



Los Angeles Mission College Council

MINUTES

December 19, 2013

Campus Center, Room 1 – 1:30 – 3:00 p.m.

MEMBERS PRESENT:

Present: (Need 10 for Quorum)

Perez, Monte

Bortman, Walter

Crossley, Robert

Gonzalez, Adrian

Master, Sarah

Mendoza, Mary Lou

Milke, Leslie

Milke, Leslie

Moreno, Monica

Villanueva, Daniel

Yamada, Ryan N.

Vacant

President, LAMC

Facilities Planning Committee Co-Chair

Proxy, Student Support Services Admin.

Proxy, AFT Staff Guild Representative

Proxy, Educational Planning, Co-Chair

Proxy, Supervisory Unit Representative

Faculty Senate President

Proxy, Educational Planning Committee

Student Support Services Representative

Budget & Planning Acting Co-Chair

Technology Committee Co-Chair

Operations, Local 99

MEMBERS ABSENT:

Allen, Michael

Barbato, Louise

Climo, Michael

Lara, Carlos

Maldonado, Jose

Mundt, Dorothy

Phares, D'Art

Ramirez, Joe

Roane, William

Rodriguez-Doucette, Zoila

Sparfeld, Tobin

Tran, Hanh

Educational Planning Committee Rep.

AFT College Fac. Guild Chapter Pres.

Professional Development Co-Chair

ASO President

Facilities Planning Committee, Co-Chair

AFT Staff Guild Representative

Educ. Planning Committee Co-Chair

Student Support Services Administrator

Building & Constructions Trades

Supervisory Unit Representative

Budget and Plan. Committee Co-Chair

Technology Committee Administrator

NON-MEMBERS PRESENT:

Ayala, Oliva

Montes, Darlene

ADDITIONAL COLLEGE COUNCIL MEETINGS

February 4, 2014 (Retreat)

February 20, 2014

March 20, 2014

The meeting convened at 1:45 p.m. and was chaired by Danny Villanueva.

APPROVAL OF MINUTES: The minutes of November 21, 2013 were presented for approval. Leslie Milke moved to approve and Ryan Yamada seconded; the minutes were approved with the following correction. On page 5 under Institutional Research it should read ...*selection for a Research Analyst is complete* instead of *Research Assistant*.

ASO REPORT: No report.

WORK ENVIRONMENT COMMITTEE (WEC): Danny Villanueva provided status on the smoking signs for the designated areas.

REPORTS FROM THE STANDING COMMITTEES

ACCREDITATION STEERING COMMITTEE (ASC): Madelline Hernandez submitted a written report. Danny Villanueva gave a quick report from the last ASC meeting. Dr. Lee attended the meeting and provided training. All reports due December 16th were submitted with the exception of Recommendation 14 which is pending the results from the survey. Per Dr. Perez, Trustees Eng and Field will be attending the next ASC meeting on January 8, 2014 for a progress report.

STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE (SEMC) –Danny Villanueva was at the SEMC meeting and reported on the following action item: *The committee unanimously voted to hire a recruiter who will report to the Office of Academic Affairs.* This item will be presented to College Council next month. LAMC has lost 6,000 students since 2007/8 to 2012. All campuses are being asked to step up their efforts on recruitment, advertising, branding, phone banking, etc. There was some discussion on the idea of “pathways.”

SHARED GOVERNANCE OVERSIGHT COMMITTEE: In November College Council discussed if SGOC and PROC should have a seat as voting members. Thus, the following action item was submitted by co-chair Tobin Sparfeld: *That the Shared Governance Oversight Committee (SGOC) and Program Review Oversight Committee (PROC) should have a seat on the College Council as voting members.* Leslie Milke moved to approve and Wally Bortman seconded; the motion passed unanimously. A copy of the action item is on file.

PROGRAM REVIEW OVERSIGHT COMM. & INSTITUTIONAL EFFECTIVENESS: Sarah Master, Dean of Institutional Effectiveness, submitted the following action item noticed from last month. The motion has been updated to extend the closing date. The motion reads, *PROC recommends moving the Annual Unit Assessment Program Review Cycle for all College Divisions to begin in the Spring semester (rather than the Fall Semester) going forward. This cycle is to begin the Spring 2014, with the program review system opening on the first Monday of March and closing on the last Friday of May. If unforeseen circumstances arise, budget requests may be revised and/or additional budget requests may be made after the program review system closing date.* Leslie Milke moved to approve and Monica Moreno seconded; the motion passed with one abstention. A copy of the action item is on file.

