The Academic Senate of Los Angeles City College

Minutes for the General Session
Thursday, May 21, 2015
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—at 12:35 pm

II. Adoption of the Agenda (1 minute) – J. Freitas—MSP to adopt as written with corrections

III. Approval of the Minutes of Previous Meetings (5 minutes) – J. Freitas
   a. Minutes of the May 7, 2015 meeting—MSP to approve with one abstention (Gnerre)

IV. Public Comments – 5 minutes per speaker—none

V. Consent Calendar (5 minutes)—MSP to adopt as presented with 1 abstention
   a. Authorize Executive Committee to Act on Behalf of the Academic Senate During Summer
   b. Curriculum Approvals
      i. Title 5 Course updates – see spreadsheet
      ii. New Courses
         1. New courses – ASL 025 Conversational American Sign Language ECD # 30689
         2. FRENCH 022 Fundamentals of French II ECD # 43583
         3. KIN 237 Boot Camp I ECD # 39075
         4. KIN MAJ 134 Advanced Lifesaving ECD # 40030
         5. BASIC SKILLS 083CE GED Preparation: Literature and the Arts
         6. BASIC SKILLS 084CE GED Preparation: Mathematics
         7. BASIC SKILLS 085CE GED Preparation: Science
         8. BASIC SKILLS 086CE 35CE Basic Math Skills
      iii. New programs
         1. AS-T in Chemistry
         2. Skills Certificate – Patient Care (Radiologic Technology)
      iv. Advanced course status – none
      v. Course reinstatements – see spreadsheet
      vi. Course changes – see spreadsheet
      vii. Combined course requests – none
      ix. Certificate/Program changes – see spreadsheet
      x. Honors addenda – none
      xi. Distance education addenda – see spreadsheet
      xii. Student learning outcomes – see spreadsheet
VI. Action Items
      Winners read aloud. MSP to accept the report.
   b. Resolution 13-S15: Approve the Athletics Viability Study Report—D. Ruiz
      Daniel Ruiz summarized findings. MSP to approve and send on to President Martinez.
   c. Resolution 14-S15: Support Approval of the Revised LACCD Course Curriculum Approval Procedures in
      Administrative Regulation E-65 – A. Pavlik
      Among other things, would remove College President and Vice President of Academic Affairs from the
      approval process (they are not required by law to take part). MSP to approve.

VII. Notice/Discussion Items (Immediately following Action Items)
   a. Art/Architecture and Media Arts Departments Merger Viability Study Report – J. Vaughn
      Chair of the Committee Jen Vaughn reviewed the rationale, process and preliminary findings.
   b. Student Services Outcomes Assessment Process Handbook – C. Tinberg
      Christine Tinberg distributed “SLO Program Coordinator Roles & Responsibilities”, asked everyone to read
      it over, and send feedback back to her.
   c. LACC Integrated Planning Handbook – D. Wanner
      Don Wanner reminded everyone that the Handbook resides on Sharepoint and urged everyone to look at
      it, reading sections pertinent to their areas.
   d. Resolution on Reviewing and Recommending the Adoption of a Plagiarism Prevention Program – H. Manos
      Harry Manos reviewed the resolution and gave it context. Gave some estimated cost figures for our
      campus at $18,000. Southwest, a smaller campus than ours, pays around $12,000. Daniel Ruiz strongly
      urged support for this effort. Pointed out that Turnitin does a much better job than the free tools
      available on the Internet. President Freitas reminded everyone that cost shouldn’t be a discussion factor
      at this point, but rather, what works well and best serves our students.
   e. Staff and Organizational Development Coordinator Job Announcement – J. Freitas
      John Freitas waiting for document from VP Walden
   f. College Council Operating Agreement – J. Freitas
      Will establish a co-chair structure, including Academic Senate President or his appointee. The Agreement
      is online. Read it over and give comments to John Freitas.

VIII. Guests/Special Presentations – Time Certain 1:30
   a. Bond Construction Projects: Response to Senate/AFT Resolution 04-S15, Building Delivery Methods –
      President Renee Martinez, Mr. John Dacey, Attorney for Build-LACCD—Mr. Dacey unable to attend
      12 classrooms and a multi-purpose room vs. 3 classrooms and a gym was a significant factor President
      Martinez’ decision. Six new banners are now up, and were acquired for free by President Martinez. Will
      be sending out mailers. High School groups have been visiting campus every week. Second assessment
      center has been opened. Working hard on Kinesiology’s certificates and degree. IT needs $11M to meet
      basic needs. Cannot have a repeat of last fall’s 4-day computer failure. Not giving up on Kinesiology.
      Have walked the facility four times with John Freitas to identify needs. Grabbed some extra maintenance
      money to address some concerns in Kinesiology. Deferred maintenance money $100K to make HVAC
      repair. Our responsibility to cooperate and get more participation, come up with strategy rather than
      just complain. Many times things take a lot longer due to having to work through the District. Will send
      out (via John Freitas) Bond Funds and the Program Reserve report. Facilities Master Plan not being
      followed and wasn’t being followed before President Martinez arrived. Can’t knock down Men’s Gym
      because it is tied into the telephone system. Admitted that these complicating factors need to be better
      communicated. Asking for our trust to let her do the job we hired her to do. We are making progress on
      enrollment. Sheriffs at City are central office for the District and respond to emergencies at other
      campuses. Trying to recruit additional cadets. Have been working with city agencies to remove campers
      on City College property on Melrose. Discussed lease-leaseback process. Foundation helping out with
      branding by tapping the resources they already have in place. Online orientation will be available for Fall.
      Acknowledges that LACC website needs lots of work. Ended with this thought, “Instead of complaints, I
      love strategies, because with them we can triumph.”
IX. Special Reports (10 minutes)
a. Accreditation Report – D. Wanner
   Continuing to write first draft of self-evaluation and are on schedule. Technology Plan update and Human Resources Plan have been an on-going concern. Progress being made on those. Standard 4 help coming from the District.
   Annual Reflections Report receiving good feedback. Jeffrey Nishimura will present it at next meeting.
c. AFT Report – S. Hendricks — no report

