COUNCIL OF INSTRUCTION
November 5, 2014
1:30-3:00 p.m. – INST 1005

MINUTES

Members present: Michael Allen, Donna Ayers, Louise Barbato, Cathy Brinkman, Pat Flood, Carlos Gonzalez, Myriam Levy, Sarah Master, Leslie Milke, Darlene Montes, John Morales, Michong Park, Deborah Paulsen, Said Pazirandeh, Gary Prostak, Mike Reynolds, Jolie Scheib, Janice Silver, Louis Zandalasini

Members absent: Madelline Hernandez, Bob Smazenka

Guests: Patricia Chow, Kelly Enos

Support: Susan Ghirardelli

Meeting called to order at 1:39pm

1. Minutes
   September 3, 2014 M/S/Approved
   October 1, 2014 M/S/Approved (Sarah abstained)

2. Academic Affairs – M. Allen
   a. Absence Certification Supervisor – technically chairs do not supervise faculty, therefore they cannot sign an absence report. Please initial it and send it to your area Dean for signature, then forward it to payroll.
   b. Cooperative Education & Veterans’ Affairs Office –
      • Ed Raskin is no longer director of Coop Ed. He is now the liaison with Veterans Affairs Office. The purpose of the position is to better serve veterans and to make sure that our service is aligned with the needs of the community.
      • Carlos Gonzalez will split his time between running the LRC and directing Coop Ed.
      • Recruitment for a new director will commence after Academic Affairs has researched how Cooperative Education is run at other campuses. VP Allen asked the Chairs to send Carlos their ideas in this regard.
         o Our Coop Ed viability study is still ongoing. It is problematic on some of the other District campuses as well.
         o The program needs to realize its defined learning outcomes.
         o Coop Ed curriculum updates can be postponed until completion of the viability study and possible reconfiguration of the program.
   c. Learning Resource Center – share your ideas for the LRC with Carlos Gonzalez
      • The goal is to mesh services offered by the LRC and CMS, which includes tutoring.
   d. Agenda Items for next Chairs & Deans – please bring issues and ideas you wish to share, send to Susan to add to the informal meeting agenda.
   e. Hiring update
      • Librarian – the second interview, with Dr. Perez, occurred yesterday.
         o There is a recurring problem with District not informing the selection committees about names on the transfer list. In the case of the Librarian hire, the committee was informed after the final names were forwarded to Dr. Perez. Louise will bring up this issue at the next AFT meeting with the Vice Chancellor.
      • Culinary Arts – first interviews will take place this Thursday and Friday.
      • English – posting closes November 14; first interviews scheduled for Dec. 5th.
      • Theater – posting closed Monday; the selection committee is in the process of reviewing the 107 applications.
      • Counseling – a record 200 applications submitted; the selection committee will meet November 12th to select interviewees.
      • Dean of Academic Affairs (permanent) – currently posted
      • LRC Director – posting in process
• CDC Director – Dept. Chair and VPAA will meet next week to discuss posting. The CDC is now under the supervision of Academic Affairs. This follows local and national trends.

f. FHPC Update – the list will be reviewed tomorrow at Academic Senate. Mike Fenton will present the approved list to Dr. Perez. Departments will know results prior to the December break.
   • We will know the number of hires allotted to LAMC after VP Allen meets with District Friday.
   • It’s important to ensure that when new faculty is hired, those jobs are not subsequently jeopardized by District budget cuts.
   • VP Allen would like to advertise our faculty positions at a Bay Area job fair which occurs in January/February.
   • Departments are encouraged to participate in the upcoming local CACC Registry job fair. District pays for the booth. We have not taken advantage of this in the past. It’s important to send knowledgeable representatives to the fair who can responsibly answer questions about LAMC.
   • Kelly Enos will be scheduling trainings for full time faculty to serve on hiring committees.
   • The practice of training EEOs by allowing them to shadow other more experienced EEOs will be reintroduced.

g. A & R Certificate processing
   • Certificate processing is no longer done in AA, it is now handled by Admission & Records.
   • The Certificates will now be run on the same timing cycle as the AA degrees: the end of fall semester and the end of spring semester (within 2 months of completion of the coursework).
   • Remind students that they can still use their transcript as evidence of their certificates. The actual signed form will lag behind the transcript evidence.

h. Faculty Evaluations – must be completed no later than Friday before finals week.
   • Dorothy keeps a scan of the evaluation paperwork until after BOT decides on tenure.
   • AA also keeps copies of “needs to improve” paperwork.

i. New Faculty Contract
   • Changes in Article 16 – an unranked adjunct cannot be given a second assignment until all the ranked adjuncts have been given an assignment. Please check your spring assignments and revise if necessary.

j. Overbase Budget Requests
   • approved recommendations submitted by EPC:
     o Fee to a Culinary Arts professional organization
     o Equipment to replace laptop for Deborah’s area
   • 2 new copiers in Reprographics and window blinds paid for without shared governance approval.

3. Accreditation
   • Follow-Up Report and 2016 Self-Study are both on schedule

3. SLOs/Assessment
   • We are in the process of developing a stopgap measure to bring up SLOs to completion and provide accountability.
   • PLOs and SLOs must be 100% completed by the end of this semester to avoid an issue with the ACCJC.

4. Items from the floor
   • Off-campus class requests – so far Darlene has received only 2 requests. There is one request for winter intersession. AA will have a firm list for the chairs by the next Chairs and Deans meeting.

• Next Chairs and Deans Meeting: Wednesday, November 19, 1:30pm, CMS 205
• Next Council of Instruction Meeting: Wednesday, December 3, 2014, 1:30pm, INST 1005

Meeting adjourned 3:20pm
Transcribed by Susan Ghirardelli