COUNCIL OF INSTRUCTION
Wednesday, March 5, 2014
1:30-3:00 p.m. - CMS 214

MINUTES

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

Members absent: Marie Zaiens

Guests: Patricia Chow, Joe Ramirez

Support: Susan Ghirardelli

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

1. Minutes December 4, 2013 M/S/Approved w/ corrections Leslie/Mike

2. Academic Affairs
   a. New Interim Dean M. Allen
      - VP Allen welcomed Darlene Montes, the new interim Dean of Academic Affairs, who will be supervising departments previously overseen by former dean Stephanie. The permanent dean position left vacant by Dean Swerdlow will be reopened to applications.
   b. Accreditation update D. Montes
      - The LAMC Follow-up Report was approved by the BOT Institutional Effectiveness subcommittee and will be submitted to the BOT March 12th.
      - It’s believed that the ACCJC team visit will take place the 3rd week of April, but we are awaiting confirmation. Once the ALO (Michael Allen) is notified, this committee will be informed.
      - ASC is still collecting evidence and hopes to have all the links active by Tuesday March 11th for the Wednesday BOT review.
      - VP Allen thanked ASC Co-chair Madelline Hernandez and ASC member Leslie Milke for their outstanding work on the Follow-up Report.
      - VP Allen emphasized the need for Chairs and all faculty members to read the Follow-up Report in order to intelligently talk about it with the visiting team in April. The Report is posted on the LAMC/Accreditation webpage.
   c. CTE certificate request from BOT C. Brinkman
      - The BOT has requested that all colleges provide explanations for the low award counts of programs identified as having zero or few awards.
      - LAMC is not awarding enough certificates to our students; CTE funding depends on this. VP Allen asked the chairs to work with Cathy to promote their certificates. Departments should build up their advisory committees.
      - Currently, Skill Certificates are not transcripted, and CTE is trying to get that changed. If that happens, it will raise LAMC’s number of certificates substantially. Cathy is working with Child Development and Multimedia to get State approval for some of these.
      - Said reminded chairs that before departments can archive an existing program, they must do a viability study to provide justification, which will then be forwarded to the BOT for approval.
   d. Summer and Fall 2014 Schedule of Classes M. Allen/S. Master/P. Chow
      - Sarah and Patricia presented the Chairs with enrollment data (see handouts) from Fall 2013, which included
        o dates when courses were closed, by department
        o sections with at least 10 openings as of 2-10-14, by discipline
        o information from student surveys indicating which disciplines were requested by students for additional class sections
      Dean Master will send an electronic version of these handouts to the Chairs for them to share with their Vice-chairs.
• VP Allen said we would like to offer an early and late summer session, but it will depend on how those affect the fall 2014 schedule.
• Some of the blocks may be changed to fit bus schedules for evening students (the last class should end early enough for students to catch the last bus)
• The Enrollment Management Committee consists of the 3 Vice Presidents, Leslie Milke, Louise Barbato, Jerry Huang, Darlene Montes, Zoila Rodriguez-Doucette, Monica Moreno, Dennis Schroeder and one person from the President's office.
• Chairs should be thinking about what classes to offer in summer and fall, using the handouts and considering current allocations plus an additional 3%.
• There was a request to review base allocations

3. Curriculum
   a. The District is initiating a Degree Audit, in which all 9 campuses are participating, to upload certificates and degrees, starting with the 2012-2013 catalog year, into the new PeopleSoft system. A team from LAMC will be working every other Wednesday at the District office through July to complete the Degree Audit.
   b. A new Program Tech Review process, not yet finalized, will soon be initiated by the Curriculum committee. Once the final process is determined, Said will send out the information to departments. Any new programs for the 2015/16 catalog must be submitted to Curriculum this semester for consideration.
   c. Kelly Enos has been approved by the Academic Senate to serve as Curriculum Committee Vice-Chair. Starting next Monday, he will be available for conducting workshops and individual training sessions to assist faculty members with their course ECDs. Kelly will hold office hours in the Academic Senate office in the Instructional building. Scheduling will change from month-to-month, but his hours for March will be Mondays from 9am to noon. Please encourage your faculty members to stop by and take advantage of this resource.

4. SLOs/Assessment
   a. LOAC met 11 times in the fall and spring. Meetings are held the 2nd and 4th Wednesdays.
   b. The student SLO survey revealed that ILOs are the weakest area in student awareness. Instructors were asked to speak with their students about ILOs.
   c. The next Assessment retreat is planned for May 2nd.
   d. We need to accelerate our assessments to be ready for the team visit in April.

5. Items from the floor
   a. Inform IT of any strange email you receive in your campus email.
   b. More bulletin boards for student and faculty use are requested for the Instructional building.
   c. There was a discussion about the electronic add system used this semester:
      • One instructor complained of problems using the current add system
      • Any adds forwarded to A & R must be from an LACCD email account.
      • There was a complaint that using the email system is too unwieldy
      • One instructor likes the idea that it puts the responsibility on the student
      • The opinion was expressed that all of the District colleges, Mission has the best system for adds
      • Instructors must follow up to ensure that the student is actually enrolled
      • It’s important to document, for auditing purposes, that the student electronically added has been attending since before census
   d. There was a conversation about current campus emergency procedures:
      • There is need for a campus-wide procedure
      • Who is the main authority or marshall making decisions in an emergency?
      • Concerns should be brought to the WEC
      • VP Allen was asked to speak with Dr. Perez to address this issue now, which he agreed to do.
      • An instructor raised concerns with Danny and Wally about not having an evacuation plan for the CMS building, but received no response.
      • There is a 70-page document about emergency procedures posted on the website, but it has not been reviewed yearly

Next Chairs and Deans Meeting: Wednesday, March 19, 1:30pm, CMS 205
Next Council of Instruction Meeting: Wednesday, April 1, 2014, 1:30pm, CMS 214
Meeting adjourned 3:00pm
Transcribed by Susan Ghirardelli