Minutes for the General Session
Thursday, December 5, 2013
12:30 PM
Faculty and Staff Center
855 N. Vermont Avenue
Los Angeles, CA 90029

NOTE: The actual minutes taken at the meeting are written below in *italics*, using the agenda as a framework.

I. **Call to Order and Adoption of the Agenda** – J. Freitas
   
   Meeting was called to order at 12:32 PM
   
   **MSP to approve** agenda as written with addition of granting Executive Committee authority during Winter Intersession

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

III. **Public Comments** – 5 minutes
   
   None

IV. **Guests/Special Presentations**
   
   None

V. **Consent Calendar (Action)** – No items
   
   None

VI. **Action Items**
   
   a. **Resolution #03-F13: Approval of the LACC “Guide to Distance Education”** – C. Guerrero/D. Marlos
   
   Resolution was read aloud. Background given about its development. The plan is to revisit document at least every three years for possible revision. Considered a working document. Question raised about whether there is a similar document for classroom teaching. There has been a faculty handbook, and links exist on the website. Concern raised again about Moodle vs. Etudes as a course management system and the necessity of choosing one over the other in the absence of data. Adequate tech support for all systems is essential. This document is purposely vague about a particular CMS, as a starting point. Pres. Freitas changed “single” to “common” and added “for online & hybrid” in Resolution.
   
   **MSP unanimously to approve** resolution.

   
   The Senate’s responsibility is to validate that the prescribed process was followed. Committee met four times, and corrected an earlier calculation error based on misunderstanding of points awarded for positions vacant for longer than two years.
   
   Resolution read aloud.
   
   **MSP unanimously to approve** resolution.

VII. **Notice/Discussion Items**
   
   None

VIII. **Associated Student Government** – C. Ho
   
   *Living Healthy/Loving Life event going on right now. Working over Winter Break to fill vacancies on Board. Committee formed to provide relief to a rotating list of groups.*

IX. **Accreditation Report** – D. Wanner
   
   *No report*
X. Achieving the Dream Report—G. Colombo

Working on First Year Experience for Spring. Twenty sections of English filling up gradually. Will be collecting data on outcome of those students. FYE button on home page leads students to list of available classes. Partnering with Hollywood High and a Charter High School at VDK. Met with ASG to go over Scorecard Data.

XI. President’s Report – J. Freitas

MSP to give Executive Committee authority over Winter Intersession.
District Academic Senate having District (Instructional) Discipline Day Friday, Feb. 28, 2014. The new Student Information System raises issues that will need to be addressed.

XII. Treasurer’s Report—J. Bhakta

Still at 165 paid members

XIII. Senate Standing Committee Reports

a. Curriculum – K. Webber

No December meeting, will meet in January. Submissions right now will be on February agenda.

b. Educational Policies and Program Integrity – D. Marlos

- Thanked Distance Education Committee again for their hard work on Guide.
- Viability Study on Athletics given to EPPIC for Spring. Lengthy discussions led to belief that Athletics is an Academic Program and therefore is eligible for Viability Study.
  i. Student Learning Outcomes – D. Marlos for C. Tinberg
     Assessment cycle timeline established.
  ii. Distance Education – C. Guerrero
     As previously reported above. Will be addressing a DE Plan, going forward
  iii. Program Review and Effectiveness – A. Cohen
     Timeline created, with aim to complete CPR, extracting 3 or 4 major plans for college-wide focused goals. Meeting with Strategic Planning Committee to make sure CPR plan will be in alignment with strategic plan.
  iv. Hiring Prioritization Committee – A. Cohen
     Lessons learned from process. Will work on smoothing out process even further.
     Concern expressed about Media Arts 7-year vacancy still not scoring high enough to be filled. If it goes any longer, Chair of Media Arts fears position will be lost forever. Photography program imperiled by this vacancy and is on a downward spiral. Art Dept. in similar situation due to upcoming retirements added onto past retirements.

c. Department Chairs Caucus – D. Cohen

Met and passed operating agreement without change. Went through Department Chair’s Handbook to try and delineate contractual from non-contractual responsibilities.

d. Professional Development – A. Pavlik

Flex deadline for adjunct faculty Dec. 13th.
  i. Book Program – R. Goddard
     In planning mode for Spring

e. District Academic Senate – K. Webber/J. Freitas

Next meeting upcoming. District Curriculum Committee planning to move to one general ed. pattern.

f. Constitution and Bylaws – A. Pavlik

Nothing to report

g. Academic Rank – H. Plotquin

Recommending Hector Aguilar, Reri Pumphrey and Bernadette Solis advance to rank of Professor.
MSP to approve. Timeline to apply for is anytime during the year.

h. Elections – B. Vasquez

Nothing to report

i. Fellowship – New Co-Chairs K. Miller (C&FS) and C. Rossiter (Cinema-TV)

Sympathy and get well cards for several faculty members available for signing
  i. Next department for senate lunch – English/ESL...thank you Dental Technology/Nursing/Radiologic Technology!
XIV. College Council and Special Committee Reports
   a. College Council – A. Pavlik for C. Park
      Met Dec. 2. Approved goals and objectives of the new Strategic Master Plan. Mission statement amended to remove the phrase “located in Hollywood”. Recommendation passed to approve the amended Mission Statement
         i. Budget – D. Cohen
            Latest figure is a $1M-2M deficit instead of $6M
            Have had interviews for VP of Administrative Services
         ii. Strategic Planning – J. Freitas for S. Hendricks
            Will assign a goal and objective to various committees for accountability to insure that measure has been met. So, strategic plan moving forward.
         iii. COMPASS – J. Nishimura
            Interesting data coming forward regarding basic skills in English. Data is up on Sharepoint.
         iv. Bond Steering – N. Lorentz
            Meeting next week
         v. Facilities Planning – N. Lorentz
            Meeting next week
         vi. Technology Steering – K. Beaufait
            Report on Goals up on Sharepoint.
   b. Student Success and Support Program (formerly Matriculation) Advisory Committee – K. Webber
      Nothing to report. Next meeting in January.
   c. Student Accommodations – A. Dzhanunts
      • Meeting Friday, Dec. 6th. Looking for ADA coordinators since we currently have none.
      • Question and concern raised about lack of funding for OSS students. Current tutors are volunteers. Pres. Freitas suggested bringing a resolution to Senate. Barbara Vasquez asked Aida to let OSS know we are interested in proposing a resolution.
      • Graduation planned for Greek Theatre in Spring. Cost $18K. Graduation Committee looking into using our Field, but cost to purchase chairs and cover for field and other equipment prohibitive. Could borrow from Southwest, but would have to truck it all over.

XV. Announcements
   a. LACC Holiday Party, Friday, December 13, 12-4 PM at the Castaway (Burbank, CA)

XVI. Adjournment – Next meeting is Thursday, February 20, 12:30...Happy Holidays!
      Meeting was adjourned at 1:53 PM

Evidence Provided:
   Agenda on SharePoint
   Draft minutes of November 21, 2013 meeting
   Resolution #03-F13: Approval of the LACC “Guide to Distance Education”
   Resolution #08-F13: Faculty Hiring Prioritization List for 2014-2015
   Final Revised Faculty Hiring Prioritization Ranking: Hiring Priorities for 2014-2015 Academic Year:
      (Addendum to HPC Report submitted to the Academic Senate on 11/21/2013)
   Academic Rank Committee memo to Academic Senate on Academic Rank Advancement for 3 Faculty District Academic Senate notice about District Discipline Day, Friday, February 20, 2014