RESEARCH ADVISORY TASK FORCE (RATF): Sarah Master, Dean of Institutional Effectiveness, presented the following action item: *Accept the “Guidelines for Assigning Priorities to Research Requests” recommended by the RATF as the system to be used for the Office of Institutional Effectiveness (OIE) for setting priorities among research projects.* Dr. Lee helped to formulate this process because one doesn’t currently exist. Danny Villanueva requested training be provided and Dr. Perez suggested RATF discuss the following questions: 1) What if a faculty member looks at the databases and comes up with their own research and data collection and 2) How is this validated or not? Monica Moreno moved to approve and Mary Lou Mendoza seconded; the motion passed unanimously. A copy of the action item is on file.

REPORTS FROM SHARED GOVERNANCE COMMITTEES

BUDGET & PLANNING COMMITTEE: Danny Villanueva, Budget & Planning co-chair, reported on a recommendation from last month to add a sixth question as recommended by Dr. Perez. The committee reaffirmed the requests with the additional question. The action item reads: *The Budget and Planning Committee recommends that the College Council approve its new metrics for resource allocation. This metric consists of six questions to be completed by the Vice President of each division for each resource request.*

- 1) *Is this position/equipment new or is it a replacement?*
- 2) *Is this position/equipment needed to satisfy a mandate, safety/accreditation requirement, or a workload distribution (position only)?*
- 3) *Why is this request needed?*
- 4) *How will this request benefit students?*
- 5) *What are the ongoing costs or savings related to this position/equipment?*
- 6) *How does this request contribute to SLOs/SAOs?*

The question was called and the motion passed unanimously. A copy of the action item is on file. Further review at the College Council retreat, February 4 will assess the resource request criteria.

EDUCATIONAL PLANNING COMMITTEE (EPC): D’Art Phares, EPC co-chair, submitted a written report with an attachment on Program Review Assessment and Modification Report. There were no action items.

FACILITIES PLANNING COMMITTEE (FPC): Walter Bortman, FPC co-chair, reported on WEC’s report. There was no report from the Bond program and the Facilities Use Policy was tabled by the committee. Two action items will be presented in February: 1) Convert LRC Room 208 for Professional Development to use as a Faculty Resource Center (Eagles Nest) and meeting area. 2) Chicano Studies Department has requested space for a resource center. Bungalow #6 is vacant and has been identified as temporary space for them. Jose Maldonado was elected co-chair of the Facilities Planning Committee representing faculty. Leslie Milke requested FPC to provide an assessment of available space.

PROFESSIONAL DEVELOPMENT COMMITTEE (PDC): No report.

STUDENT SUPPORT SERVICES COMMITTEE (SSSC): Monica Moreno, SSSC, co-chair, reported on Program Review; it was decided to have unit updates take place in the spring. Updates will occur again in the spring following the PROC recommendation to have program reviews that are comprehensive and unit reviews annually each spring semester. AtD coaches visited and progress has been made since the inception of AtD. There was discussion on SB 1456 and 3SP. The Student Success Initiative could affect students' financial aid eligibility due to regulation changes. SSSC has decided not to move forward with their mission statement submitted in September '2013.

TECHNOLOGY COMMITTEE: Ryan Yamada, Technology Committee co-chair, reported on the committee's decision to establish a procedure for homepage postings. This will be an action item for College Council in February. Over the winter break the technology committee will look at reorganizing the website and the phone tree. A written report was submitted.

ACADEMIC SENATE: Leslie Milke, Academic Senate President, presented the following action item: *Accept the Institutional Set Standards as established and approved by Council of Instruction, Educational Planning Committee, and Academic Senate.* These are institutional set standards as guidelines for the college to measure student success. Sarah Master explained that in April ACCJC asked to see LAMC's standards and benchmarks. College data was used to come up with each of these standards. Ryan Yamada moved to approve and Monica Moreno seconded the motion; the motion passed unanimously. A copy of the action item is on file.

PRESIDENT'S REPORT: Dr. Perez read the following action item submitted by College Council Chairs, it reads: *The Process for Review of the Mission Statement is being presented to College Council for approval. (The document on the process is attached with the changes made on November 21, 2013).* Leslie Milke moved to approve and Walter Bortman seconded; the motion passed unanimously.

The second action item reads: *The College Council does not change the Mission Statement for Academic Year 13-14.* Budget & Planning, Educational Planning Committee, Student Services, Academic Senate, AFT Faculty Guild and AFT Staff Guild have agreed not to change the Mission Statement. This is affirmation of all shared governance committees recommendation. Mary Lou Mendoza moved approve and Robert Crossley seconded; the motion passed unanimously.

ANNOUNCEMENTS – College Council will not meet in January. The next meeting will be February 4, 2014 (retreat).

ADJOURN: Meeting adjourned at 2:54 p.m.