COUNCIL OF INSTRUCTION
December 3, 2014
1:30-3:00 p.m. – INST 1005

MINUTES

Members present: Michael Allen, Donna Ayers, Louise Barbato, Cathy Brinkman, Pat Flood, Myriam Levy, Sarah Master, Leslie Milke, Darlene Montes, Deborah Paulsen, Gary Prostak, Mike Reynolds, Jolie Scheib, Janice Silver, Bob Smazenko, Louis Zandalasini

Members absent: Carlos Gonzalez, Madelline Hernandez, John Morales, Michong Park, Said Pazirandeh,

Guests: Gina Ladinsky,

Support: Susan Ghirardelli

Meeting called to order at 1:40pm

1. Minutes November 5, 2014 M/S/Approved w/correction Leslie/Myriam

2. Academic Affairs
   a. Notification of Non-Offer M. Allen
      • A new offer letter has been approved by District, however the process remains the same. On the new form, the single signature line is for the Dean. Chairs are asked to please add their initials on the form prior to submission to their area dean for signature.
   b. LA Healthcare Competencies to Careers Consortium (LAH3C)
      • Overview presentation given by Gina Ladinsky.
      o Competency-based curriculum with competencies determined by industry.
      o The tiered, stacked and latticed curriculum was explained in a PowerPoint presentation
   c. Upcoming Academic Affairs hiring committee administrator assignments
      • Sarah Master – Psychology and CDC Director
      • Cathy Brinkman – English and Multimedia/Cinema
      • Madelline Hernandez – Biology and Computer Science
   d. Bob Smazenko will be taking a one-year sabbatical, starting spring 2015 semester. Debby Wong, upon approval, will serve as Math department chair during Bob’s absence. Dr. Smazenko will be available to serve on the Computer Science hiring committee.

3. SLOs/Assessment
   a. Friday, December 19, 2014 is the deadline for 100% completion of SLO/PLO assessments.
      • Let Deborah and Pat know if you need one of them to visit your department to assist.
      • Any issues with the online assessment system should be reported to Deborah or Pat, who will work on correcting the problem with Nick.
   b. Department Chairs’ Report due January 9, 2015
      • Pat distributed and discussed a handout dated December 2nd of an email sent to Chairs and Vice-chairs regarding the Assessment Report form for fall 2014, along with a copy of the actual form.
   c. There was a request for a master list of all SLOs/PLOs which have never been assessed.
   d. SLO/PLO Non-Compliance Policy M/S/Approved Pat/Louis
      i. That any department chair who has been informed about their department’s SLO/PLO noncompliance will be contacted by LOAC to schedule an intervention workshop for assistance in reaching compliance.
      ii. If intervention does not result in improvement, then only the minimum contractually required course offerings for that department will be offered the following semester.

• Next Council of Instruction Meeting: Wednesday, February 11, 1:30pm, INST 1005
• Next Chairs and Deans Meeting: Wednesday, March 18, 1:30pm, CMS 205

Meeting adjourned 3:05pm
Transcribed by Susan Ghirardelli