The Academic Senate of Los Angeles City College

Minutes for the General Session
Thursday, December 6, 2012
12:30 – 2:30 PM
Faculty and Staff Center

I. Call to Order and Adoption of the Agenda – J. Freitas
   The meeting was called to order at 12:36 PM and the agenda was adopted as written with one addition to Discussion section.

II. Approval of the Minutes of Previous Meetings – E. Gnerre
   a. Minutes of November 29, 2012 meeting
      MSP unanimously to approve the minutes

III. Public Comments – 5 minutes
   None

IV. Guests/Special Presentations
   a. District-wide student email presentation – Will Marmolejo and Juan Mendoza
      PowerPoint presentation on cloud-based system. Handed out FAQ.
   b. SLO Spotlight – None this week

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

VI. Action Items
   a. Resolution #06-F12: Completion of the Comprehensive Program Review Templates – D. Wanner
      • Resolution read aloud.
      • Amendment proposed to remove all wording in Resolved from “approves” through “and”.
      • MSP to approve amendment.
      • MSP to approve resolution.
   b. Resolution #07-F12: Approval of Selection Process for Faculty Coordinators/Directors Doing Work Related to Academic and Professional Matters – J. Freitas
      • Senate needs to act on changes to reassigned time. J. Freitas will take it up in consultation.
      • Current positions will be looked at one-by-one as to current stated length of terms.
      • Amendment proposed by B. Manchester for Step 7.
      • MSP unanimously to adopt amendment.
      • Resolution read aloud, MSP unanimously to adopt resolution.
   c. Resolution #08-F12: Amendment to Senate Bylaws on Senate Committee Attendance – A. Pavlik
      Resolution read aloud. MSP unanimously to adopt resolution with clearly a two thirds majority.
d. Resolution #09-F12: Amendment to Senate Bylaws - Correction on Election Month in Article I, Section 10, Clause 2 – A. Pavlik

Resolution read aloud. MSP unanimously to adopt resolution with clearly a two thirds majority.

e. Approval of Distance Education Subcommittee operating agreement – D. Marlos

Pulled from agenda.

VII. Notice/Discussion Items

a. Cheating and grievance appeals issues – B. Manchester
   - Student Discipline Hearing Panel process questioned, regarding faculty input and their ability to review findings of panel for accuracy before College President receives them. Apparently, the process is not written down.

b. Board Rule 8603 — Kathleen Bimber

ELAC Senate’s rationale for not supporting Chancellor’s newest proposal regarding priority enrollment presented. Questions regarding number of students meeting threshold were raised. We would like to see more data. Asked for study over a year ago, which Yasmin Delahoussaye has not provided. Action item on next DAS meeting on Thursday in Student Union.

VIII. President’s Report – J. Freitas

a. Status of past action items

Board ratified collegial consultation agreement.

b. 12/3 Consultation with senior staff
   - Film shooting issues. President Martinez agreed shouldn’t happen again. P. Carlson will review and revise policies.
   - Evaluation lists: Campus Personnel and Academic Affairs compiles list, made available only to Chairs. Wider distribution is a contract issue. Contact Sharon Hendricks with questions.
   - Bond Master schedule extends to 2018 timeline, Pres. Martinez not happy with it. She will review and push for earlier completion.
   - Achieving the Dream, does fit with our goal of student success. Faculty/Leadership retreat proposed for January to reboot ATD on this campus, based on value-driven decisions. February conference in Anaheim.
   - State Senate Leadership Workshop held last Saturday. LACC participants thanked for attending.
   - VDK—Credit programs proposed by Chito Cajayon, vice chancellor for Workforce, along with partnerships with Harmony. Meeting tomorrow to discuss these ideas.
   - Presidential hiring committee in place.

IX. Treasurer’s Report– J. Bhakta

No report, but will correct a double counting error in last week’s report.

X. Associated Student Government – J. Hobson

Pi Shop procedures will be looked at and improved, including adding a third tutor to each shift. There is a general lack of communication for students regarding services available. Adding a sheet to syllabi listing help available (tutoring, health center, etc.) is one idea.

