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

Members present: Louise Barbato, Cathy Brinkman, Lilamani De Silva, Pat Flood, Alma Johnson-Hawkins, Myriam Levy, Leslie Mike, Deborah Paulsen, Said Pazirandeh, Mark Pursley, Yolanda Raml, Ed Raskin, Mike Reynolds, Bob Smazenko, Nadia Swerdlow, Louis Zandalasini

* Absence due to time conflict with hiring committee
**Absence due to illness

Guests: Madelline Hernandez, David Jordan

Support: Susan Ghirardelli

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

1. Minutes
   • November 3, 2010 Approved w/ changes

2. Articulation (Madelline Hernandez)
   a. E-66 – Guidelines for California State University General Education Certification
      • A copy of this document was distributed to the chairs.
      • A revision in the language of this regulation was initiated by Educational Services. Madelline suggested the following line be removed: “Colleges within the LACCD may establish more restrictive guidelines.” It was argued that for SB 1440 degrees, more restrictive guidelines would go against the intent of the degree.
      • The chairs agreed with this suggestion and asked VP Johnson-Hawkins to recommend this revision.

3. Curriculum (Said Pazirandeh)
   a. Repeatability of courses
      • The question of what constitutes the repeatable qualities of a course was raised. Some of the points discussed:
         o If course content does not change, should the student be allowed to repeat the course?
         o It should be clear that the student is progressing by repeating the course.
         o PE classes are particularly impacted by repeatability concerns. Currently a student is able to transfer 4 units of PE courses.
         o Repeatability has become a funding question. We should try to stay ahead of future funding cuts by being proactive, by planning for change.
         o It was suggested that perhaps some curricula could be changed to reinterpret repeatability. For example, PE 666 could be split into PE 666a, b and c, rather than allowing students to repeat PE 666 twice.
   b. Revised Curriculum deadlines
      • Deadline for submission of courses new to LAMC is December 7th.
      • Deadline for new Program (certificates and degrees) submission is January 10th.
   c. SB 1440
      • Around February, some District discipline committees will meet to discuss issues related to SB 1440. Chairs should speak with Madelline or Said for more information about this.

4. Counseling
   a. A discussion was initiated about the request for a full-time articulation officer in Student Services.
      • It was mentioned that there should be a full-time articulation officer in Academic Affairs.
      • Madelline described Articulation as the bridge between Academic Affairs and Student Services
      • The question remains: should the new articulation officer report to AA or SS?

5. Clerical Support
   a. AGREEMENT (Between LAMC Administration and LAMC AFT College Faculty Guild Chapter) - this signature document indicating agreement to clerical staff configurations as shown in attached grid was distributed. One additional revision was requested to the wording of the Agreement:
      • Item II, #3(a) – “The seniority…is determined by the number of years of continuous cumulative service …”
   b. Clerical Support Clusters – this grid illustrating revised clerical support clusters with their respective departments and FTEF numbers was distributed.
      • A concern was expressed regarding lack of support during the prolonged illness of a staff member. It was agreed there needs to be a contingency plan for this type of situation. Alma will look into it and come up with some suggestions.
6. **Academic Affairs**
   a. High School Classes
      - There are more impending budget cuts which are likely to impact summer school. Because of this, High School outreach will be cut to help fund summer school.
      - We must continue to maintain non-credit classes for winter session in order to reach our base.
   b. Discontinuance of Permits
      - This spring (2011) will be the last semester that LACCD will honor teaching permits. According to Alma, the District Office will notify those faculty about their status and inform them of their options. Chairs will be cc’d on the progress of this situation.
   c. “Achieving the Dream”
      - This is an important program for LAMC that focuses on creating an environment that uses data and evidence-based decision making when assessing student success. A core team has been put together including President Valles, VP Johnson-Hawkins, VP Joe Ramirez, Hanh Tran and Roza Ekimyan.
   d. Faculty absences
      - Rules pertaining to faculty absences will be posted on the Academic Affairs webpage.
      - One chair suggested a monthly report from AA of all classroom-posted absences in order to check these against his own list of signed faculty absences.
   e. Contract committee responsibilities
      - When faculty is on a committee it is critical that they report back to the Academic Senate. It is important to do this in order to keep everyone informed about campus business.
      - Respective department chairs should be informed when their faculty is not attending committee meetings per their agreements.
      - It is ok for faculty to sit in on a committee (for flex credit) in order to train to become a member of that committee; for example curriculum committee.
   f. Contract faculty mentors
      - New faculty **must** have mentors are encouraged to, but may choose not to, have a mentor. Mentors should not be department chairs, as chairs do faculty evaluations. However, chairs can suggest mentors and help bring them together with faculty.
      - Mentors can be any regular faculty, and do not have to be in the same department as mentee.
      - In the case of a poor faculty evaluation, we need to show that we have taken reasonable steps to assist the faculty member. Mentors play an important role in this.
      - The chairs asked that mentorship be formalized with specific goals. The Chairs’ Council will discuss this and provide a list of recommendations for C of I to review.

7. **SLO’s**
   (P. Flood)
   a. Pat Flood and Deborah Paulsen are developing a list of online guidelines for faculty to use in the assessment of SLOs.

8. **Chairs’ Council**
   (R. Smazenka)
   a. Adjunct participation in developing SLOs
      - Adjunct faculty cannot be required to do work outside the classroom; therefore they cannot be required to develop rubrics for SLOs. However, it is ok to invite them to do so and they can be offered Flex credit time for this.
   b. This is the time to make suggestions for the new union contract. The AFT 1521 website has an online survey.

9. **Deans’ reports**
   a. Dean Swerdlow
      - This is the first semester we are using the new *Incomplete Grade* guidelines. These will be sent to all chairs.
      - CCC-501 - New Program forms – Nadia will send examples to help departments revise and create new Programs
   b. Associate Dean Brinkman
      - Reminded CTE faculty to complete the CTEA survey.
   c. VP Johnson-Hawkins
      - The question of how to treat online supervision was tabled for further discussion at a later date.
      - To faculty who teach courses with prerequisites: it was suggested there be a hardcopy of some type of form (such as one used at Glendale college) to make sure students have completed prerequisites prior to taking the class. Alma will follow up on this.

10. **Next Council of Instruction meeting dates:**
    - No January meeting
    - February 2, 2011

Meeting adjourned at 3:28pm

Transcribed by Susan Ghirardelli