COUNCIL OF INSTRUCTION
April 2, 2014
1:30-3:00 p.m. – HFAC 203

MINUTES

Members present: Diana Bonilla, Cathy Brinkman, Pat Flood, Myriam Levy, Sarah Master, Leslie Milke, Darlene Montes, Deborah Paulsen, Said Pazirandeh, Gary Prostak, Ed Raskin, Mike Reynolds, Jolie Scheib, Janice Silver, Marie Zaiens, Louis Zandalasini

Members absent: Michael Allen, Louise Barbato (Allen and Barbato at faculty negotiations), John Morales, Bob Smazenka, Sandy Thomsen

Guests: Patricia Chow, Joanne Grey, Irma Montoya, Monica Moreno

Support: Susan Ghirardelli

Meeting called to order at 1:50pm by Sara Master
- Meeting was moved from CMS 214 to HFAC 203

1. Minutes March 5, 2014 M/S/Approved w/ corrections Leslie/Janice

2. Springfest 2014 Monica Moreno/Joanne Grey
   - Takes place May 31, 2014 – Note: not Mother’s Day weekend. Venue will be the CAI building interior and the exterior patio. There will be cuisine from 6 countries. Ticket prices are $65 for community members, $35 for faculty and staff.
   - Joanne presented an idea for theme baskets from departments to donate to the silent auction:
     - Departments would be recognized in the event program
     - There would be an online site for department faculty to sign-up items for the basket. She could make suggestions of items if you wish. She will do the work of collecting and assembling the baskets, but would need an ok and introduction from the chairs to their department faculty.
     - Joan distributed a handout explaining the basket idea and will email a copy to the chairs for distribution.
     - Deadline to submit basket items is Monday, May 12th.

3. Accreditation update Darlene Montes/Leslie Milke
   - An ASC task force developed a task list for each campus division (Student Services/Academic Affairs/Administrative Services) which will be posted on the O-drive
   - An Actionable Improvement Plan is posted on the O-drive
   - Dr. Perez and ASC members will be contacting various departments for training sessions to help prepare key players for interviews by the visiting team. The importance of department members to be thoroughly familiar with their areas of the Follow-up Report was stressed.
   - C of I members may be interviewed by the visiting team

4. Academic Affairs
   a. Summer/Fall 2014 Schedule of Classes Irma Montoya
      - Summer schedule will be posted Monday; enrollment starts Tuesday.
      - Irma will send chairs the latest summer schedule today. Please return your last revisions to her by Monday morning.
      - First draft of the fall schedule is due this Friday. If there are any room issues, please let Irma know now.
      - The Catalog will be ready by next week. Chairs received an email from Irma for a last review before publication.
      - Irma will get the new GE pattern from Madelline.
      - Michael has asked that if any department is not using all their allocated hours to please let him know.
   b. Status of full-time faculty hiring Sara Master
      - Child Dev – has submitted an NOI
      - Math – still needs an NOI and Job Description
      - English – still needs and NOI and Job Description
      - Culinary Arts – NOI and Job Description submitted
      - All above should be posted by next Wednesday
      - Dev Com is currently reviewing applications and will meet soon to select the candidates for interview.
      - Please assemble your selection committees, timelines and interview questions now so that once the postings are closed, interviews can be conducted as soon as possible.
There was a question as to whose responsibility it is to post job openings on the CCC Registry, the District Office or the LAMC Academic Affairs office. This should be done by AA.

There was a complaint that recent job announcements have been moving too slowly through Academic Affairs.

c. Eagles Nest Darlene Montes/Marie Zaiens

- The new space dedicated to faculty professional development was officially opened on Tuesday, April 1st. 23 faculty members attended the open house.
- A list of the first workshops to be offered at the Eagles Nest was distributed.
- Hours will be 11am to 5pm, Monday through Thursdays, closed Fridays.
- Pablo Vasquez and Rafael Rodriguez will be staffing the space and offering technical training for faculty as requested.
- Flex credit will be provided for workshop attendance.
- Cindy and Diana will be providing more information in future AtD newsletter and emails.
- An Eagles Nest webpage is planned.