XI. Senate Standing Committee Reports

a. Professional Development – C. Park

Free martini for all at Holiday Party, Friday Dec. 14th at Castaways. Senate is providing wine. Special things planned. Please come!
i. Book Program – A. Maeck
   No report
b. Student Learning Outcomes – C. Tinberg
   No report
c. Executive – J. Freitas
   No report
d. Student Success – K. Webber
   Reminder to run ATD and any handouts regarding services by Student Success
   i. Basic Skills – J. Nishimura
      Meeting Monday
   ii. Achieving the Dream – K. Sherwood
      Nothing further
e. Curriculum – M. Reisch
   Meeting Tuesday, Dec. 11th, and will definitely meeting in January.
   State mandates that 80% of Plan A Transfer (TMC) degrees due June 2013. District workshop for C-CD taking place Feb. 22nd with K. Bimber
f. Educational Planning – D. Marlos
   • Met yesterday. Voted to approve Theater program change to convert Plan B AA degree to a certificate. Should just involve a conversion.
   • Accepted recommendation to implement single course-management system, namely Etudes.
   • Desire expressed to allow faculty to participate in selection. Cost of Etudes questioned. State is imposing selection of a single system.
   • Viability committees’ composition listed in handout.
g. Department Chairs – D. Wanner
   Four large projects: AUP due Jan. 8th; SLO component of CPR, due Jan. 17th, rest of CPR, and request for Faculty hires, due end of January
h. District Academic Senate – K. Bimber
   Nothing further
i. Constitution and Bylaws – A. Pavlik
   Nothing further
j. Academic Rank – H. Plotquin
   None
k. Elections – B. Vasquez
   Election dates now set; meeting in February
l. Fellowship – A. Sburlan
   i. Next department for senate lunch– Physical Education

XII. Shared Governance Council and Special Committee Reports
a. Shared Governance Council – D. Wanner
   All bond recommendations discussed here passed
   i. Budget – D. Wanner
      None
   ii. Planning – M. Reisch
      Hoping ECD glitches in Pt. 5 are fixed. Will meet with affected Chairs.
   iii. Program Review – M. Reisch/D. Wanner
      CPR close to begin finalized
   iv. Bond Steering – K. Morrissey
      None
v. Facilities Planning – K. Morrissey  
None
vi. Technology Steering – K. Beaufait  
None
vii. Enrollment Management Team – D. Wanner  
Met last week. Revising plan.
b. Accreditation – K. Sherwood  
• Susan Clifford responded to request for review.  
• Wants narrative on how the college intends to increase success rates in our distance ed. courses.
c. Matriculation Advisory Committee – K. Webber  
• Amy Ho will work on pre-requisites, and has undergone training.  
• District enrollment priority task force. LACC has 5% (leads district) with students with over 100 credits. Average is 3% in LACCD and statewide. These students will fall to back of line and need to be advised of this change.
d. Student Accommodations – S. Matranga  
None

XIII. Announcements
a. Remaining Senate meetings for Fall 2012 –Tuesday, December 11 (December 11 meeting at 2:00, immediately after Curriculum Committee meeting)
b. District Academic Senate, Thursday, December 13, 12:30, LACC, Student Union Multipurpose rooms B and C
c. LACC Holiday Party, Friday, December 14, 12-4 PM at the Castaway Restaurant in Burbank. For more information go to:  
http://lacitycollege.edu/public/announcements/holidaypartyF12.pdf
d. First Academic Senate meeting for Spring 2013 is Thursday, February 7, 2013, 12:30. Open forum on discontinuance of “unofficially archived” degrees and certificates at 12:15.
e. April 2013 senate meetings moved to April 11 and April 25.

XIV. Adjournment
The meeting was adjourned at 2:41 PM

Evidence provided:
Agenda on Sharepoint
Draft minutes of November 29th 2012 Senate meeting
Resolution #06-F12: Completion of the Comprehensive Program Review Templates
Resolution #07-F12: Approval of Selection Process for Faculty Coordinators
Draft LACC Selection Process for Faculty Coordinators with Non-Contractual Reassigned Time  
(Rev. by Senate President and College President 12/4/12)
Amendment to above document re-wording Resolved section
Resolution #08-F12: Amendment to Senate Bylaws on Senate Committee Attendance
Resolution #09-F12: Amendment to Senate Bylaws on Senate Elections Committee
LACCD Student Email Migration PowerPoint slides handout (12/6/12)
FAQ on LACCD Student E-Mail 2012
Maintaining Support for December 2011 DAS Resolution Regarding College-Based Priority Enrollment
EPC Viability Study Committees composition list
Distance Education Committee recommendation RE: Single Course Management System Report for EPC Committee