Meeting called to order at 1:35 by Alma Johnson-Hawkins

President Valles stopped by the meeting to thank everyone for all of their hard work and is looking forward to the completion of the Educational Master Plan and the accreditation midterm report.

Deborah Paulsen introduced Guillermo Aviles-Rodriguez, new faculty member in Theater/Cinema.

Though there have been some rain delays, the quad renovation will be done by June for graduation.

1) Minutes of November 4, 2009 and December 2, 2009 – approved with corrections

2) Articulation: Madelline is waiting for approval of IB, UCs on hold for their decision. Credit by exam: we need a clear process and are working on a form, samples were handed out for input; AJ does it now and has a process in place; cannot be case by case, must be open to all students, students can only take an exam once per course; exams are kept on file with the department, file on students is kept with Madelline, this way there is control over the system; some exceptions for industry or experience and certain disciplines, exams administered at our assessment center before the beginning of the semester to eliminate scheduling concerns, accommodate high schools through Tech Prep.

3) New Printing System: Individual printing accounts for faculty is operational. Full-time and adjuncts have different procedures.  
   Some of the new features include:
   1. jobs can be saved and picked up at other printers (Lanier)
   2. charges per image, not pages
   3. all jobs will be purged by 10 pm
   Department secretaries will stock the machines with paper. Full-time have $50 and adjuncts have $25 for printing; must enter a print ID #, employee number to access printing. Copies are 10 cents per page.

4) Curriculum
   a) Use of ECD – Said informed the Chairs that the committee is working to complete the paperwork backlog, see him for assistance; can’t edit on a view screen, the library form is an addendum, be sure to send it with the COR when submitting course, this will automatically be routed to the Dept. Chair, Curriculum Chair, Dean, etc. There is a learning curve in using this new system. Some courses are mislabeled and Said is working with District to update and correct errors. Chairs will review and email to Said.
   b) The District has recently decided that all cross-listed courses (‘same as’) are to be separated. If departments wish to maintain certain courses as cross-listed, they have one year to resubmit COR updates for each ‘same as’ course; due date for updated courses to be listed in the next catalog and schedule is March 1st.
   c) Archiving Directed Study courses – some courses need updating. Others have been archived and need to be reinstated. The VP does not want directed study courses archived at this time. We need to determine how many students are taking these courses.
   d) The question was raised why some disciplines have Cooperative Education courses and others don’t. Academic Affairs is working to clarify the relationship between Cooperative Education courses and individual disciplines.

5) Academic Affairs
   a) Class cancellations – deans are monitoring enrollment, some special classes under 15 will be saved.
      i. Student adds – It is being reported that some students are forging add cards. C of I is recommending that no add cards are to be issued to students.
      ii. Chairs are asked to inform faculty to request add verification, check signatures, be diligent and watch rosters.
      iii. Alma will speak with Joe regarding resolutions.
   b) Attendance Accounting
      i. Mandatory electronic submission
      1. Exclusion Rosters – manual exclusion forms are to be signed and turned in to A & R
      2. Grade Rosters found on the S402 DEC screen – be sure to check frequently
ii. There is mandatory submission of an original signature page. The online signature page must be printed and either mailed in or hand-delivered to A & R.

iii. Fall 09 Delinquent Grades – lists given to chairs

c) EAP

i. Sexual Harassment training will be held March 4, 2010, 11:00AM -1:00PM in CSB 111. It is recommended that department chairs attend.

ii. Mental Health Day in March, date to follow

d) New Department Secretaries – will need to refigure the FTES

i. Proposed supervision – Sally Romano will work .5 for Athletics and Health & PE
   1. #1 Supervised by Said Pazirandeh
      a. Life Sciences, Physical Sciences, Social Sciences
   2. #2 Supervised by Eloise Cantrell
      a. ESL, Professional Studies, Foreign Languages/Chicano Studies
   3. #3 Supervised by Pat Flood (Maryland)
      a. Business & Law, Arts/Humanities/Media

e) Adjunct Department Reps – Elections will occur after census

f) Seniority Lists – after census Bertha will send out corrected list to chairs

g) Plagiarism and Dishonesty – Myriam has required her classes to complete a plagiarism test so students understand the consequences. It is an online exam with a date and time stamp and requires a hard signature from the student.

h) Facilities – Air locks in the Instructional Building were to be completed before classes started, the windows in the hallway between Academic Affairs and the lobby are due for completion sometime in March, work to be at night.

i. Library Renovation – The Library will occupy the entire building.

j. LRC Relocation – possibly to the current kitchen space when the new building is complete or in the new Student Service Building.

6) SLOs & Assessments – Pat has charted the status by department and summarized: 89% are already defined; evaluation of assessments is at 45% and on track for the 2012 deadline. Be sure to include SLOs on all course syllabi and the outcomes, secretaries are checking; a one page assessment report from the chairs is to be sent to Pat.

7) Chair’s Council –

a) There are some concerns about the unit assessments and the op plan, it is awkward to use, procedures, etc., it needs to be easier to use. A suggestion is for 3 or 4 chairs to meet with Frances or designee to work on the op plans by department.

b) It was asked if EPC can give a summary on unit assessment corrections or changes needed to use for updating.

c) Chairs expressed a concern that they are not getting timely responses for courses submitted, Said commented that we need 72 hours turn around for answers. For SLO and op plans meet with your dean. Bob feels there is a real need for a course management system and surveys would help. He is willing to review courses over the semester and bring back at a later meeting.

d) There was a request for more timely communication from academic affairs. It was suggested that if time is needed that administrators could send an email acknowledging receipt of the request.

8) Dean Reports – Assoc. Dean Brinkman is working with Peirce and Valley on a regional approach for applying for grants in the areas of health and green technology. She indicated that there is a need for development of both credit and non-credit courses or programs. CTE is funded for the next year and a half. Assoc. Dean Brinkman reported that eleven applications for Innovation Funds have been received. Environmental Science, Auto Cad, or GIS are possibilities: Cathy will send a list generated from other schools for ideas.

9) Items from the floor – Moodle and Course Compass have been selected as the course management systems for online classes. COI is recommending that other options be considered since technology and online teaching pedagogy is continuously changing. There is some discussion at the District level regarding delivery of online courses and the compatibility of online course management systems.

Adjournment at 3:50

10) Next Council of Instruction Meeting Dates

i. March 3, 2010

ii. April 7, 2010

iii. May 5, 2010

iv. June 7, 2010

Transcribed by Dorothy Mundt