COUNCIL OF INSTRUCTION
Thursday, February 2, 2012
Campus Center 4
MINUTES

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

Members absent: Stephanie Atkinson-Alston, John Morales, Susan Rhi-Kleinert

Guests: Hanh Tran

Support: Susan Ghirardelli

Meeting called to order at 2:07 pm by Alma Johnson-Hawkins

1. Minutes
   - December 7, 2012 Tabled until March meeting

2. IT (Hanh Tran)
   a. Student Success/Retention Data
      - Hanh demonstrated how faculty can access records, per discipline, of student retention data and success rate data. The website is still in the testing stage.
      - Data criteria are standard for the entire State. It’s important that data gathered are meaningful.
   b. Hanh explained new homepages for academic disciplines/departments. A discussion followed of pros and cons regarding the new set up. Alma and Hanh will do further work per request of the Council.

3. Curriculum (Said Pazirandeh)
   a. Said spoke briefly about ECD

4. Academic Affairs
   a. Fall 2012
      - Use the sum of hours for your department for schedules until further budget cuts are revealed. Start to consider where potential reductions could be made in the instance of more funding cuts.
      - A two-page handout was distributed, one page titled “Fall 2012-Time Blocks” showing current schedules and one titled “Proposed Time Blocks.” The following points were discussed:
         o Will students with classes at the HFAC/Science/Math campus have time to travel back and forth to the north campus for other classes? Will there be a shuttle in Fall 2012?
         o Several chairs prefer the longer breaks of the proposed schedule. There was a suggestion to have two parallel time blocks on different tracks to create some half-hour breaks; however, this would in effect cut the number of classes in half.
         o Can we locate some non-Math and non-Science classes in the new buildings?
         o How can we ensure that the two campuses remain integrated?
         o The proposed schedule will be sent out to the broader campus for vetting.
         o Creative solutions to scheduling issues are encouraged. Please forward your ideas to AA.
      - Please submit your galleys tomorrow with the traditional schedule. They can be tweaked if a new schedule is agreed upon.
   b. Adding students
      - Instructors can use paper add permits or email to add students. If adding electronically, use only one email per student and send it indicating “receipt requested.”
      - All instructors must use their LAMC email address to add students electronically, no exceptions. A handout from Admissions and Records with instructions on how to add students online was distributed. AA will also send these instructions electronically to department chairs.
   c. Process for completing faculty evaluations
      - Once evaluations are completed and submitted to Academic Affairs, the VP will meet with the evaluated faculty member, deliver the evaluation and have a conversation with him or her.
      - After meeting with the VPAA, the evaluated faculty will have five days to respond to the evaluation committee.
d. New contract
   • Maria Fenyes will post the strike-out version of the new contract.

e. Repeat limits
   • It is imperative that instructors exclude students who do not show up for class.
   • Academic Affairs will scrutinize *In Lieu* carefully. Chairs should make sure faculty is documenting enrollments.
   • Faculty should make sure students understand enrollment rules and limits.

f. Summer 2012
   • There will be no summer classes, with the following exceptions:
     o a STEM Math Academy
     o possibly a Basic Skills program
     o classes to ensure that our FTES base is met

5. Student Discipline
   a. A handout titled "*LAMC Recommended Procedures for Handling Student Discipline*" was distributed as a guideline with explanations and procedures for handling any student behavior that might interfere with a positive learning environment.
      • There will be a form posted online by VP Joe Ramirez for faculty to fill out to document student discipline incidents. An electronic copy of the form will be sent to all C of I members.

6. Items from the Floor
   • None

**Next Council of Instruction meeting date:**
   • Wednesday, March 7, 2012

Meeting adjourned at 3:05pm

Transcribed by Susan Ghirardelli