COUNCIL OF INSTRUCTION  
Wednesday, November 7, 2012  
Campus Center 4  
MINUTES

Members present: Stephanie Atkinson-Alston, Louise Barbato, Cathy Brinkman, Lilamani De Silva, Pat Flood, Myriam Levy, Leslie Milke, John Morales, Deborah Paulsen, Said Pazirandeh, Gary Prostak, Mike Reynolds, Jolie Scheib, Bob Smazenka, Sandy Thomsen, Louis Zandalasini

Members absent: Ed Raskin, Nadia Swerdlow, Marie Zaiens

Guests: Diana Bonilla, Madelline Hernandez, David Jordan, Rosalie Torres, Tashini Walker

Support: Susan Ghirardelli

Meeting called to order at 1:35pm by Stephanie Atkinson-Alston

1. Minutes October 3, 2012  Approved w/ correction

2. Student Success Initiative Steering Committee/Achieving the Dream Persistence Inquiry Project (B. Smazenka)
   - Bob spoke briefly about SSISC. In the summer, Math instructor Ryan Yamada received faculty initiative training (F.I.T.). Carol Akl, also Math faculty, continues working on the AtD project this semester with 5 hours release time for advising students and developing new curriculum for the program. The project, supported by District money, is working very well.

3. Admissions and Records (R. Torres)
   - Rosalie distributed a handout titled Mandatory Census Roster with information for faculty and a sample roster.
   - We are currently at 99% return, with only 4 sections still missing. Only East, with a 100%, has a higher census return than LAMC.
   - Auditors are looking very closely at census records, comparing active students to submitted census rosters. It is therefore crucial that accurate daily attendance be kept up to the date of census submission.
   - There was a discussion of how to handle “TBA” courses. The trend in the District is to eliminate TBA courses.

3. Academic Affairs (S. Atkinson-Alston)
   a. Faculty Evaluations-Schedule
      - Paperwork must have all required signatures before turning in to AA. Chairs requested copies of signed documents.
      - Original student evaluations must be returned to instructors after grades are turned in.
      - There was a complaint from some of the chairs about evaluation record-keeping by Academic Affairs.
   b. Program Review continues through November 18th.
   c. Enrollment Management
      - Noting that Proposition 30 was passed by the voters yesterday, the question was raised whether we will be able to re-institute some classes for Spring 2013. Dean Atkinson-Alston replied that no class restorations will be possible until Fall 2013.

4. Faculty Academy (S. Atkinson-Alston)
   - The faculty academy had a successful start in October. Stephanie will send out an agenda for the next meeting which is this Friday.

5. Student Services (D. Bonilla)
   - Beginning in Spring 2013, faculty will be encouraged to come to student orientations to speak about their disciplines.
   - Diana introduced the new Counselor for the Transfer/Career Center, Tashini Walker.
   - The recent Transfer Fair went well and had a positive turnout.

6. Curriculum/Catalog (S. Pazirandeh)
   a. Said will attend the Faculty Academy on Friday to give a presentation about Curriculum and explain the ECD system. Any faculty who might be interested in working with curriculum are encouraged to attend.
   b. A Tech Review retreat was held October 19th during which the committee was able to review 35 courses.
      - Chairs were asked to remind faculty to check their ECD inbox and return their revised ECDs to Said.
   c. Distance Education
      - A new streamlined process for DE is being initiated, and will be presented to the Academic Senate for approval.
      - The online course shell is the responsibility of the individual departments. There will be a rubric available for use in creating new shells.
d. The CA State Chancellor’s website has been redesigned and is now accessible without a login account. Said is available to assist any faculty who needs help filling out curriculum forms.

7. ILO/PLO/SLO/SAO Assessment (P. Flood)
   a. SLOs & PLOs
      • Pat described a number of additions which have been made to the SLO online system.
      • Now is a critical time for SLO reporting to meet the fall proficiency deadline. All active courses, certificates and programs must have at least one SLO assessed.
      • Be sure to post your PLO matrix and timetable for completion of SLO and PLO assessments.
      • Resource requests and changes made as a result of assessments are extremely important for accreditation.
   b. ILOs
      • Additional assessments are being done this semester for each of our seven ILOs. Assessments have been designed and are being distributed. Results will be reported to the College Council in January.
      • An ILO poster has been created and will be posted in each classroom along with the revised Mission Statement.
      • The LRC has added a page to its website explaining ILOs and has included supporting links to further information.

8. Accreditation (P. Flood)
   • The draft is being proofed for evidence. Standard IIA is posted on SharePoint. Please take time to read it and forward suggestions to Pat or Angela.
   • There will be a follow-up meeting to the mock accreditation visit next Tuesday to determine our next step; all are welcome.

9. Transfer Center (T. Walker)
   • Tashini Walker began work as the new Transfer/Career Counselor in September. She will contact chairs to arrange to meet with faculty and discuss Transfer Center services.
   • Nov. 30 is the deadline for UC and CSU transfer. Transfer dates will be posted on the LAMC main page and also on the Hubbard/Eldridge street marquee.

10. Chairs’ Council (L. Milke)
    • Faculty Hiring Committee
      o Chairs will receive an email tomorrow to start faculty hire requests. The deadline to turn in requests is December 10th.


12. Items from the Floor
    • A discussion regarding unscheduled events was prompted by a recent incident on November 1st concerning drumming in the quad area during evening classes. An instructor complained she was unable to work because of the loud noise from this event. The committees agreed that this type of event should be vetted with the same procedures as all campus events and obtain the necessary permit.

Next Council of Instruction meeting date:
   • Wednesday, December 5, 2012

Meeting adjourned at 3:03pm

Transcribed by Susan Ghirardelli