COUNCIL OF INSTRUCTION  
September 3, 2014  
1:30-3:00 p.m. – INST 1005  

MINUTES  

Members present: Michael Allen, Donna Ayers, Louise Barbato, Cathy Brinkman, Angela Echeverri (for Mike Reynolds), Pat Flood, Myriam Levy, Sarah Master, Leslie Milke, John Morales, Michong Park, Deborah Paulsen, Said Pazirandeh, Gary Prostak, Jolie Scheib, Bob Smazenka, Marie Zaiens, Louis Zandalasini  

Members absent: Darlene Montes, Ed Raskin, Janice Silver  

Guests: Curt Riesberg, Rosalie Torres  

Support: Susan Ghirardelli  

Meeting called to order at 1:35pm  

1. Minutes April 2, 2014 M/S/Approved w/ correction Myriam/ Leslie  

2. Admissions & Records R. Torres  
   • The electronic system for processing adds is working well. Adds are being processed within 24 hours of receipt. The student and faculty member will both receive an email to confirm the add. As of this morning there were over 300 adds received.  
   • Students on academic hold can talk to Rosalie or Martha. Martha works at the District Office on Tuesdays and Wednesdays.  
   • Instructional information from A & R regarding electronic adds, online exclusion rosters, and other general items will be placed in all faculty inboxes in the mailroom and also sent via email.  
   • Because the census roster is no longer mandatory, the exclusion roster becomes more important.  

3. Academic Affairs M. Allen  
   a. Mike Reynolds will return to campus Monday. VP Allen thanked Angela Echeverri for filling in for Mike as Life Sciences chair while he has been out ill.  
   b. VP Allen welcomed 3 new C of I members: Michong Park, Counseling Chair, Donna Ayers, Library Chair, and Madelline Hernandez, Dean of Academic Affairs.  
   c. Assessment is now under the supervision of Academic Affairs.  
   d. Enrollment – went down slightly but once the adds are included, the numbers will rise.  
      • Census day is September 15th. Census numbers will help with the decision whether to have a winter 2015 intercession.  
      • Our expectation this semester is to have 10,250 students enrolled/2979 FTES.  
      • It was noted that there were a lot of students missing on Tuesday, the first day of class, due to the Monday holiday.  
   e. Faculty evaluations – the evaluation committee administrators were announced.  
   f. Deans’ areas of responsibility – there will be a discussion on this topic at the next chairs and deans meeting. Departments that collaborate may want to be under the same dean. AA will send out the existing organization of departments under the deans for chairs to review.  
   g. Student Equity Plan & SSSP  
      • SEP is required along with an SSS Plan – the results will affect funding.  
      • Academic Affairs will lead the SEP and Student Services will lead the SSSP. The previous SEP, from 2005, was done by Student Services.  
      • The timeline is short for writing the SEP. The first major deadline is October 13, 2014, however it may be moved back.  
      • Because Dean Master and Patricia Chow will be spending most of their time working on data for SEP, please let your faculty members know that they will not be available for much else prior to completion of the SEP draft.
h. Remind your faculty to communicate with their students using their LA Mission Faculty Email only. They should not be using their personal email with students.

i. VP Allen thanked those faculty members who worked over the summer.

j. Contract due dates
   - Louise distributed a handout she prepared titled *Fall 2014-Major Contract Due Dates*.
   - Faculty should turn in their *per diem* from summer 2014.
   - There was a request for help tracking faculty assignments around the District – the chairs need this information prior to making teaching offers. Because it’s a District issue, Leslie will bring it up at the District Academic Senate meeting tomorrow. In the meantime, Michael asked Bob to create a query for Ronn to use for all departments.

4. **Accreditation Update**
   - M. Hernandez
   - Kelly Enos will replace Madelline as the new Accreditation Steering Committee co-chair. Danny Villanueva will serve again as the other co-chair.
   - ASC continues work on the 2014 Follow-up Report which is due in March.
   - ASC has started work on the 2016 Self-Study, the draft of which must be completed by the end of summer 2015. Standard team leads have been identified and are starting to recruit writing team members.
   - Evidence must be submitted to evidence@lamission.edu
   - The Master Calendar will be in draft form by summer 2015. Please send all your dates to Danny for inclusion on the calendar.

5. **Curriculum**
   - S. Pazirandeh
   - The focus this semester will be on programs.
   - Madelline as curriculum dean, and Kelly Enos as vice-chair will be working with Said to clear the backlog on ECD.
   - The first Curriculum meeting is scheduled for September 16th, and will be used for curriculum training.

6. **SLOs/Assessment**
   - SLO Summit, October 17 – please encourage faculty members to attend. There will be a guest speaker. Any agenda ideas should be sent to Pat Flood.

7. **Items from the floor**
   - a. Faculty Hiring Prioritization submissions are due. Please just send in your forms, data not necessary. Sarah will run all the data at one time. Four positions have been approved but not yet hired. Send your submissions to Mike Fenton.
   - b. Eagles Nest Coordinator – September 9th is the deadline to apply. It will have a .2 release reassignment time.
   - c. Senate VP and Secretary elections – applications due Friday to Jill Biondo. Terms are one year.
   - d. There was a request for an update on the status of the new LRC director. It will be a faculty member; Michael will provide more information next meeting.
   - e. Issues with printing/copying:
     - Reprographics will be down for repair/installations for up to 2 weeks. Can the adjunct faculty printing allocation be raised above the $15 limit?
     - The Lanier in the Instructional offices is broken. When will it be repaired or replaced?
   - f. Facilities issues:
     - Bathrooms need cleaning and floors need mopping. Apparently there is a huge problem across the District with janitor absences.
     - When will the classroom window blinds be installed?
     - Library security gates are old and no longer functional; a requisition to replace them was submitted to Danny.
• The A/C in CMS has been repaired.
• The linoleum flooring in one of the CMS biology labs is lifting and creating a safety issue. Angela will follow up on this with Madelline.
• There is a cockroach problem in the secretarial station in the INST faculty offices.
• Michael said all the above issues fall under jurisdiction of Administrative Services, but if you email your complaints to Michael, he will forward them to Danny and help get them resolved.

  g. District Student Survey – some of your faculty members will get an email to participate in the yearly survey. They will receive the materials September 27th.

• **Next Chairs and Deans Meeting:** Wednesday, October 15, 1:30pm, CMS 205
• **Next Council of Instruction Meeting:** Wednesday, October 1, 2014, 1:30pm, INST 1005

Meeting adjourned 3:05pm
Transcribed by Susan Ghirardelli