d. Mediation Training Leslie Milke

- There is an upcoming 40-hour-long peer Mediation Training, available to faculty and staff, that will take place the week of June 7-14 in Glendale. The District will pay for this professional training. Cathy will send out an application to faculty and staff to sign up for the training. Applicants will be interviewed as to why they want to take the training.
- Timing of the training was not optional, so because the time overlaps finals week at LAMC, proctors will be provided for classes of instructors who would be attending the training during their classes’ finals.
- Leslie will find out if probationary faculty can take the training.
- The training in mediation and conflict resolution will be ongoing and refresh/retrain sessions will be held each year.
- Some of those who complete the training will be asked to be part of a pool of mediators on campus.
- We will eventually also offer mediation training on campus.

e. Mental Health Awareness Symposium, April 15th, 9am-4pm Cathy Brinkman

- This symposium is tied to the regional Los Angeles Department of Mental Health.
- There will be an informational presentation and students will also talk about their experiences.
- Workshops, which will be open to students, faculty and staff, will include information on suicide prevention, “cognito” training for faculty, and resources available to the campus community.
- It will be ok to stop by any time during the program. If you are interested in a class, please let Cathy know so she can make sure there’s enough room.
- An agenda for the day will be sent out soon.
- Cathy will create some sort of attendance sign-in for students to receive extra credit, and faculty will be able to get Flex credit.

5. Curriculum S. Pazirandeh

a. New Program submission

- The State Chancellor’s office has revised their handbook describing the process for submitting programs. The handbook is posted on the Curriculum website under Resources.
- All proposed new programs should be initially submitted to Said by the end of this semester in order to be eligible for posting in the 2015/2016 Catalog. The programs could then be reviewed and approved by the Curriculum committee in the fall 2014 semester.
- Said has created a local form to replace the District CCC-501 form, which will be finalized and posted on the Curriculum website.
- Said provided a handout titled New Program Information Form which describes the information requested on the new form. He also distributed a chart called Program Submissions listing which documents must be submitted for various degrees. Said will email these handouts to the chairs, and they will eventually be posted on the Curriculum website.
- The Curriculum committee has been meeting twice a month for the last few years. Starting next semester, the committee will hold a regular meeting the first Tuesday of the month and an ECD workshop on the third Tuesday. The goal of the monthly workshops is for the Tech Review teams to work directly with specific disciplines to help them create/update their courses on ECD and expedite the local approval process. The chairs were asked to let Said know if their departments would be interested in reserving a workshop date for the fall 2014 semester.
• There are currently some degrees that are no longer in the Catalog but are still in DEC or on the State Chancellor's list that will need to be archived by the respective disciplines. Irma or Said will be contacting the chairs with this information.

6. SLOs/Assessment
   a. Pat thanked the chairs for their responses to the accreditation SLO questions. They were interesting, thorough, and very helpful. She will be posting the chairs’ responses on the SLO website. The biggest challenge in answering questions was how to limit the response to no more than 250. The report was submitted last Friday, March 27.
   b. The figures used for the SLO portion of the ACCJC Annual Report were based on the reports from the online SLO system that Nick ran:
      • Out of 354 active courses, 338, or 95.5%, of our courses listed on the online system have had at least one SLO assessed.
      • The total number of college programs (all certificates and degrees and other programs as defined by the college) is 95 and 63 of them, or 66.3%, have had at least one SLO assessed.
      • The number of courses identified as part of the GE program is 175. 172, or 95%, of them have ongoing assessment of GE learning outcomes.
   c. Pat reminded the chairs that they should be documenting their department SLO meetings.
   d. Because of a District Accreditation Retreat for the CEOs, our assessment retreat originally planned for Friday, May 2, will be held on Friday May 9 just after the honors ceremony.

7. Items from the floor
   • The question was raised whether it is ok to ask department secretaries to take minutes at department meetings. The majority response was yes, absolutely.
   • Denim Day this year will take place on Wednesday, April 23rd.
   • There was a complaint that the campus wide online Directory has many inaccuracies. It was pointed out that departments should check their personnel listings and let IT know about corrections needed.

• Next Chairs and Deans Meeting: Wednesday, April 16, 1:30pm, CMS 205
• Next Council of Instruction Meeting: Wednesday, May 7, 2014, 1:30pm, CC4

Meeting adjourned 3:00pm
Transcribed by Susan Ghirardelli