COUNCIL OF INSTRUCTION  
Wednesday May 5, 2010  
Campus Center 4  
MINUTES


Members absent:  All present

Guests:  Kelly Enos, Madelline Hernandez

Support:  Susan Ghirardelli

Meeting called to order at 1:40 by Alma Johnson-Hawkins

1. Minutes - April 7, 2010  Approved

2. Articulation / Matriculation  (M. Hernandez)
   a. Prerequisite Challenge and Petition Process
      i. New versions of the Matriculation Challenge and Grievance Petition and Petition of Exception of Academic Requirements forms were distributed to chairs.
         • Bob Smazenka, Alma and Madelline led a discussion about use of the new forms.
         • Madelline explained the new Exception form and said there should be one form used per course.
         • A meeting was held May 4, 2010 during which the challenge and exception process was reviewed by a committee formed for that purpose. Committee members are Alma, Said Pazirandeh, Mike Reynolds and Bob Smazenka.
         • Petitions should be submitted to the appropriate department chair, time stamped, and at that point a 5-day approval window begins. The importance of completing the process within 5 days was emphasized; recently this has been taking too long.
         • There are discipline-specific outlines that the departments might want to share with Counseling. Madelline commented that all the counselors can be trained on how to advise students according to the needs of the chairs. Bob asked Mike to send all the chairs the rationale behind various options shown on the challenge form.
         • Alma asked the committee to make some minor revisions to the new forms.
         • Alma invited Madelline to join the next challenge committee meeting, scheduled for May 18th.

3. Academic Affairs
   a. Summer Partnership with Project Grad  (A. Johnson-Hawkins)
      i. Takes place from July 5th to July 30th. Sessions will be all day.
         • Purpose is to maintain Mission’s connection to local high schools and to give students a positive first experience with college.
         • The high schools pay for classes and instructors and students get college credit. The space is provided by Mission.
         • We are looking at recruiting faculty who are experts in their fields.
         • Instructors will use our Course Outlines for classes.
         • Several concerns by the chairs were discussed:
            o Textbooks for the Math curriculum are chosen to be used in sequence, therefore Bob requests that the math instructors use our texts.
            o Some of the chairs were concerned with outside instructors using our outlines and texts.
            o Instructors do not earn seniority credit for these courses.
            o The District is not paying their salaries.
            o The question was asked if it would be possible for departments to approve instructors of respective disciplines. Alma said that could be arranged.
         • We will move forward with Project Grad for this summer. If the chairs have problems with it, maybe we should reconsider for next year.
   b. Additional Cuts  (A. Johnson-Hawkins)
      i. At this time, President Valles does not plan more budget cuts. Any future cuts will be considered only when absolutely essential.
   c. Chair Evaluations  (A. Johnson-Hawkins / N. Swerdlow)
      i. Survey responses – our goal is to maintain a transparent process. If the chairs have any issues with the process, please let Academic Affairs know.
         • The question was raised as to the evaluation of administrators. Alma is open to creating some sort of procedure for this; it can be discussed further at the next C of I meeting.
d. Overbase budget requests
   - The budget for Fall 2010 will be tighter than for Spring 2010.
e. Graduation ceremony June 8th
   - Chairs were asked to please try and get as many of their faculty to come to the ceremony as possible. Remind them they can use this as Flex credit.

4. Curriculum (S. Pazirandeh / N. Swerdlow)
a. Said discussed our progress with the new Electronic Curriculum Development (ECD) system.
   - Spring 2010 was a productive semester in cleaning up some of the backlog of expired courses. The ECD system is much faster than the prior process for updating curriculum. The expectation is that eventually all faculty will be able to work on ECD, even from home if necessary.
   - Nadia said that we will insist all course updates from now forward be submitted on ECD.
   - ECDs are considered submitted after they are forwarded to the area dean’s inbox.
   - One issue to consider for keeping courses current: if a savvy student sees that a course is expired, the prerequisites are no longer considered valid. At this time we are still offering some expired courses because of precedents from the last ten years.

5. SLOs and Assessments (P. Flood)
   - Our next assessment will be in June. All full-time faculty should be involved in reports.

6. Chairs’ Council (B. Smazenka)
i. Topics discussed:
   - The prerequisite challenge process
   - Personal printing budget – $50 is too low for full-time instructors. They need another $25 or $30 per instructor. Alma said that unfortunately, we will be lucky to have a budget again next year of $50 per instructor. It was suggested that $10 of the part-timers’ $25 budget be transferred to full-timers. Chairs should remind faculty to send the large printing jobs to ReproGraphics. Alma said she will reconsider the full-time vs. part-time printing allocations.

7. Dean’s Reports
   a. Dean Atkinson-Alston
      - Chairs please direct their faculty to refer students to the many services available to them on campus.
      - The dean spoke about various activities going on on campus and passed out flyers.
   b. Dean Brinkman
      - Spoke about sustainability workshops
        - Some were offered to students this Spring for extra credit.
        - There is a plan to offer a similar workshop to faculty in the Fall.
        - The District is forming a Sustainability Institute.
        - Cathy would like to form a faculty/administrators contingent to attend monthly sustainability meetings downtown.
        - There will be a 9th Annual Sustainability Conference for higher education from June 20 to 23, hosted by Trade Tech. If any faculty is interested in going, Community Collaborative has some funding available for this. The dean will send out an email to everyone.
   c. Dean Swerdlow
      - Because we are trying to cut back on printing costs, the Summer schedule will be posted online only. The Fall schedule will be posted online as well as printed as usual. We are heading towards eventually having all schedules posted online only.
   d. VP Johnson-Hawkins
      - As of July 1, 2010, there will be a new Department of Chicano Studies, chaired by John Morales.
      - Chairs please remind your faculty to submit their Flex reports to Mike Climo by June 10th.
      - Evening administrators leave at 9pm. There has been a problem with instructors letting out classes early. Chairs please make sure faculty is starting and ending their classes at scheduled times.
      - Alma thanked the Chairs for a very productive year.

8. Items from the Floor
   - One of the department chairs said she would like to be notified of her faculty’s absences. Alma will make sure Academic Affairs notifies respective chairs of their instructors’ absences.

9. Next Council of Instruction Meeting Date:
   - August 4, 2010

Meeting adjourned at 3:15

Transcribed by Susan Ghirardelli