The Academic Senate of Los Angeles City College

Minutes for the General Session
Thursday, March 21, 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 – M. Reisch

The meeting was called to order at 12:36 PM. The agenda was adopted with some minor re-arrangement.

II. Approval of the Minutes of Previous Meetings – E. Gnerre

a. Minutes of March 7, 2013 meeting

MSP to approve the minutes.

III. Public Comments – 5 minutes

None.

IV. Guests/Special Presentations

Child Development Center presented as part of the Faculty Lecture Series prior to our call to order.

V. Consent Calendar (action) – M. Reisch

a. Curriculum approvals

MSP to approve.

i. Title 5 updates – see spreadsheet
ii. New course requests – see spreadsheet
iii. Course change requests – see spreadsheet
iv. New degrees – see spreadsheet
v. Course archive requests – see spreadsheet
vi. Distance education addenda – see spreadsheet

VI. Action Items

a. Resolution 08-S13: Approval of the Substantive Change Proposal for Distance Education to ACCJC (recommendation to the College President) – D. Wanner

Background: The college is currently out of compliance with ACCJC policies on distance education. Students now have the ability to complete course requirements for degrees and certificates completely through distance education. To be in compliance, the college must demonstrate to the ACCJC that a plan to deliver services that are available to students in person are also available online, that the quality of online instruction at the same level as on-site courses, and that all applicable laws and regulations are being followed. This report is due to ACCJC on April 9, 2013. The senate must first approve it before it goes to the President and the Board of Trustees for approval. Senate approval will be with the understanding that edits may be made to correct errors. It will be submitted to ACCJC with the understanding it is pending Board approval.

Draft document presented. Send any comments to Dan Wanner. Final submission on April 9th.

MSP unanimously to approve proposal with the understanding that corrections will needed.


Background: The Program Review Committee approved the validation process for the comprehensive program review currently being conducted for all areas of the college. Each program review validation team will have participants from Academic Affairs, Student Services and Administrative Services. Each validation team will have at least one faculty member, with two faculty on the evaluation teams for programs under Academic Affairs. This proposed process was approved by the Program Review Committee on March 13, 2013. This sense of the senate resolution asks for approval to implement the process for this program review cycle, but is not a formal recommendation to the President for approval. The purpose of this is to allow this validation process to be tested,
reviewed and improved without it being locked into a formal mutually agreed process. Once the program review is completed, the process followed will be reviewed, the draft Program Review Handbook will be revised, and the final draft will come to the senate for approval as a formal recommendation to the College President.

Validation process, timeline and rubric presented.

MSP unanimously to approve implementing the proposed process.

VII. Notice/Discussion Items

a. EPC Budget Allocation Subcommittee draft Academic Affairs annual unit plan request prioritization for 2013-2014 – D. Marlos/D. Wanner

VIII. President’s Report – J. Freitas

None.

IX. Treasurer’s Report – J. Bhakta

None.

X. Associated Student Government – J. Hobson

Taking stand against Massive Open Online Courses (MOOCs) as accredited courses. Earth Day celebration planned with dunk tank. Continuing efforts to raise money for tutoring.

XI. Accreditation Co-Chair Report – D. Wanner

DE Substantive Change Report submission is on schedule. Submitted to ACCJC for preliminary review. On LACCD Board agenda. Final version to be sent to ACCJC on April 9.

XII. Senate Standing Committee Reports

a. Professional Development – C. Park

i. Flex reports due June 5th. Be patient after you turn it in to Christine. Wait for confirmation email.

ii. Faculty Learning awards application due soon.

iii. Senate Night Friday, May 3rd at the Faculty Concert with wine and cheese.

iv. Retirement Luncheon in May at last Senate meeting.

b. Student Learning Outcomes – C. Tinberg

Attended workshop sponsored by ACCJC.

c. Executive – J. Freitas

None.

d. Student Success – K. Webber

Meets next Monday, reviewing changes coming SB 1456 enrollment priority

i. Basic Skills – J. Nishimura

Prioritized the AUP.

ii. Achieving the Dream – Gary Columbo

Gary just appointed this week. Going to conference at Mission College and will write up report on it.

