COUNCIL OF INSTRUCTION
Wednesday, March 28, 2012
CAI 228
MINUTES


Members absent: Leslie Milke, Mark Pursley, Yolanda Ramil, Ed Raskin, Mike Reynolds, Susan Rhi-Kleinert, Bob Smazenka, Sandy Thomsen, Marie Zaiens

Guests: Diana Bonilla

Support: Susan Ghirardelli

1. Meeting called to order at 1:40pm by Alma Johnson-Hawkins
   ● This voluntary meeting was called for chairs and academic deans to begin a dialogue on strategies addressing future budget cuts mandated by the State and LACCD.

2. Minutes
   ● March 7 minutes – deferred to April meeting

3. Catalog (N. Swerdlow)
   ● PLOs will be published in the next catalog. The chairs will be sent samples for reference.
   ● Program descriptions should be consistent in the new catalog listings. Nadia will send chairs a checklist.

4. Grids (N. Swerdlow)
   ● Next C of I meeting we will discuss 2- and 3-year schedule grids
     o These would help counselors with creating students’ educational plans
     o Where should the schedules be posted?
     o If you have already created these schedules, please sent them to Dean Swerdlow

5. SLOs (P. Flood)
   ● Please post your SLO timelines on the SLO website. This is necessary for Accreditation.

   ● Deans should discuss with their chairs how to prepare for a 2% reduction in the next schedule in anticipation of budget cuts.

   ● Ideas we discuss today can be brought to College Council
   ● Final recommendations will be brought to the President
   ● Alma will provide chairs a draft of the enrollment management plan
   ● Refer to handouts emailed to C of I on March 9: Academic Affairs Guiding Principles for 2011-2012 Schedule Development.

A. Instructional Areas – create a narrative that explains the importance of each of the following areas to LAMC:
   a. Transfer
      ● GE/degree-applicable courses
      ● Current trend towards AA degrees?
   b. CTE (Career Technical Education)
      ● Contract Education
      ● Obama administration has particular interest in this area
   c. Basic Skills
   d. Non-Credit
      ● Funded at a lower rate than credit courses
   e. Stand Alone Courses (?)
   f. Growth / Innovation
B. Schedule Development
   a. Look at multiple sections of a class.
      - Consider whether low-enrollment sections should be maintained or eliminated.
        - How do they relate to our institutional goals?
        - What would be exceptions?
   b. What type of data should departments look at?
      - Demand
      - Success and retention
      - Curriculum compliance
        - Is this course updated and current?
   c. Consider regional offerings
      - Course offerings within the District
      - Should we be filling the void in Adult Education?
        - Define our population
   d. Consider our Mission Statement
   e. Environmental scan
      - Demographics
   f. Cost Effectiveness
      - Are we reaching our base? with a cushion?
        - A cushion covers scheduling mistakes which can result in FTES being disallowed by auditors
        - Anticipate potential issues beyond our control, such as mandates from the State (ex: changes in repeatability, etc.)
   g. Consider alternate funding sources (ex: Community Ed, grants, etc.)

C. Distribution of Instructional Hours
   a. Starting from 100% of instruction hours, how to wisely distribute them?
      - The goal is to get away from the idea of cutting across the board
      - Distribution was previously decided according to performance
        - Should we build on our current allocation process or take a fresh look and create a new one?
        - Address any existing imbalances of hours
        - Determine whether we should or should not cut existing hours
   b. Consider preservation of tenure-track faculty assignments
   c. Transparency of our process is imperative. C of I must share the information and reasons behind our decisions with the greater college community.
   d. Look at reassigned/release time

Next Council of Instruction meeting date:
   - Wednesday, April 11, 2012
   - Wednesday, May 2, 2012
   - Wednesday, June 6, 2012

Meeting adjourned at 3:00pm

Transcribed by Susan Ghirardelli