COUNCIL OF INSTRUCTION  
Wednesday, December 4, 2013  
CC4  
MINUTES

Members present: Michael Allen, Louise Barbato, Diana Bonilla, Cathy Brinkman, Pat Flood, Myriam Levy, Sarah Master, Leslie Mike, John Morales, Deborah Paulsen, Said Pazirandeh, Gary Prostak, Mike Reynolds, Jolie Scheib, Janice Silver, Bob Smazenka, Louis Zandalasini

Members absent: Ed Raskin, Sandy Thomsen, Marie Zaiens

Guests: Monte Perez, Danny Villanueva

Support: Susan Ghirardelli

Meeting called to order at 1:35pm by Michael Allen

1. Minutes 
   November 6, 2013  
   M/S/Approved  
   Myriam/Leslie

2. From the President  
   a. Dr. Perez informed the Council that Trustee Ernie Moreno has called for a Board of Trustees meeting with all campus presidents to discuss schedules, 3-year plans, and the last 10 years’ enrollments, and to consider various constituents involved in the educational planning process. The goal is to approach planning as one District rather than nine individual campuses.

3. Academic Affairs  
   a. Spring Enrollment  
      • While other District campuses are looking at 4% growth, LAMC is aiming for 6%.
      • VP Villanueva spoke about budget issues and State funding affecting enrollment. We will have more information to work with after January 15th when the governor releases the State budget.
      • A concern was expressed about managing enrollment by cancelling classes so close to the semester start. There was a request that progressive enrollment data at the course level be made available to department chairs to guide decisions. VP Allen suggested looking at classes that historically do not meet the minimum enrollment of 15 students as a starting point for discussion.
      • Concurrent high school enrollment is useful as a pipeline to future college enrollment and therefore LAMC will continue relationships with local feeder schools.
      • FTES for Winter 2014 look good (see handout). Be mindful we are not reimbursed for out of State students.
      • Spring 14 classes (see handout)  
         o We have increased our capacity by 897 seats without additional cost of instruction.
         o Typical maximum enrollment is 55 students, with the exception of online classes, which can serve up to 80.
         o VP Allen noted that any courses to be added to class schedules must have current CORs and updated and complete SLOs.
      • There followed a discussion among the chairs of different strategies for cutting classes:  
         o Some instructors are not comfortable cancelling a class before first-time students (with later enrollment appointments) have had a chance to enroll. Is it possible to wait until after new student enrollment to see how the enrollment is trending?
         o Certain classes (Math, for example) don’t fill immediately, however historically they always fill at least one or two weeks before the semester. Data from the previous year would help predict which classes those would be. Dean Master responded that it would be difficult to compare this year’s data to that of last year.
         o It’s important to keep in mind classes which may be required for degrees or certificates.
         o VP Allen asked departments to look at ways to cut hours but serve the same number of students in order to decrease instructional costs. One chair said she had already done that and did not know how to make further cuts.
         o It was noted that there are several classes (in Kinesiology and Dev Com) that should be paid by DSPS funding but currently are not. Some of these have historically low enrollment.
      • The balance of the meeting was dedicated to specifics of paring down classes, department by department, for the Spring schedule.

4. Items from the floor – no items.

Next Chairs and Deans Meeting: Wednesday, December 18, 2013, 1:30pm, CMS 205
Next Council of Instruction Meeting: Wednesday, January 8, 2014, 1:30pm, CC4

Meeting adjourned 3:00pm  
Transcribed by Susan Ghirardelli