e. Curriculum – M. Reisch

i. Board Rule Article VII. Academic Standards, 6700. B. Want to change “two calendar years” to “one calendar year.” Notice item.

ii. LACCD Counseling Division wants to rename courses titled “Personal Development” to “Counseling”. Notice item.

f. Educational Planning – D. Marlos

i. Flowchart of validation process discussed at yesterday’s EPC meeting. Recommendation made that straightforward data in CPRs would go to OIC as soon as validated, with narrative sections coming back to EPC for further consideration. Proposal read aloud today at Senate. Notice item.

ii. Single platform course management system proposal read aloud, concerning supporting Etudes, discontinuing Moodle. Fewer than 10 faculty currently use Moodle and it is not connected to the District SIS, hindering student authentication. Question asked about cost, security, ease of transition of each. Suggestion made to include that information with what Distance Ed Chair Carlos Guerrero will send out. Daniel will communicate with Carlos. Notice item.

iii. CID grids due by May 1st, even if it is course by course.

g. Department Chairs – D. Wanner

Contract questions, preliminary CPR results, and where to go next with validation process for March 26 meeting; Faculty Hiring Procedures handbook in process; taskforce on faculty hiring procedures (handbook) to be formed soon.
h. District Academic Senate – K. Bimber
   Division change name and Board Rule change.

i. Constitution and Bylaws – A. Pavlik
   Nothing new.

j. Academic Rank – H. Plotquin
   No report.

k. Elections – B. Vasquez
   Elections will be held in May.

l. Fellowship – A. Sburlan
   i. Next department for senate lunch – Radiation Technology

XIII. Shared Governance Council and Special Committee Reports
   a. Shared Governance Council – D. Wanner
      i. Budget – D. Wanner
         Looking promising for balancing our budget this year, but next year will be a challenge.
      ii. Planning – M. Reisch
         Using CPR data to inform Strategic Master Plan.
      iii. Program Review – M. Reisch/D. Wanner
         Validation rubric unanimously approved for use by Academic Affairs validation teams, with basic
         framework to be used by Student Services and Admin Services. Motion approved unanimously to accept
         that “Instructional Disciplines,” “Award Summary,” and “CTE” components will be validated by the CPR
         teams using rubrics; the “Planning and Budget” component will go to Planning; and the “Program
         Overview” component will go to the Strategic Planning taskforce (formed by the Planning Committee) for
         validation.
      iv. Bond Steering – D. Wanner
         Had a couple of requests for change orders, including request to increase security in Child Development
         Center. Tabled until next meeting as no representative from CDC was there. South Gym core testing, and
         weight room changes were approved. Question raised at Senate about Student Service Building status.
         Dan Wanner will find out.
   v. Facilities Planning –
      No report.
   vi. Technology Steering – K. Beaufait
      No report. Meets next week.

b. Matriculation Advisory Committee – K. Webber
   No report. Meets next week

c. Student Accommodations – S. Matranga
   No report.

XIV. Announcements
   a. LACC Music Department Spring 2013 Concert Series Tuesdays and Thursdays 12:10 PM. For more information:
      http://lacitycollege.edu/academic/departments/music/docs/Concert%20Calendar%20Spring%202013.pdf
   b. Area C meeting Saturday, March 30, 10 am – 3 pm, College of the Canyons, Santa Clarita
   c. April 2013 senate meetings moved to April 11 and April 25.
   d. ASCCC 2013 Spring Plenary Session, April 18-20, San Francisco Airport Westin, Milbrae

XV. Adjournment
   Meeting adjourned at 1:47 PM.

Evidence Provided:
   Agenda on Sharepoint
   Draft minutes of March 7th Senate meeting
   Consent calendar for curriculum approvals and academic rank advancement for March 21st, 2013
   Curriculum approvals spreadsheet for March 21st, 2013
   Resolution #08-S13: Approval of Substantive Change Proposal for Distance Education to the ACCJC
   Resolution #09-S13: Authorization to Implement Program Review Validation Process for Spring 2013
   Validation Process, Office of Institutional Effectiveness, 3-14-13
   Board Rule Ch. VI, Article VII – Academic Standards
Counseling District Discipline Subject Change Justification
LACC 2013-14 AUPs Basic Skills Prioritization List, Submitted: 03/11/2013