Meeting called to order at 1:40 pm by Stephanie Atkinson-Alston

1. Minutes August 29, 2012 Approved w/ correction

2. Americans with Disabilities Act (K. Jeter)
   a. Kevin Jeter, Associate General Counsel for the District, gave a Power Point presentation outlining the District’s legal obligation to provide accommodations to disabled students within parameters of the ADA
      • At Mr. Jeter’s recommendation, an electronic copy of the Power Point presentation was downloaded for Academic Affairs to forward to faculty for future reference.

3. Admissions and Records (R. Torres, S. Atkinson-Alston, S. Ghirardelli)
   a. Faculty responsibilities regarding record keeping and submission of rosters
      • Rosalie Torres discussed some of the recent A & R audit findings. District oversight is becoming much more strict. She distributed one handout describing census roster requirements and a second one listing roster and semester deadlines.
      • For the Fall 2012 semester there was a 97% return rate on exclusion rosters.
      • If census rosters are turned in without student ID numbers, A & R will return them to the instructor for completion. Instructors may drop off their census rosters in AA in the evenings or to their department chairs.
      • It is still District policy to have paper printouts for the census rosters.
      • A task force will be formed to determine how to deal with faculty who are repeatedly delinquent turning in their rosters.
      • It was requested that A & R send the chairs a notice 48 hours in advance of the exclusion and census roster deadlines so they can send their faculty reminders.
   b. Grade Change and In Lieu submissions
      • All grade changes must be initiated by instructors, reviewed by department chairs and submitted to Academic Affairs for approval.
      • Any submissions must be accompanied by supporting documentation in the form of a grade roster, attendance roster, and class syllabus.
      • Board Rule 6702 states: “no grade may be challenged by a student more than one year from the end of the term in which the course was taken.”
      • Grade Changes and In Lieus are being very closely scrutinized by District auditors and any changes must clearly adhere to all board rules. A pdf of grade change regulations were distributed to faculty at the beginning of the semester. AA will send the chairs an e-copy to distribute again to faculty as needed.

4. Wait Lists (S. Atkinson-Alston)
   a. The floor was opened to discuss the pros and cons of wait lists:
      • Pro:
        o Wait lists give a good indication of how many students are interested in certain classes.
        o A wait list could be used for students in counseling. Maybe the SIS system could determine priority for wait lists. Diana will discuss this with Counseling at their Oct 15th meeting.
      • Con:
        o The subject of wait lists is now somewhat moot with classes so full.
        o As it works currently, a wait list does not automatically feed into a class.

5. Achieving the Dream Momentum Point Scholarships (S. Atkinson-Alston)
   • Dean Stephanie distributed a handout describing the AtD Momentum Points Scholarships. LAMC will form a committee for the Spring 2013 semester to determine 6 scholarships in each of the three categories. Stephanie will ask the chairs to nominate a committee member from their respective departments.

   • A handout titled Spring 2012-Standard Hours was distributed. Whoever has not yet submitted work schedules for next semester were requested to do so immediately.
It was suggested to take a more global look at cuts. Last June there was a special C of I meeting to discuss enrollment strategies. AA can forward to chairs the rubric used at that meeting for reference.

7. Academic Affairs  (S. Atkinson-Alston)
   a. Fall 2012 Faculty Evaluations – chairs please submit a plan of action and timetable for evaluations to AA.
   b. Program Review – Program review screens will be open from Oct 15 to November 18.
   c. Faculty Academy - It was proposed to hold the faculty academy on four Fridays, starting in October, for about three hours each session.

8. Student Services  (D. Bonilla)
   a. Transfer Fair will take place October 15th, from 10am to 1:30pm. It has been moved from outside to CC Main because of the heat.
   b. Science and Math instructors were asked to encourage their students to attend.
   c. Instructors can offer class credit if they wish, Ludi will be there to sign proof of attendance.

9. Curriculum/Catalog  (S. Pazirandeh)
   a. Repeatability changes – New regulation will be implemented automatically by District in Fall 2013. All course records on ECD will reflect these changes at that time.
   b. The state chancellor’s office has revised its website. A course or program search can now be made without a login account. Departments are encouraged to check their program inventories on the website for errors, as there is currently a window of time to correct mistakes.
   c. Catalog deadline – any new or revised courses or programs to be considered for the 2013 catalog must be submitted to Susan or Said by October 16th to be considered for the March publication deadline.
   d. TMC models – it was requested that the Curriculum committee let departments know when new TMC models are available on the state chancellor’s curriculum webpage. The link to this page: http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx
   e. Curriculum retreat – the curriculum committee has scheduled a retreat on Oct 19th to work on getting a backlog of ECDs through the Tech Review stage.

10. ILO/PLO/SLO/SAO Assessment  (D. Paulsen)
    a. Due to her attendance of the Student Success/SLO Conference, Pat Flood could not be at this C of I meeting, but she asked that chairs work with faculty to be sure that:
       • They have assessed at least one SLO for all their active courses and that the assessments are posted on the online system
       • The assessments are of high quality and suitable to present to accreditors
       • They have posted their department program SLOs and certificate SLOs and assessed at least one of them and have a timetable for completing the assessments of the others (this also applies to their course assessments).
    b. Chairs please also encourage faculty to assist with assessment of the ILOs. There is a meeting planned for this next Monday, October 8th at 1:30. Deborah circulated a sign-up sheet for names of potential volunteers from each department to serve on this ILO team, so that Pat can invite them to the meeting.
    c. Within a week Nick Minassian will have the updated catalog courses linked to each degree and certificate so that when a person clicks on either, they will see a list of the courses that support that particular program. He will also add a button to the department notes section of the online system so that Word documents can be uploaded; for example, their SLO assessment timetable.
    d. Pat and Deborah are available to meet with chairs to assist with program assessments.

11. Seniority List  (L. Barbato)
    a. Chairs should verify and update their seniority lists. District will generate a list of qualified/cleared adjuncts to use as a resource pool. Anticipating a time in the future when funds become available, chairs were encouraged to go ahead and get their adjunct candidates cleared.

12. Chairs Council
    • No report

    • No report

14. Items from the Floor
    • No items

Next Council of Instruction meeting date:
   • Wednesday, November 7, 2012

Meeting adjourned at 3:45pm

Transcribed by Susan Ghirardelli