Members present: Michael Allen, Stephanie Atkinson-Alston, Cathy Brinkman, Lilamani De Silva, Pat Flood, Leslie Mike, Deborah Paulsen, Said Pazirandeh, Gary Prostak, Ed Raskin, Mike Reynolds, Jolie Scheib, Bob Smazenka, Sandy Thomsen, Marie Zaiens, Louis Zandalasini

Members absent: Louise Barbato

Guests: Michael Climo, Angela Echeverri, Madelline Hernandez, David Jordan, Michong Park, Joe Ramirez, Rosalie Torres, Ludi Villegas-Vidal

Support: Susan Ghirardelli

Meeting called to order at 1:35pm by Michael K. Allen, Vice President of Academic Affairs

1. Minutes December 5, 2012 Approved

2. Thank you to Stephanie Atkinson-Alston and Alma Johnson-Hawkins (M. Allen)

3. Accreditation (P. Flood / M. Hernandez / A. Echeverri)
   a. There are 3 focus group meetings planned prior to the site visit, all on Tuesdays from noon to 1pm:
      o February 12th - to review Standard I and IV
      o February 19th – to review Standard II
      o February 26th – to review Standard III
      • Chairs especially are asked to attend these focus groups and encourage all faculty to attend. The visiting accreditation team will be questioning faculty randomly about the self-study.
      • The steering committee has emailed prompts to panel members to use to prepare for the focus groups.
   b. There will also be another workshop on March 5th for those who we know will be interviewed by the accreditation team.
   c. Evidence for the self-study is still being reviewed. Please respond asap if you are contacted to verify evidence. We have only one month left to prepare for the visit.
   d. The steering committee will be meeting every Thursday from 10am to 12pm in CC4; all are invited.
   e. Please check your committee’s minutes and bring committee webpages up to date.
   f. There will be a town hall meeting on February 21st, noon to 1pm, the purpose of which is for all on campus to learn what is involved in the accreditation team visit.
   g. Accreditation team chair Michael Rota will be coming next week to set up visit logistics.
   h. 250 hardcopies of the self-study report have been printed and will be distributed to administrators, full-time faculty and Standard leads.

4. Admissions and Records (R. Torres)
   a. Rosalie distributed a handout with information about Spring 2013 deadlines.
      • Late start classes – deadline for exclusions is 8 calendar days after the census date.
      • All deadlines can be viewed on the census roster.
   b. There are still some grade rosters missing from Fall 2012 causing great hardship on some students. Please contact Martha Rios with any missing grade questions.

5. Academic Affairs (M. Allen)
   a. Chairs and Deans meetings – on third Wednesdays
      • VP Allen proposed, and chairs agreed, to meet on 3rd Wednesdays, chairs only, starting February 20th on a trial basis.
   b. Fall 2013 Schedule
      • For Fall 2013, departments should continue the same process used to schedule for Fall of 2012.
      • Some chairs would like to set up grids for a year at a time.
      • Counseling would appreciate if there was information posted to determine what the department cycles are for offering alternating classes. It was agreed to table discussion of this until we have our new academic dean.
   c. Start checking on availability grids – preliminary information done
      • For Summer 2013, we will be offering a reduced schedule. Decisions will be driven by student need; the most likely offerings will be general ed courses for transfer. Chairs should start checking availability, consider what classes students need for transfer and be able to justify choices. Think about what data we should use to determine priorities for summer session.
      • It was pointed out that LAMC students take an average of one year longer than students at other District campuses to complete certificates and AAs.
      • Be mindful of the Governor’s proposed funding cuts limiting the number of units eligible for financial aid. Prop 30 does not provide extra funding; it only mitigates some of the previous funding cutbacks.
d. Future PCR requirements
   - Backup documentation is required for all requests. Departments must show that they can afford the request and ideally requests should be pre-approved by the area dean.
   - It was suggested to consider using Coop Ed student workers where budget is an issue.

e. LRC 205 – not available for student use
   - Dedicated for Library use only. The search for other available computer lab space is still pending.

f. Proper Evaluation forms
   - The new contract requires use of the new evaluation forms. Academic Affairs will not approve evaluations submitted on the old forms.
   - There have been problems using the online form. A corrected form was requested by and emailed to Bob Smazenka and sent to all chairs last semester. Susan will send again.

g. Community Relations
   - There have been administrative issues with high school classes. An ad hoc task force including Michael Allen, Louise Barbato, Myriam Levy and Deborah Paulsen has been formed to work with the high schools to find solutions. John Morales has been invited to join the next committee meeting on February 15th at 1:30pm in the VPAA office. The contract ed process needs ironing out. VP Allen has had meetings with some local high school principals and will continue to reach out to rebuild relationships with local high schools.
   - A suggestion was made that LAMC directly contract to provide classes for international students, which VP Allen pointed out would be illegal.

6. ILO/PLO/SLO/SAO Assessment (P. Flood)
a. Pat gave a presentation and distributed handouts illustrating use of the online Assessments & Reports website
   - The accreditation team will want to see that we are discussing SLOs and have plans of action in place.
   - Please post timetables for your department’s assessments on your department website.
   - Deborah and Pat are available to come help your faculty with their assessments.
   - The chairs thanked Pat and Deborah for the great work they have done with assessments. VP Allen noted that LAMC is far ahead of most other community colleges in this regard.
   - An SLO proficiency rubric with criteria and evidence was distributed.

7. Curriculum (S. Pazirandeh)
a. Said distributed a memo and discussed the following topics:
   - 2013-14 Catalog and Curriculum Approval Process
   - New Distance Ed Approval Process – the new DE process is posted on the Curriculum webpage. The curriculum committee will try to approve for Fall 2013 any proposed online courses submitted in the next two weeks.
   - AA-T and AS-T Transfer Degrees – the State Chancellor has mandated that community colleges adopt AA-T and AS-T degrees.
   - Reconciliation of Curriculum records – Said will be periodically contacting departments to help correct any discrepancies between LAMC records and those at the District and State Chancellor’s office.
   - An ECD Activity Log has been created to track all ECD submissions, and will be posted on the curriculum webpage.

b. Discussion of this was deferred to the first Chairs & Deans meeting on February 20th.

8. Etudes Pilot Project (D. Jordan)
   - Discussion of this was deferred to the first Chairs & Deans meeting on February 20th.

9. Chairs’ Council (B. Smazenka)
   - No report

    - Report deferred to the first Chairs & Deans meeting on February 20th.

11. Items from the floor
    - Instructors for all Saturday classes need to finalize their adds by this Saturday, February 9th because the following Saturday is a holiday and non-instructional day.

First Chairs and Deans Meeting: Wednesday, February 20th, 2013, 1:30pm, CC4
Next Council of Instruction Meeting: Wednesday, March 6th, 2013, 1:30pm, CC4

Meeting adjourned 3:45pm
Transcribed by Susan Ghirardelli