COUNCIL OF INSTRUCTION  
Wednesday, December 5, 2012  
Campus Center 4  
MINUTES

Members present: Stephanie Atkinson-Alston, Cathy Brinkman, Lilamani De Silva, Pat Flood, Leslie Milke, Deborah Paulsen, Said Pazirandeh, Gary Prostak, Bob Smazenka, Sandy Thomsen, Marie Zaiens  
Members absent: Louise Barbato, Myriam Levy, John Morales, Ed Raskin, Mike Reynolds, Jolie Scheib, Nadia Swerdlow, Louis Zandalasini  
Guests: Angela Echeverri, David Jordan, Rosalie Torres, Daniel Villanueva  
Support: Susan Ghirardelli

Meeting called to order at 1:40pm by Stephanie Atkinson-Alston

1. Minutes November, 2012 Approved

2. Admissions and Records (R. Torres)  
   • Attendance Recordkeeping – a three-page handout with administrative regulations was distributed with information about policy, required documents and definitions for census rosters and attendance record keeping. A second handout provided census roster information for Fall 2012. Rosalie will send these to chairs via email.  
   • Admissions & Records has requested that next semester departments collect all their census rosters and submit them to A & R together, checking them for accuracy before submission.  
   • Some faculty have turned in incomplete rosters, Rosalie will request them via email to come in and correct in person.  
   • Next semester A & R will not be distributing red paper rosters. Faculty who want a blank hardcopy should print out the electronic one at the beginning of the semester.

3. Academic Affairs  
   a. Enrollment Management (D. Villanueva)  
   • Our FTES numbers were higher than anticipated in Fall 2012; we hope to do as well in Spring 2013. We have the highest enrollment per class than any other of the nine District campuses.  
   • With the passage of Prop 30, we may be able to add one or two summer 2013 sessions with about 20-25 sections in the early session.

   b. Procurement Training 2012 (D. Paulsen)  
   • Handouts with checklists for personal service agreements, SFP’s, PO’s, short term agreements, and donation of personal property were distributed for departments to use for reference.

4. ILO/PLO/SLO/SAO Assessment (P. Flood)  
   • Chairs were reminded to encourage faculty to complete course and program assessments for Fall 2012.  
   • Pat distributed and will email a copy of the semi-annual summary SLO/PLO assessment report, due December 20th.  
   • More samples of writing to analyze for the Written Communication ILO was requested. Discussions of ILO assessment results will take place in January.

5. Accreditation (P. Flood)  
   • The Self Evaluation Report is almost complete and in the final editing stage. All Standards are posted on SharePoint for review. Any corrections/additions should be forwarded to Angela Echeverri. The preliminary report will be sent to the Board of Trustees on December 7th; however, revisions can be made until December 19th, when the final version is sent to the Board. The final Evaluation Report must be sent to the Commission by January 11th, sixty days prior to the evaluation team’s March 11-14 visit. Pat thanked the chairs for their contributions to the Report.

6. Curriculum/DE Online  
   a. Transfer Degrees (S. Pazirandeh)  
   • The new Transfer Degree directive mandated by SB1440 and SB1415 was discussed. Colleges are expected to adopt 80% of transfer degrees by Fall 2013 and 100% by Fall 2014. A worksheet listing goals for AA-T and AS-T degrees was distributed.  
   • LAMC’s current degrees are being analyzed for alignment with the mandated TMC’s. All degrees that are non-compliant under the new standards will eventually be deactivated by District.
b. Distance Education  
   
   A handout describing the newly implemented DE process for creating online courses was distributed. The Curriculum 
   webpage will be updated with this information. The new DE application forms will also be posted there.

   There was a question whether the new process will allow for any new online courses to be included in Fall 2013 
   galleys. The goal is that for any submissions whose course shells are current, processing of the online course should 
   be completed by mid-April. Said will work with Bob and Deborah to help shepherd new Art and Math DE applications 
   through as the first under the new process.

7. Etudes Pilot Project  
   
   Faculty are invited to participate in a free pilot program using the Etudes online system for 6 months. There will be an 
   Etudes training workshop on January 4th followed by 3 weeks of online training and a post-workshop graduation on 
   January 25th. Handouts were distributed explaining the free pilot.

8. Student email  
   
   By Spring 2013 semester, all students must have a valid student email on record. Students can arrange to forward 
   school email to their home or other preferred email. Faculty must be familiar with the system and discuss it with their 
   students.

   An instructional video will be posted on the LAMC website.

9. Chairs' Council – no report

10. Deans' Reports  

11. Items from the Floor  
   
   a. Accreditation  
   
      A handout titled LAMC Actionable Improvement Plans listing action items for each of the self-evaluation Standards 
      was distributed and briefly discussed. This will be submitted for approval to the Academic Senate at their next 
      meeting.

   b. Passing of Professor Gerald Scheib – Deborah spoke about the passing of our beloved colleague Gerry Scheib and 
      asked that in lieu of flowers to consider donating to the LAMC scholarship fund bearing his name.

   c. Faculty were invited to attend a music recital this evening and an art show tomorrow showcasing LAMC student talent.

Next Council of Instruction meeting date:  
   
   Wednesday, February 6, 2013

Meeting adjourned at 3:00pm

Transcribed by Susan Ghirardelli