COUNCIL OF INSTRUCTION  
Wednesday, December 7, 2011  
Campus Center 4  
MINUTES  


Members absent: Lilamani De Silva, Leslie Milke, Yolanda Ramil, Ed Raskin, Sandy Thomsen, Louis Zandalasini  

Guests: Diana Bonilla, David Jordan, Rosalie Torres  

Support: Susan Ghirardelli  

Meeting called to order at 1:50 pm by Alma Johnson-Hawkins  

1. Minutes  

- October 5, 2011 approved with corrections (item #6., second bullet: add IR to Dean Tran’s title)  
- November 2, 2011 approved with corrections (item #4a., first bullet: correct typo)  

2. Curriculum  

(S. Pazirandeh)  

- Four new TMC degrees have been approved by the Curriculum Committee and submitted to the Board for approval: Theater Arts, Early Childhood Education, Kinesiology and Business Administration.  
- Said will make an information checklist on how to follow up on the approval process for new programs.  

3. Counseling  

(D. Bonilla)  

- A new counselor has been selected, but the name has not yet been announced.  

4. Accreditation  

(A. Johnson-Hawkins)  

- The VP asked chairs to encourage more faculty to participate on accreditation committees and attend meetings.  
- At this point, the accreditation timeline has built in a cushion of time in case extra time is needed.  
- SLOs are very important to our evaluation, so please continue to support Pat Flood’s work on these. It is important to keep our websites up to date in preparation for review by the accreditation team.  

5. SLOs, SAO and Assessments  

- Assessments, which provide documentation and evidence for the accreditation team, should be completed by Fall 2012.  
- Review your department faculty’s assessments. Some may need more substance. Use the rubric provided as a guide.  
- Refer to the handout provided by Pat Flood of her report dated December 7, 2011 which summarizes the current status and other information regarding SLOs and Assessments. The following informational sheets were also distributed:  
  o Steps To Use The Online SLO System – Abbreviated  
  o Institutional Learning Outcome Survey – Fall 2011. Some suggestions were made to clarify and shorten some of the questions.  
  o CAOT Survey  
- There will be an accreditation retreat on February 2nd.  

6. Attendance Accounting  

(R. Torres)  

- Rosalie Torres presented and discussed a paper entitled “Audit Findings: Attendance Accounting”  
  o One of the audit remedies was for a representative of Admissions and Records to attend a Council of Instruction meeting once every semester.  
  o A pdf file like the one Rosalie emailed on September 30, 2011 will be sent to the chairs each semester.  
  o All classes, including online classes, must submit census rosters.  

7. Academic Affairs  

(A. Johnson-Hawkins)  

a. AARC data will be discussed next meeting by Hanh Tran.  

b. Classified evaluations  

- According to the union contract, secretaries can have only one supervisor. The issue is that in reality each chair can be a “functional supervisor” for a department cluster secretary, and the question then arises who should do the secretarial performance evaluation?  
- A second issue is that currently, the lead chair has leave time for supervisory work. What happens to that leave time when there is more than one supervisor? Alma opened this to the floor for discussion.
• It was suggested and the chairs agreed, that the functional supervisors will submit their evaluations to a single supervisor (for example, Said in the case of Physical Sciences) who will then pull them together to create a single summary draft evaluation. All drafts will be reviewed in a meeting with the VPAA and department cluster supervisor. The VP will ensure that the evaluations of all functional supervisors are incorporated into the final summary evaluation. Only the single final summary evaluation will be shown to the secretary. This is basically the current process.
• The VPAA will meet with all department secretaries and review required processes and tasks such as preparing grids etc.
• James Armstrong will be returning to us December 16th. He will be working for Accreditation.

c. Resource request prioritizations
• A rubric to help prioritize requests will be sent to the chairs by AA.

d. Fire, Life and Safety issues
• Window blinds may present a safety hazard; therefore all blinds will be removed from faculty offices.

e. Fall 2012 scheduling blocks
• The chairs were asked how we can offer students the most convenient transition between classes at the HFAC/Math/Science complex and the main campus? Increasing breaks between classes to 15 minutes and creating better transportation (for example, larger vans or busses) are possibilities. Alma will work with Irma Montoya to create a possible schedule using longer breaks between classes.

f. Review of Spring 2012 scheduling process (N. Swerdlow)
• The following are suggestions from the scheduling staff in AA to help increase scheduling efficiency:
  o There should be standard instructions given for departments to follow.
  o A consistent letter with the same standard format and required signatures etc. would be preferable to the multiple formats currently submitted.
  o Submission deadlines should be coordinated and standardized. Lateness is a problem. AA can create a list of due dates each semester.
• There was a suggestion that it would be helpful to send out informal offer letters based on the current schedule in order to get earlier feedback on what can be offered the following semester.
• The point was made that it’s a challenge to get out offer letters and galleys at the same time. Earlier galleys would be helpful.
• It was suggested that it would be an advantage to students to offer class schedules a year (2 semesters) ahead.
• Room requests should be specified with the first galley submission.
• The chairs requested more time between galley 1 and galley 2. Four weeks would be preferable.

g. Facilities/Construction
• College Council voted to name the new Math/Science building complex The Center for Science and Math. The entire HFAC/Math/Science facilities will continue to be called the East Campus.
• The bungalows currently housing Community Education, Non-credit, Interior Design, Music and Non-credit ESL will be moved to the swing space across the street on Hubbard during Winter break.

8. Student Discipline/Interventions
a. Draft of a memo entitled "Student Discipline Concerns" from the VP of Student Services to all faculty along with several attached forms were distributed for feedback from the chairs.
• The statement in the memo that a student can be suspended from class by the instructor up to a maximum of ten days should be corrected to say 2 days. The memo portion of the handouts was withdrawn to make other corrections. The attached forms are correct.

b. The Crisis Assessment team will hold their first meeting on December 12th.

9. Chairs’ Council
• No report

Next Council of Instruction meeting date:
• Wednesday, February 2, 2012

Meeting adjourned at 3:20pm

Transcribed by Susan Ghirardelli