COUNCIL OF INSTRUCTION  
Wednesday April 7, 2010  
Campus Center 4  
Minutes


Members absent: no absences

Guests: Patricia Carter, Maryland Harris, Margarita Padilla, Sally Romano, Dennis Solares

Support: Susan Ghirardelli, Dorothy Mundt

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

1. Minutes
   - March 8  Approved
   - March 15  Approved

2. Secretary Recognition (VP Johnson-Hawkins)
   a. Alma introduced one of the two new secretaries, Patricia Carter, who will start next week. On behalf of the entire Council, she recognized Margarita, Maryland, Sally and Sheila for doing an outstanding job, and thanked them for performing their duties with professionalism and grace. The Department Chairs also thanked the secretaries for their outstanding work and dedication.
   b. Confirmation of secretary assignments:
      i. Patricia Carter – Supervised by Said Pazirandeh
         - Life Science
         - Physical Science
         - Social Science
      ii. James Armstrong – Supervised by Eloise Cantrell
         - Professional Studies
         - ESL/Dev Com/Learning Skills
         - Child Development
      iii. Maryland Harris – Supervised by Pat Flood
         - Art/Humanities/Multimedia
         - Business and Law
         - Foreign Language/Chicano Studies
         - Non-Credit
      iv. Margarita Padilla – no change
      v. Sheila Money – LRC
      vi. Sally Romano – Supervised by Leslie Milke
         - Health/Physical Education
         - Athletics
   c. Break for coffee and cake, meeting resumed at 1:50.

3. SLOs and Assessments (Pat Flood)
   - Pat distributed a handout of SLO assessment resources. She said she will also email additional links to the chairs.

4. Chairs’ Council (Bob Smazenka)
   a. Prerequisite Petition Process
      - Vice President Johnson-Hawkins assured the department chairs that they would be represented on the task force appointed to review the challenge process.
      - There is a 5-day window for approval which starts after a student submits the prerequisite petition to the department chair.
      - It was recommended that a completed petition be submitted to the department chair.
      - Petition process information could be added to the Class Schedule.
      - Another recommendation was to create a checklist “a, b, c” etc. providing alternative reasons for the petition. This would help to eliminate non-legitimate petitions.
      - The VP asked what records are kept for a Math petition: the Math chair keeps records and also follows up to see if any petitioners that were denied end up in the class. It was agreed that this follow-up practice is advisable for all departments.
      - There was a comment that sometimes it’s hard to tell if a student has seen a counselor prior to petitioning. We need to have a firm process in place and require Counseling to uphold the process. It was suggested that a the prerequisite challenge petition be reviewed to ensure that it contains pertinent information.
• The question was raised as to what the criteria is for challenging prerequisites. The Council was referred to Educational Code #25201 which lists 7 bases on which one can challenge a prerequisite. Petitions should be screened by a counselor first, who should be familiar with criteria for the various departments.
• Bob Smazenka and Mike Reynolds volunteered to serve on a committee for reviewing the prerequisite challenge process and form.

5. Staff Development  (Young-Ji Lee and Vilma Bernal)
   a. A wide range of workshops for Staff Development were presented.
   • The Staff Development team is asking department chairs to partner with them in order to create more focused targets of service.
   • Chairs were provided with a handout of sample topics to discuss with their departments. This list reflects mostly technology training, but could be any type of professional development. Workshops can be long or short term.
   • Customized training for individual departments can be provided.
   • There was a request for an email copy of the handout for chairs to forward to their faculty with recommendations.
   • There was a request that the workshops not be held on the 4th Tuesday of the month, as it conflicts with some other campus activities.
   • Chairs can contact Vilma and she will arrange training times as needed.
   • It was suggested to have some on-line training as a means to involve more people and for those that can’t make a ‘live’ training session.
   • Bob said some macros are not working on his home computer, seems to be incompatibility issues, maybe the Departments Chairs can have a shared drive.

6. Academic Affairs  (A. Johnson-Hawkins)
   a. Flex submittals
   • Chairs were asked to remind faculty that the end of the year is approaching and to please send in their Flex submittals to Mike Climo.
   • It was requested that Mike email out instructions on how to submit Flex time, as some find the website instructions unclear.
   • It was also suggested that the online Flex report be updated more often.
   b. Summer/Fall Schedule  (N. Swerdlow)
   • Fall galleys will be sent out shortly. Please return them within a week. We are hoping to send the Fall schedule to the printer by the end of next week.
   • The Summer schedule might be up tomorrow on the website, at the latest Friday, April 9th.
   • Priority registration for Summer starts Monday
   • Regarding Fall online classes – Myriam noted that some of her instructors are not ready to teach online, therefore she is scheduling them to teach in on campus.

7. Facilities Update  (K. Hoefel)
   • Chairs were reminded that faculty do have their own key for access to the mailroom after hours.
   • Construction crews will try to complete remodeling near the culinary door area this summer.
   • Two of the three large outdoor kiosks along the main pathway, which never fulfilled their original purpose of providing shelter from the weather, were easily removed. The third will be removed at a future date.
   • Construction of the Media Arts building continues on schedule.
   • Lighting – CSB 117 has new lighting. The plan is to upgrade all lights to more energy-efficient ones. The new fixtures use 1/10th the amount of energy as the old ones. There is a proposal to switch out all campus interior and exterior lighting.
   • Chairs have requested that the larger rooms CSB with dividers be renovated with a permanent wall creating a space that is better suited for teaching and learning.
   • In order to do some of the upgrading, the plan is to clear space for work by clustering some of the summer classes together. The central plant will be relocated to the area where Facilities is now. During the summer, a large section of the main walkway will be closed to facilitate construction.
   • The Quad will be ready for graduation in June. We are still waiting for the railing. The sod is now installed.
   • LRC and Library renovation projects are getting underway.

8. Dean Reports  
   a. Dean Atkinson-Alston
   • The second new secretary, James Armstrong, will be starting April 26th. His office will be in the Faculty Bungalow 1, behind CSB.
   • The new catering coordinator has started work.
   • Chairs please contact Julie, Pepe or Sheila to reserve space in LRC to do the CTE survey, which has already been sent out.
   b. VP Johnson-Hawkins
   • LRC director – we are still searching to fill this position. In the meantime we are using the deans and support staff to fill in.
9. **Items from the Floor** – Eloise Cantrell made an announcement about Spring Feast and the need for sponsors and that tickets would be available soon. The theme this year is Latin American cuisine with 15 countries represented. Donations for the auction should go to Vilma Bernal or Susan Rhi-Kleinert.

10. **Next Council of Instruction Meeting Date:**
   - May 5, 2010

Meeting adjourned at 3:20

Transcribed by Susan Ghirardelli