COUNCIL OF INSTRUCTION
Wednesday September 1, 2010
Campus Center 4
MINUTES


Members absent:

Guests: Madelline Hernandez, David Jordan, Susan Rhi-Kleinert, Suzanne Ritcherson

Support: Susan Ghirardelli & Dorothy Mundt

Meeting called to order at 1:40 by Alma Johnson-Hawkins

1. Minutes – August 4, 2010 Approved with correction
   • Strike last sentence, section #6.

2. Articulation / Counseling (M. Hernandez)
   a. Madelline read a list of LAMC courses submitted for UC transferability. We should get a response within the month. There will be a small window for corrections if necessary.
   b. Some students are not getting into classes even with add slips because they haven’t completed prerequisites. The system catches them when they try to enroll. It was recommended that faculty direct students to Counseling to get their prerequisites cleared if at all possible prior to having an add slip signed. Students often believe that all they need is an add slip signed by the instructor and are upset if the prerequisite is not cleared. Meeting with a counselor can prevent this.
   c. Suzanne Ritcherson will now be attending C of I meetings, providing regular updates from the Counseling department.
      • Counselors need to provide students with the proper prerequisite challenge documentation to bring to department chairs for review.

3. Curriculum (S. Pazirandeh)
   a. Said discussed the revised Curriculum website and use of the online ECD (Electronic Curriculum Development) system.
      • Complete instructions to create or update a course outline can be found on the LAMC Curriculum website.
      • There will be ECD training available in LRC 234 by appointment as requested by departments. Fridays are the best days to schedule these.
      • All faculty should know how to use the ECD system. Incomplete submissions will not be accepted for consideration by the Curriculum Committee.
      • Curriculum submission deadlines: In order to be included in the 2012 Course Catalog, course updates must be submitted on ECD by December 7, 2010 for review by the Curriculum Committee. Please note that a course update is not considered submitted until it has been routed on ECD through the respective department chair and on to the department dean. Only courses receiving final approval by the Committee by March 1, 2011 will be included in the new catalog.
   b. Cross-listed courses
      • Beginning May, 2011, LACCD will revoke all cross-listing of courses district-wide. If you wish to retain any cross-listing of courses in the 2012 LAMC Catalog, you must submit them by December 7, 2010 and receive final approval from the Curriculum Committee by March 1, 2011.
         o It was pointed out that for cross-listed courses, the content of both courses should be the same, but the objectives can be different.
   c. State-approved Programs/Degrees
      • All courses within a degree or certificate program must be current at the time that program is updated. Any expired course within the program must be updated prior to its submission to State.

4. High School Concurrent Enrollment and Programs
   a. High school programs are being re-evaluated. With the chairs’ support, the VP can present to the President a better “early start” program for college-bound high school students.
   b. Impact of furlough days – classes should not be cancelled on those days. The informal cancellations of classes on furlough days that occurred this semester should not happen again next semester.
   c. Minors in class
      • Dean Swerdlow briefly discussed the document “Minors on Campus: Underage students at Community Colleges,” a set of guidelines for faculty created by the Academic Senate for California Community Colleges. A copy will be sent to all department chairs.

5. Academic Affairs
a. Individual printing accounts – new allowances
   • Full-time faculty - $35, chairs - $60, adjunct - $15. Let the Vice President know how the new amounts are working out.
   • The question arose as to who should pay for copies made for committee meetings?
b. Adjunct assignments for Spring 2011
   • Preliminary offers must be made by the 10th week. Late offers will be grieved per union contract.
   • Chairs should work with their respective deans on this.
c. Seniority Lists
   • Should be posted as soon as possible on website. All are due by census day: Monday, September 13, 2010.
   • Chairs should update and finalize the e-copy from last year which Bertha sent and send it back to the VPAA.
d. Evaluations
   • Guides will be sent out to make expectations clear. There was a discussion about evaluation methods.
   • Start notifications early

6. SLOs and Assessments (P. Flood)
   • Assessment Report – the main goal is for faculty to make reports online for every course. Nick Minassian is still working out the website details
   • It is important for the SLO’s to establish patterns for ongoing evaluation of curriculum.

7. Chairs’ Council (R. Smazenka)
   • Prerequisite sweeps are working well

8. Deans’ Reports
   a. Associate Dean Brinkman
      • CTE meetings are the first Tuesday of the month, in CC4.
      • All faculty are invited to bring ideas for Community Education courses.
   b. Dean Swerdlow
      • Reiterated information regarding catalog update deadlines (see above, section 3a.)
      • Honors program
         o Includes 13 campuses
         o The honors website is in the process of being updated
         o A handout with guidelines was passed out to the chairs

9. Items from the floor
   a. Tigran Mkrtchyan was introduced as the new Math department vice-chair. Debby Wong is on sabbatical.
   b. There was a question about grade submissions. As of this semester, grade submissions will be paperless. Signature sheets are no longer required. Chairs were asked to coach adjuncts how to do this. Faculty should keep a record of their four-digit signature number. The VP will update the website instruction sheet explaining this.

10. Next Council of Instruction meeting dates:
    • November 3, 2010
    • December 2, 2010
    • January (no meeting)
    • February 2, 2011

Meeting adjourned at 3:00 pm

Transcribed by Susan Ghirardelli