COUNCIL OF INSTRUCTION
Wednesday, November 2, 2011
Campus Center 4
MINUTES


Members absent: Mark Pursley, Ed Raskin

Guests: Diana Bonilla, Georgia Estrada, Madelline Hernandez, David Jordan, Monte E. Perez, Joe Ramirez, Marie Zaiens

Support: Susan Ghirardelli

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

1. Minutes
   • October 5, 2011 Tabled until next meeting

2. Message from President Perez
   • The president stated that the academic work done by the Council of Instruction is a cornerstone of our college and commended the chairs for their continuing efforts.

3. International Students
   a. Having agreed that international students enrich our campus, it was noted that we should be prepared with a process for their reception. We currently have 140 international students enrolled at LAMC.
   • More counseling for int’l students is needed along with better communication between the International Students Office and faculty.
   • The Council discussed how to help parents of int’l students feel comfortable sending their child to Mission College.
   • The president has asked VP Johnson-Hawkins to work with the dean and department chair to develop 2+2 business program for (approx. 30) incoming Vietnamese students for Fall 2012.
   • International student fees have increased, but there has been no increase of staff. All international students’ tuition fees are dedicated to our campus use.
   • Many students are enrolled in a minimum of 12 units in order to keep their legal status.
   • Georgia Estrada, who acts as a liaison between international students and all other campus contacts, distributed an International Student Program Handbook and other informational handouts.

4. Student Discipline / Interventions
   a. Safety issues – keeping faculty, staff and students safe
      • President Perez will create a crisis intervention team to serve as monitors who can track “problem” students and intervene before incidents get out of hand. Team members’ contact information will be available to faculty. Incident reports will go to the crisis intervention team and a plan of action will be created.
      • Comments from the floor:
        o There was a question as to whom faculty should contact first for assistance. President Perez responded that the first report should be to a disciplinary officer (VPSS), rather than Deputy Santos. However, if an instructor or student feels they are in imminent danger, they should contact the sheriff’s office first. Incident reports should be in writing in order to create a paper trail. Joe Ramirez will send all chairs a copy of an incident report form. It was suggested that there should be a distinction between a crisis and non-crisis incident report, and there should be a confidential follow-up form for faculty to submit.
        o Some questions to consider while developing a crisis intervention process: How does an instructor communicate to get help during an incident (the emergency texting plan does not work)? Once an incident is reported, what happens next? How can we insure that students’ rights are not violated? How will faculty be trained in this process?
      • Stephanie Atkinson, Diana Bonilla, Georgia Estrada and Susan Rhi-Kleinert were appointed to come up with a crisis intervention plan.
      • VP Ramirez advised that faculty should inform him of any problem students.
        o If a student is not enrolled with DSPS, that student is not eligible for special instructional accommodation. Instructors should not be responsible for evaluating whether a student should be enrolled in DSPS.
      • Our Health Center has counselors available to students twice a week.
      • There is a reference book available in the counseling department with a list of community resources available to students.

➢ President Perez excused himself from the meeting at 2:25pm.
b. Diversity
   • VP Johnson-Hawkins asked the Council to consider how important it is to show acceptance and support of student diversity on our campus. A case in point was the recent Day of the Dead displays, which were set up by students with no support from any campus organizations. The VP suggested that we should do more to support our students.

5. Academic Affairs
   a. New rules about the number of times a student can attempt a course (Said Pazirandeh / Nadia Swerdlow)
      • Effective Summer 2012, course withdrawals or a substandard grade will count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions.
      • A guide to the new rules was distributed. Nadia will send an e-copy of these to the chairs.
   b. Program review (Said Pazirandeh)
      • Said announced that we received State approval of LAMC’s first Transfer Model Curriculum (TMC) degree. The AA in Communications was created by Dr. Louise Barbato.
      • The Curriculum Committee approved 5 more new degrees at the October 25 meeting and these have been sent to the State for approval.

6. Student Learning Outcomes and Assessments (Pat Flood)
   a. There will be an SLO Assessment Retreat on Thursday, February 2, 2012.
      • Data gathered from all previous assessments will be discussed at this retreat including course, program and institutional assessments and their effect on planning and resource allocation.
      • All of these also are an important part of accreditation. The following handouts were distributed:
         o How Are We Using the Results of Assessments to Make Changes:
         o Service Area Outcomes guiding Questions for Program Review
         o A Student Guide to Learning Outcomes: The Basic Idea
   b. Pat is working with Nick Minassian on an SLO web page for students.
   c. A link to SLOs for all courses has been added to the main menu of the SLO web page (www.lamission.edu/SLO) . A handout illustrating the web page was distributed.
   d. Two staff development trainings demonstrating how to use the online SLO system to report assessments will be conducted for all faculty in November.

7. Items from the floor
   a. It was suggested that training in conflict resolution would be beneficial for faculty to help maintain civil and professional communication among colleagues. President Perez said that he would look into this.
   b. There will be a student Jazz band concert this afternoon in Instructional 1001 at 4pm.

Next Council of Instruction meeting date:
• December 6, 2011

Meeting adjourned at 3:18pm

Transcribed by Susan Ghirardelli