COUNCIL OF INSTRUCTION  
Wednesday, April 10, 2013  
Campus Center 4  
MINUTES

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

Members absent: Stephanie Atkinson-Alston, Deborah Paulsen, Said Pazirandeh,

Guests:  David Jordan

Support:  Susan Ghirardelli

Meeting called to order at 1:38pm by Michael Allen

1. Minutes March 6, 2012  Approved

2. Academic Affairs  (Michael Allen)
   a. Greg Tanaka – April 23rd workshop
      • Dr. Tanaka is a specialist in communication and diversity. He will be presenting a workshop to encourage collaboration and collegiality for faculty and staff. Flex credit will be available for faculty who participate. April 22 he will be here meeting faculty, staff and students.
   b. ASO Elections – April 24th & 25th, locations to be determined. Please tell your faculty to encourage students to participate in choosing their student leadership for next year. VP Allen will forward information about debates. Election of the next student trustee to sit on the District Board will also be held at the same time. LAMC current ASO president Michael Griggs will be running for student trustee.
   c. Springfest – May 11th
      • Proceeds will go to LAMC student scholarships; please encourage faculty support. Theme is ‘CA Dreaming’ and will feature food and wine pairings from around the state. Price will be $35 for faculty/staff and $50 for general public. There is a Springfest link on the LAMC Foundation webpage.
   d. Graduation June 4th, 4pm. Please encourage faculty, including adjuncts to attend.
      • Flex credit can be offered for attendance. The VPAA was asked to send a special invitation to faculty. It was suggested that instructors be sent announcements of their own students who are graduating; it is very meaningful for students to see their instructors at graduation. The VPAA will work with Student Services to get more information to the chairs.
      • The possibility of a faculty after-party was discussed. Could be in the Arroyo Room and serve beer and wine along with food.
      • The VP asked chairs if we should also do a ceremony for certificate earners (for certs above Skill level). Certificate programs as well as degrees are part of our mission and can serve to motivate lifelong learners to return for further education. It was decided to hold off on this until next year.
   e. Departmental Chair Evaluations
      • According to AA records, many chairs have not been evaluated in a long time, which puts us out of compliance with the union contract rule of evaluations every 2 years. The VP will determine the last evaluation date of each department chair and let them know.
   f. Faculty recruitment and Fall 2014 hiring
      • We will need to hire eleven faculty by Fall in order to be in compliance with bond regulations. VP Allen and the new Dean of Institutional Effectiveness will look at enrollment trends for direction.
      • A discussion of faculty recruitment included the following points:
         o posting positions alone is not enough, we need to make targeted recruitment efforts
         o job descriptions should be revised to hone in on what we really want here at LAMC.
         o Interview questions should be redesigned to be more effective and specific. One opinion is that the current interview process is too minimal. Another point was that we risk losing candidates between the committee interview and the President’s interview, perhaps two are not necessary. There was a suggestion that a short teaching exercise in front of students would be useful in an interview.
         o We should look at our adjuncts and instructors in Project Match for candidates.
         o Because of the District’s hiring schedules, LAMC hiring follows 3 months after other campuses, eliminating the top choices from our hiring pool. The VP is trying to get this changed.
      • Further discussion on this at the next Chairs and Deans meeting on April 24th.
g. Tutoring accessibility – there was an incident recently where a student enrolled in chemistry at LAMC was told he was not eligible to utilize math tutoring services at the STEM tutoring lab because he was not an enrolled math student here. VP Allen asked the chairs to consider how we would like to handle this issue and be prepared to discuss it at the next Chairs and Deans meeting on April 24th.

h. STEM project leadership
   - Dean Atkinson-Alston was thanked for her leadership to date of the STEM project. Because of the Dept. of Education’s mandate for faculty involvement, this program needs to be owned by the STEM faculty here. Therefore, effective immediately, Mike Fenton, a full-time chemistry faculty, will take over program leadership for the Summer and Fall 2013 semesters.
   - It was decided that the STEM grant does not warrant its own dean.
   - Mike Reynolds, as the original PI of record who wrote the grant application, stated he was not consulted on this latest decision. However, he is in full support of the new program leadership.

3. SLOA Report (P. Flood)
   - The ILO assessment team will meet to discuss what they learned from assessing over 100 papers.
   - Once the Dean of Institutional Effectiveness is hired, the SLO task force will reconvene to work on some of the campus-wide SLO issues.
   - Task force members include: VPAA, AA deans, Institutional Researcher, Curriculum Chair, Student Services representative, Academic Senate president, both SLO Coordinators, and an Admin. Services representative (new).
   - The ACCJC now requires 1) evidence of how we use assessments to improve, 2) documentation of what differences improvements have made, and 3) assessment of overall processes.
   - The ACCJC Annual Report deadline was extended to April 15th
   - The report contains 18 SLOA questions, two of which have to do with where prospective students can find SLO assessment results for programs.
   - 40% of programs, certificates, and skill certificates have at least one assessment posted, but we need more.
   - Course assessments can be used to assess PLOs, but disciplines/departments need to have a separate discussion about these and should be sure to document the discussions in minutes as evidence.
   - The VP noted that LAMC is far beyond our sister colleges in terms of our SLO assessments.

   - Associate Dean Brinkman invited faculty to participate in the NexTrendinLA conference, a three-day event to be held May 3, 4 & 5 at LA City College. Any faculty interested in attending this event should contact Cathy prior to registration if they wish to have their fees covered by CTE. Go to http://www.nextrendinla.com/ to view the schedule of events. This information will be emailed to chairs for forwarding to their department faculty.

5. Chairs’ Council (B. Smazenka)
   a. New student email started April 2 – any mass emails from an instructor to students now go through the new LACCD-assigned student email. The new system provides valuable resources for students and access to more software programs such as Excel, etc.
   - It was requested that AA send instructions to faculty to aid students in using the new email system; however the VP indicated that District is handling the new system, and instructions should come from them.
   - There was a suggestion that ASO give students handouts about the new email

6. Items from the floor
   - None

Next Chairs and Deans Meeting: Wednesday, April 24, 2013, 1:30pm, CMS 205

Next Council of Instruction Meeting: Wednesday, May 1, 2013, 1:30pm, HFAC 203

Meeting adjourned 3:00pm
Transcribed by Susan Ghirardelli