COUNCIL OF INSTRUCTION
Wednesday, June 1, 2011
Campus Center 4
MINUTES

Members present: Stephanie Atkinson-Alston, Cathy Brinkman, Lilamani De Silva, Pat Flood,
Alma Johnson-Hawkins, Myriam Levy, Leslie Milke, John Morales, Deborah Paulsen, Said Pazirandeh,
Gary Prostak, Yolanda Ramil, Ed Raskin, Mike Reynolds, Bob Smazenka, Nadia Swerdlow,
Sandy Thomsen, Marie Zaiens, Louis Zandalasini

Members absent: Louise Barbato, Mark Pursley, Susan Rhi-Kleinert
Guests: Madelline Hernandez
Support: Susan Ghirardelli

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

1. Minutes
   - May 4, 2011 Approved with corrections

2. TAP – Honors (no report)

3. Counseling / Articulation (Madeline Hernandez)
   a. Madeline presented a revised LMC Matriculation Challenge & Grievance Petition form
      - Correction requested: add Rationale “E” with description to Challenge #1 under Criteria for Determining Valid Challenges
      - Said, as Curriculum chair, remarked that if a challenge is regularly requested by students, it may be useful for the Curriculum committee to review and possibly change the relevant prerequisite. Alma agreed; if a department feels that something is no longer appropriate, please initiate a change through the Curriculum update process to avoid the need for a waiver through Academic Affairs.
      b. Also presented was a form titled Petition for Exceptions of Academic Requirements
         - This form should be used to request a course substitution or waiver to meet LAMC certificate or degree requirements.

4. Curriculum (Said Pazirandeh)
   - Said spoke about the lack of faculty understanding of the ECD (Electronic Curriculum Development) process. The plan is to do more workshops to help correct this. Departments can use the summer to work on new TMC (Transfer Model Curriculum) programs. He and Madeline are available for help with this.

5. SLOs (Pat Flood)
   a. Assessments - must be posted by Fall 2011.
      - Handout #1 - Pat handed out copies of an email from the District Planning Committee, dated May 20, 2011 which stated: “The accreditation committee will be looking to verify that not only have we assessed student learning, but that we have analyzed the results, engaged in thorough, considered discussion of them, and made appropriate changes.” There are seven reference points listed in the email to help accomplish this.
      - Handout #2 - An illustrated guide titled Writing Program SLOs was also distributed. Anyone working on program assessments was asked to contact Pat. Summer is a good time to catch up with assessments, and Pat will be available for assistance.
      - Deborah Paulsen has created an assessment rubric for directed study courses (185, 285, 385) available for your reference.

6. Academic Affairs (Alma Johnson-Hawkins)
   a. Seniority lists
      - The VP spoke about appropriate use of a “Non-offer”. There was a union concern that the symbol “O” may be used inappropriately.
      - Spring 2011 seniority list corrections must be completed by Fall 2011.
      - There needs to be a discussion among department chairs, deans, the VPAA and union representative about non-offers and seniority. The VP wants to meet with the Chair of each department before the Fall semester to have a conversation and come up with an agreement about seniority lists. She will send chairs their department list and ask Dorothy to make appointments for her with each chair, the respective dean and Maria Fenyes to review.
         o Alma emphasized that there should be standardized procedures for handling seniority list; these procedures must align with the bargaining agreement. Department chairs must be involved in all decisions pertaining to the seniority lists. There was also a question about the tie-breaking process.
b. **Summer chair responsibilities**
   - Chairs are asked to make themselves available from off campus during the summer via skype, phone and/or email.
   - Some chairs will need access to their offices this summer during building closure hours. In such instances, please contact Academic Affairs for assistance.
   - It was mentioned that if the CSB is closed with no air conditioning, it will be too hot to use offices there during the summer.

c. **Breaks**
   - Chairs should remind their faculty that they are not to save up break times in order to let classes out early. This is a problem occurring particularly with the evening classes. The rule is: every 50 minutes, a 10-minute break is required for classes over an hour long. Longer classes are allowed to cluster two 10-minute breaks for a 20-minute total break in the middle of class.

d. **Evaluations**
   - Chairs are encouraged to look at evaluations as a formative process rather than a punitive experience for faculty. It's important to remember to clearly articulate in evaluations why someone is exceptional.
   - Evaluators should make sure to use the new evaluation form.

e. **Summer Bridge Program** (Stephanie Atkinson-Alston)
   - Approval of the proposed program is anticipated, and will include classes in ESL, English and Personal Development and a directed study Math lab.
   - The program will start July 5. Math will run for 7 weeks and others will run for 5 weeks.
   - It was requested that Bridge Program information be distributed to all departments.

f. **Student Discipline**
   - In cases of a disruptive student, the incident should be reported to the department chair, Student Services, and Academic Affairs, respectively. Any report to Student Services should be copied to Alma and the supervising dean. Disruptive incidents should be reported to the Sheriff's office only as a last resort, or in cases of an emergency or imminent danger. The chairs were asked to continue to guide their faculty in issues of student discipline and use the steps listed on the handout “Academic Misconduct Reporting: Instructions for Instructors” created by Mike Reynolds and distributed at our last Council of Instruction meeting.

g. **Flex Day** is August 25, 2011
   - The deadline for turning in faculty flex reports is June 30th per contract, but we will need them turned in a little earlier to process them.

7. **Chairs’ Council** – no report

8. **Deans’ Reports**
   a. Dean Atkinson-Alston
      - See item be. above, regarding the Summer Bridge Program.
   b. Associate Dean Brinkman
      - Community Education classes this summer will be held campus-wide Monday through Thursday, and at the HVAC on Fridays. Most of the classes will be oriented towards adult students.
   c. Dean Swerdlow
      - All are invited to join the LAMC choir, directed by Tobin Sparfeld
      - Curriculum changes made this year will be reflected in the new catalog, which Irma Montoya has been updating. You will be emailed a pdf for proofing your department’s areas.
      - We are planning a Curriculum retreat near the end of summer to review all curriculum changes initiated by the State this year. You will be sent more information about this later.

9. **Items from the Floor**
   - There was a question about the status of department printing budgets for the summer. Alma will check with Carlos about this.
   - Accreditation
      - Volunteers are needed to sign up to work on one of the accreditation standards. Please send your name to Pat Flood, Angela Echeverri or Oliva Sanchez. Committees will begin meeting this summer.
      - We need a chair from the Council of Instruction to volunteer for the Steering Committee.

10. **Next Council of Instruction meeting date:**
    - August 31, 2011

Meeting adjourned at 3:00pm

Transcribed by Susan Ghirardelli