COUNCIL OF INSTRUCTION
Wednesday, October 2, 2013
CC4
MINUTES

Members present: Louise Barbato, Diana Bonilla, Cathy Brinkman, Pat Flood, Myriam Levy, Sarah Master, Leslie Milke, Deborah Paulsen, Said Pazirandeh, Ed Raskin, Mike Reynolds, Jolie Scheib, Janice Silver, Louis Zandalasini

Members absent: Michael Allen, John Morales, Gary Prostak, Bob Smazenka, Sandy Thomsen, Marie Zaiens

Guests: Terry Carter, Trina Drueco, Cathy Iyemura, David Jordan, Joe Ramirez, Martha Rios, Rosalie Torres, Danny Villanueva

Support: Susan Ghirardelli

Meeting called to order at 1:36pm by Cathy Brinkman

1. Minutes August 28, 2013 Tabled for next meeting

2. TBA Issues and FTES Review Material Cathy Iyemura
   a. Cathy Iyemura, from the District Attendance Accounting Office, gave a presentation on TBA issues and attendance accounting. Terry Carter video recorded Cathy’s presentation, which will be posted on the LAMC web site, along with the Power Point.
      • LAMC has greatly improved in this area. The full TBA audit from 2011-12 came out clean, but there were a few issues in the 2012-13 audit.
      • TBA (DE) courses should have an addendum attached to the course outline.
      • Ms. Iyemura will meet with VP Allen to tighten LAMC’s course coding.
      • We need 280 to 290 non-credit FTES to maximize our non-credit funding.
      • The Fall 2013 semester trend is to not meet the enrollment we had last year, but it could be that our enrollment is normalizing after doing especially well last year.

3. Admissions & Records
   a. Exclusion Roster update R. Torres
      • We currently are at 95% compliance (see blue handout). Best practice is early submission of the mandatory exclusion roster, which greatly helps students with financial aid issues.
   b. Academic Exceptions M. Rios
      • This process is used when a student has not completed the standard requirements to receive a certificate or degree. A petition is generated through Counseling, then sent to the appropriate department chair for approval, after which it is reviewed by the Academic Exceptions committee. Once a decision is made by the committee, a response to the petition is emailed to the student.
      • The petition should never be returned to the student, it should be given to either Counseling or the Academic Exceptions committee directly. Diana will discuss with the Counseling department whether to make individual counselors responsible for following up on petitions.
      • Even if the department chair does not approve the petition, it can still go to the AE committee for consideration. The committee has final say over approval of the petition.
      • It is the student’s responsibility to initially go to Counseling to generate an exception petition. Counseling will then clearly explain the process to the student.
      • Most petitions are the result of Program curriculum content not being updated correctly. Sometimes courses are revised but a corresponding certificate is not updated; it is therefore crucial that when a department revises a course, it also looks at all relevant certificates and degrees.
      • Current AE committee members are Michael Allen, Madelline Hernandez, Myriam Levy, Christine Dagdagan and Martha Rios.

4. Institution-Set Standards S. Master
   • There are 5 standards which serve to set minimum levels for the institution. Our accreditation consultant, Matthew Lee, suggested we create these for Fall. Sarah will discuss this at length at the next Chairs and Deans meeting on October 16th. Chairs will be sent data for review prior to the meeting.
5. **Academic Affairs**  
a. New program approval process  
   C. Brinkman  
   • Cathy is working with Said and various departments to create a clear process for approval of new programs. More information to come.

6. **Curriculum**  
a. Curricunet  
   • The District is considering replacing the current ECD system with Curricunet for curriculum management and maintenance. Curricunet is connected directly to the CA State Chancellor’s office and would greatly improve the efficiency of our course and program management.  
   • Hopefully the decision will be made soon; the Curricunet system would be purchased by District with bond money. Once put in place, it will take 6 to 9 months to implement the new system.

7. **SLOs / Assessment**  
a. SLO Summit – October 11th  
   • We will be discussing “Authentic Assessments”. Chairs please encourage your faculty to attend; they can receive Flex credit.  
   • Two handouts were distributed: *Examples of Authentic Assessments* and *Creating Authentic Assessments*  
b. Pat will work with chairs and administrators to create a master schedule for completion of all SLO assessments and assemble a learning outcome assessment committee.

8. **Items from the floor**  
   • Joe Ramirez said that this semester’s enrollment is down. We must try to fill Winter and Spring 2014 enrollment to capacity. We are also planning at least one summer session. We’d like to do a recruitment blitz like we did in 2006 under Ernie Moreno.  
   • The District Student Success Initiative Summit will be attended by the VPs and President on Friday Oct. 4th. More information to be sent out from Student Services about support programs.  
   • A pdf of the Winter 2014 schedule will be posted Friday, October 4th.

**Next Chairs and Deans Meeting:** Wednesday, October 16, 2013, 1:30pm, CMS 205

**Next Council of instruction Meeting:** Wednesday, November 6, 2013, 1:30pm, CC4

Meeting adjourned 3:10pm

Transcribed by Susan Ghirardelli