X. Associated Student Government (5 minutes) – D. Allsop
   Planning a comedy show, music event, offering tutoring next week to ASG members, awards banquet June 11.

XI. Senate Standing Committee Reports (25 minutes)
a. Educational Policies and Program Integrity – D. Ruiz
   In the fall, will be rewriting and streamlining viability process and breaking it down in to distinct processes.
   i. Student Learning Outcomes
   ii. Distance Education
   iii. Program Review and Effectiveness
   iv. Hiring Prioritization Committee
b. Department Chairs Caucus – B. Vasquez — no report
c. Professional Development – C. Park
   Flex due June 10th. Graduation counts for 4 hours, but you must pre-list it.
   i. Book Program – A. Maeck — no report
d. District Academic Senate – J. Freitas/A. Pavlik
   i. LACC resolution on return of bond reserves adopted by DAS — will be sent to a vote
   ii. LACC amendments to requisite policy adopted by DAS
   iii. DAS Election Results: President – Don Gauthier (Valley); 1st VP – Angela Echeverri (Mission); 2nd VP – Elizabeth Atondo (Pierce); Secretary – John Freitas (City); Treasurer – Alex Immerblum (East) — close election for President, 16 to 14.
e. Constitution and Bylaws – K. Gray — nothing to report
f. Academic Rank – H. Plotquin — no report
g. Elections – B. Vasquez — nothing further
h. Fellowship – K. Miller
   i. Next department for senate lunch – Foreign Languages...thank you English/ESL!

XII. Officers Reports (15 minutes) — ran out of time for these
a. President’s Report – J. Freitas
   i. Executive Committee – J. Freitas
b. Vice President’s Report – A. Pavlik
   i. Curriculum Committee
c. Treasurer’s Report – J. Bhakta

XIII. College Council and Special Committee Reports (25 minutes) — ran out of time for these
a. College Council – J. Freitas
   i. Budget – B. Vasquez
   ii. Strategic Planning – S. Hendricks
      1. COMPASS
      2. Technology Steering
      3. Student Success and Support Program
      4. Enrollment Management
   iii. Facilities Planning – N. Lorentz
XIV.  Announcements (5 minutes)

a. Open Forum for the Viability Study of the Merger of the Art/Architecture and Media Arts Departments, Thursday, May 28, TBA
b. Graduation – Tuesday, June 9, 5:00 at the Greek Theatre. Faculty reception at 3:00
c. ASCCC Faculty Leadership Institute, June 11-13, San Jose Marriott
d. ASCCC Curriculum Institute, July 9-11, Doubletree Anaheim-Orange County

Find out what’s going on at LACC through “This Week at City” at http://lacitycollege.edu/calendar/ThisWeek.html
For more information about ASCCC meetings and events, go to http://www.asccc.org/calendar/list/events

XV. Adjournment – Next meeting is Thursday, June 4, 12:30—Adjourned at 2:39pm

Evidence provided:

✓ Agenda on SharePoint
✓ Draft Minutes from May 7, 2015 Academic Senate meeting
✓ Curriculum spreadsheet, May 19, 2015
✓ Academic Senate Elections 2015 Report to Academic Senate on May 21, 2015
✓ Resolution #13-S15: Approval of the Report of the Viability Review on Athletics
✓ Resolution #14-S15: Support Approval of the Revised LACCD Course Curriculum Approval Procedures in Administrative Regulation E-65 by the District Academic Senate
✓ Draft Reviewing and Recommending the Adoption of a Plagiarism Prevention Program
✓ Draft Art/Architecture & Media Arts Department Merger Viability Review, Assessment and Recommendation
✓ Report of the Viability Review on Athletics, Conclusion and Recommendations
✓ Draft SLO Program Coordinator Roles & Responsibilities
✓ Draft SLO Course Coordinator Roles & Responsibilities
✓ 2014-2015 Academic Programs Assessment Timeline
✓ 2015-2016 Academic Programs Assessment Timeline