COUNCIL OF INSTRUCTION
Wednesday, March 6, 2013
Campus Center 4
MINUTES

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

Members absent: Guests: Diana Bonilla, Angela Echeverri, Madelline Hernandez, David Jordan, Joe Ramirez
Support: Susan Ghirardelli

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

1. Minutes February 6, 2012 Approved

2. Monthly Newsletter (Michael Allen)
   - This will be an electronically published venue to highlight newsworthy events, individual accomplishments, etc. here at Mission College, and is intended to keep faculty, staff and administrators informed. The first newsletter will be published March 5th, and thereafter on the first Friday of the month. Michael Allen has volunteered Academic Affairs to put the newsletter together every month.
   - Faculty, staff and administrators from all departments are invited to submit items for the newsletter. When considering submissions, think about the type of positive things happening here on campus that you would want the District Board to be made aware of. Submissions should be emailed to Susan Ghirardelli in AA: sghirardelli@lamission.edu.

3. Student discipline – Clery Act requirements (Joe Ramirez)
   - Clery Act requires all colleges that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Incidents, especially those involving violence, must be reported to District which in turn reports them to Federal authorities.
   - There have been several student incidents recently in which the required reporting process has not been followed. Student Services sent out forms last year for faculty to use in reporting incidents. Once an incident is reported to Student Services, they are legally required to follow up on it with the District.
   - The District reporting form (SD-5) and procedures are posted on the LAMC website: http://www.lamission.edu/forms/studentdiscipline.aspx
   - There was a question as to whether there is a time limit for reporting an incident. VP Ramirez responded that no time limit is specified, but emphasized that faculty should not delay making a report. There was a comment that faculty is more likely to go to their department chair first than the website for help reporting an incident.
   - Training in the reporting process was requested. VP Ramirez spoke of possibly posting a training video. VP Allen requested Student Services present the step-by-step reporting process at the next Council of Instruction meeting and also provide a written version to add to the pending Chairs’ Handbook. This information should be distributed to faculty every semester.
   - The Academic Senate has appointed a panel of 5 faculty to deal with students contesting disciplinary actions.

4. Summer Priority Lists
   - VP Allen will attend the District CIO meeting this Friday and report back to the chairs what other CIOs are doing with their seniority lists. He asked the chairs to wait to do their lists until he provides them more information.

5. Summer Intersession
   a. AA has received twice as many requests as there are sections available. Volunteers were asked to withdraw some of their requests. There were volunteers from Physical Sciences, Chicano Studies, Child Dev., Counseling, and possibly English and Math.
   - The VPAA asked the chairs to aim for a balanced mix between transferable courses and degree/certificate completion courses.
   - Articulation suggested keeping courses that apply to both GE and AA/AS degrees.
The athletics department prep classes are needed to prepare student athletes for the Fall season.

6. **Accreditation** (Pat Flood)
   - Faculty was asked to talk with their students about SLOs and distribute the SLO bookmarks.
   - An SLO proficiency rubric from ACCJC was distributed.
   - LAMC is well-prepared for the team visit next week.
   - Pat, Angela and Madelline were thanked for their dedication and hard work preparing for the visit.

7. **Chairs’ Council** (B. Smazenka)
   - No report

8. **Deans’ Report** (S. Atkinson-Alston / C. Brinkman)
   - No report

9. **Items from the floor**
   - None

**Next Chairs and Deans Meeting:** Wednesday, March 20, 2013, 1:30pm, CMS 205

**Next Council of instruction Meeting:** Wednesday, April 10, 2013, 1:30pm, CC4

Meeting adjourned 3:00pm
Transcribed by Susan Ghirardelli