. Deadline March 27th.
      i. Book Program – A. Maeck
         None.
   b. Student Learning Outcomes – C. Tinberg
      Nothing further.
   c. Executive – J. Freitas
      None.
   d. Student Success – K. Webber
      None.
      i. Basic Skills – J. Nishimura
         None.
      ii. Achieving the Dream –
         Applications have been received for coordinator position.
   e. Curriculum – M. Reisch
      March 19th next Curriculum Meeting deadline for any changes appearing in catalog.
   f. Educational Planning – D. Marlos
      BAS had initial meeting. EPC went through draft timeline and rubric. Viability Committee on move of Economics from Social Sciences to Business/CAOT has been charged with convening.
   g. Department Chairs – D. Wanner
      Raised concerns about increased responsibilities with concurrent deadlines. Suggested developing timelines, priorities, secretarial help. Concern raised over how classes were chosen for Summer. Some additional classes have already been added in. Policy will be reviewed with Enrollment Management Team.
   h. District Academic Senate – K. Bimber
      Cross-listed courses being audited by State. Our District had over 100 instances of faculty teaching out of minimum qualifications. Large potential fines could result.
   i. Constitution and Bylaws – A. Pavlik
      Presented form for Nomination/Application to Serve on a Senate Committee. Noticed.
      Bylaws are completely updated and will be uploaded to Sharepoint.
   j. Academic Rank – H. Plotquin
      None.
   k. Elections – B. Vasquez
      Nothing further.
   l. Fellowship – A. Sburlan
      Next department for senate lunch—Radiation Technology
      Suggestion made to combine Rad Tech, Dental Tech and Nursing for providing Senate lunch.

XIII.  Shared Governance Council and Special Committee Reports
   a. Shared Governance Council – D. Wanner
      i. Budget/Bond Steering – D. Wanner
         Approved transfer of $300K from the Security project to the Cesar Chavez IT project allowing purchase of equipment ($700K total) for 2nd data center. Close vote, but passed. Revised budget.
      ii. Planning – M. Reisch
         Nothing further.
iii. Program Review – M. Reisch/D. Wanner  
*Nothing further.*

iv. Facilities Planning –  
*Nate Lorentz new Chair.*

v. Technology Steering – K. Beaufait  
*None.*

b. Matriculation Advisory Committee – K. Webber  
*None.*

c. Student Accommodations – S. Matranga  
*None.*

XIV. Announcements  

a. LACC Music Department Spring 2013 Concert Series Tuesdays and Thursdays 12:10 PM. For more information go to  
[http://lacitycollege.edu/academic/departments/music/docs/Concert%20Calendar%20Spring%202013.pdf](http://lacitycollege.edu/academic/departments/music/docs/Concert%20Calendar%20Spring%202013.pdf)  
b. The LACC Theater Academy Presents SD1A: Student Directed One Acts…3 Days Only! March 14-16. For more information go to:  
[http://lacitycollege.edu/public/announcements/SD1A-Sp2013.pdf](http://lacitycollege.edu/public/announcements/SD1A-Sp2013.pdf)  
c. April 2013 senate meetings moved to April 11 and April 25.  
d. Area C meeting Saturday, March 30, 10 am – 3 pm, College of the Canyons, Santa Clarita  
e. ASCCC 2013 Spring Plenary Session, April 18-20, San Francisco Airport Westin, Millbrae

XV. Adjournment  
*The meeting was adjourned at 2:45 PM*

Evidence Provided:  

- Agenda on Sharepoint  
- *Draft* minutes of February 21st Senate meeting  
- Flyer for Violence Prevention Training March 21-22, 2013 at Harbor College  
- Institutional Learning Outcomes Results for Spring 2008-Spring 2012  
- Resolution #07-S13: Approval of Senate Election Procedures  
- Draft LACC Academic Senate Elections Process Timeline 2-27-13  
- Appendix A: Academic Senate and District Academic Senate Template for announcing opening of nominations  
- Appendix B: Academic Senate Officer and Committee Member Responsibilities and District Academic Senate Senator Responsibilities and Committee Purpose  
- Appendix D: Academic Senate and District Academic Senate Elections Information template  
- Appendix G: Official Ballot—LACC Academic Senate Elections template  
- Appendix H: Ballot Box for Academic Senate Elections sign  
- Appendix I: Academic Senate and District Academic Senate Elections Results template  
- Draft Proposed Policy on Grants Development LACC  
- Draft Grants Development Process Proposal LACC  
- Draft Appendix A—Grants Development Decision-Making Matrix  
- Draft Grant Application Approval and Submittal Process LACC  
- Draft Authorization to Apply for Funding form LACC  
- Memo from President John Freitas Re: 2013-2014 Annual Unit Plan Prioritization presentation schedule and process dated February 27th, 2013  
- BAS Annual Unit Plan Rating Rubric for FY2014 Requests (Approved by EPC March 6th, 2013)  
- Timeline for BAS Annual Unit Plan Request Prioritization Spring 2013  
- Memo from President John Freitas Re: LACC Faculty Hiring Policies Update and Revision dated February 26th, 2013  
- President’s Report: Contingency Reserve Edition, March 7th 2013  
- LACC Proposed Use of 2.5 Percent Contingency Reserve Redistribution—Funds Distribution/Proposed Spending Plan  
- Budget Prioritization Academic Affairs 2012-2013 spreadsheet approved Academic Senate 5-31-12