COUNCIL OF INSTRUCTION
Wednesday, August 28, 2013
CC4
MINUTES

Members present: Michael Allen, Louise Barbato, Diana Bonilla, Pat Flood, Myriam Levy, Sarah Master, Leslie Milke, John Morales, Deborah Paulsen, Said Pazirandeh, Gary Prostak, Ed Raskin, Mike Reynolds, Bob Smazenka, Sandy Thomsen, Louis Zandalasini

Members absent: Cathy Brinkman, Jolie Scheib, Marie Zaiens

Guests: Martha Rios, Rosalie Torres

Support: Susan Ghirardelli

Meeting called to order at 1:35pm by Michael Allen

1. Minutes June 5, 2013 Approved with correction

2. Admissions & Records
   a. Electronic Adds
      • Instructors are Strongly Encouraged to Add Students Electronically (orange handout - Rosalie will email to all faculty)
         o Chairs should encourage faculty to add students electronically; e-adds are processed on the same day submitted. The deadline to add is September 6th.
         o It will take approximately 3 years to fully implement the electronic add process and eliminate paper adds.
         o Martha asked faculty to send adds to Admissions’ email, not Martha’s email, for faster processing.
         o Once the LACCD email situation is fixed, faculty should submit adds from their LAMC email to verify to Martha that it is a valid request.
      • There was a request that instructors be informed right away if a student was actually added, in order to control their rosters.
      • It was requested that chairs receive a list from Admissions of faculty in their departments who are not using electronic adds, so that these instructors can be counseled.
   b. Census Rosters
      • Attendance Accounting and Grade Collection (Aug. 15, 2013 Memo from LACC Chancellor’s office)
         o Handout was distributed delineating policy, required documents, deadlines and definitions regarding census.
         o Exclusion deadline for this semester is September 20th.
         o Grade submission deadline is December 20th.
         o Rosalie recommends faculty print out their final roster and keep it for their own records for at least one year.
      • As of Spring 2014, census rosters won’t have to be turned in and will not be audited, therefore exclusions are very important.
   c. Rosalie and Martha were commended by the VP and Council members for their work.

3. Academic Affairs
   a. Data/Research Theme Team
      • The newly formed team, under the direction of Sarah Master, Dean of Institutional Effectiveness, met this summer. Membership has been approved and Leslie will send out an announcement.
   b. Regulation re: posting syllabus
      • Informational handouts were distributed regarding 2008 amendments to the Higher Education Act of 1965 regulating textbook information requirements. Because textbook information is disseminated to students via course syllabi, it is therefore mandated that every instructor post a syllabus in a timely manner for each class taught.
• It was pointed out that the posting of syllabi must align with ADA regulations so all students have access to this information.
• VP Allen suggested we create a standard procedure for all departments for posting of syllabi. This will be discussed further at the next C of I meeting.

c. Next C of I Meeting
• C of I members voted against meeting September 4th. We will meet next on Wednesday, October 2nd.
• Chairs and Deans will meet September 18th.

4. SLO Summit /Deep Dialog Discussions  
   M. Allen / P. Flood / L. Milke
   a. SLO Summit - will take place October 4th, in the CAI Arroyo room. Department chairs must attend, and were asked to encourage both full-time and adjunct faculty to attend. Participation in development of SLOs is included in the faculty contract.
   • All campus divisions, including Student Services, will be involved, as well as the deans, the three VPs, and the President.
   • The Summit will provide faculty an opportunity to accomplish a lot of SLO work in one day rather than working individually in a piece-meal fashion. Adjuncts are encouraged to attend, even if only for an hour or two.
   • The VP asked for feedback on how to encourage attendance. There was a concern about getting adjuncts to attend on a Friday. A Continental breakfast and full lunch will be provided.
   • Deborah Paulsen said that we will need to assemble teams to assess “orphan” programs in General Studies and Liberal Arts, each with five concentrations: Arts and Humanities, Business Concentration, Communication and Literature, Natural Sciences, and Social and Behavioral Sciences. The Multiple Subject Teacher Prep program also needs assessment. Deborah explained that the term “orphan” refers to the fact that these programs are not overseen by a particular department; Counseling and Articulation update them and keep them current. They have PLOs listed in the catalogue, written using the program descriptions as a guide. The ultimate responsibility for these programs needs to be determined and strategies designed to assess them. How are they to be included in unit review?
   • Academic Affairs was requested to send out a Save the Date email to all faculty for October 4th.
   • About 16 people from LAMC will be attending a District SLO summit on September 20th, and will be bringing ideas back to share with our campus on Oct. 4th.
   b. Deep Dialog Discussions – all full time faculty will be invited to small inter-departmental meetings with VP Allen to continue SLO discussions initiated at the Oct. 4th summit. The goal is to share ideas across disciplines and develop inter-departmental professional relationships.

5. Quota Statements (see sample)  
   M. Allen
   • These are sent out by District with each paycheck and list the employee’s current status regarding accrued vacation days, sick days, etc. These statements should be checked regularly and any inaccuracies should be reported to the District immediately.

6. Curriculum  
   S. Pazirandeh
   • ECD Activity Log – faculty can check the status of their ECDs by viewing the ECD log on the Curriculum web site: http://www.lamission.edu/curriculum/forms/Current_Activity_Log.pdf
   • Starting this semester, we will be fast-tracking some ECDs that are part of TMC degrees and do not require a lot of revision.
   • Said will post a spread sheet showing status of degrees on the Curriculum web site.
   • Leslie requested that the Senate curriculum reports include full course titles.
   • Said is preparing a best practices tip sheet for updating Curriculum and will post it on the web site. He would also like to do more faculty ECD training. There was a request for Said to provide a short (one-hour) workshop for chairs on best curriculum practices.
• The District is considering purchasing *Curricunet* to replace the current ECD system for curriculum initiation and maintenance. Submissions for approval to State would be more efficient via the *Curricunet* system than through ECD.
• Faculty on the Curriculum committee are responsible to disseminate relevant curriculum information among their department colleagues.

7. **Chairs’ Council**  
R. Smazenka / M. Allen
• C of I members voted to dissolve this item from the regular meeting agenda. Its purpose has been preempted by the creation of the biweekly Chairs and Deans meetings.

8. **Items from the floor**
   a. Leslie had hoped to discuss the process by which additional classes were added to the Fall schedule. VP Allen explained that at the end of the fiscal year it was discovered there was growth money available to add to the Fall schedule, but because this was discovered too late to post for the normal 30 days, Sarah and Michael adopted ELAC’s model for enrollment criteria. The goal was not to exclude the chairs from the decision process, but it was impossible to get all the chairs together quickly enough during the summer and still put the proposed additions forward.
   b. Bob would like to send out offers for Spring 2014 to his faculty and asked if it is reasonable to compare Spring 2014 to Spring 2013, to which the VP responded yes, use Spring ’13 as a model.
   c. Michael pointed out that LAMC is the most cost-efficient campus within the District regarding our class offerings, and other campuses are looking to us as a model.

**Next Council of instruction Meeting:** Wednesday, October 2, 2013, 1:30pm, HFAC 203

**Next Chairs and Deans Meeting:** Wednesday, September 18, 2013, 1:30pm, CMS 205

Meeting adjourned 3:00pm

Transcribed by Susan Ghirardelli