COUNCIL OF INSTRUCTION
Wednesday August 4, 2010
Campus Center 4
MINUTES


Members absent: Louise Barbato, Pat Flood, Maury Pearl, Ed Raskin, Mike Reynolds, and Sandy Thomsen

Guests: Veronica Cox, Kelly Enos, and Madelline Hernandez

Support: Susan Ghirardelli and Dorothy Mundt

Meeting called to order at 1:33 by Alma Johnson-Hawkins

1. Minutes – May 4, 2010 M/S/A L. Milke/G. Prostak

2. ADA VP Johnson-Hawkins introduced Rubin Juarez from Gateway, ‘Mike’ Paravagna, and Michael Paravagna from Build LACCD.
   a. Access - The transition plan of 1990-1992 is finally being implemented in 2010. The self evaluation of 3 years ago did not meet ADA guidelines and a comprehensive analysis of all aspects of campus access is needed.
   b. A survey prepared by Build LACCD will be distributed to department chairs and is to be returned the representatives. In addition to meeting ADA guidelines the US Department of Justice guidelines must be met. The District has recently lost $4.5 million in two lawsuits. This self-evaluation and survey must be completed by November 5th; campus support and cooperation is needed. The survey and interviews will be conducted soon. Please email any concerns to Alma, Joe Ramirez will send out the survey to department chairs and administrators; sitting down with each other can help confirm needs and concerns. Joe has a list of who will be interviewed and disabled students are to be included. Drafts of the guideline documents are available at the District. Access concerns also include service animals and other resources needed for compliance.

3. Program Review Cycles – Jan distributed a handout regarding that comprehensive cycle of program review and updates. The completion of program review meets several goals
   1. Successes and challenges of a program
   2. Alignment with budget and requests
   3. Addressing needs of accreditation

   The first cycle was 2007-2008 which every department completed. This schedule including the oral presentations was overwhelming for the committee. Program Review and annual updates on a 3-year cycle would work best. The plan was approved on July 19 by the EPC, copy will be sent to chairs for timelines. Feedback on the tools is encouraged to improve the process; EPC is continuously working to make the tool more users friendly. During the 2010/2011 academic year chairs will work on program review in the fall and present to EPC in the spring.

4. AFT Concerns – Maria Fenyes reported
   a. Office Hours – If faculty is paid for office hours they are required to hold office hours. Maria handed out a worksheet to explain the obligation of hours. All adjuncts are hourly therefore office hours are required; for full time faculty the handout explains, that the standard requirement of 5 hours and 35 minutes is all that is required.
   b. Office Space (new full-time faculty and adjunct) – We expect six new faculty for the fall and need office space. Possibly move adjuncts back to the cubicles and new faculty in the faculty office bungalows; hopefully for only one year while new buildings are completed. Alma will speak with Richard Rains regarding space.

5. Articulation – Alma thanked everyone for all of the hard work on this important issue. The State will fund 2% growth and rescind the negative COLA. LAMC will have an estimated $700,000 balance this year.

Madelline handed out a draft of credit by exam which includes a means to track students who took the exam. M. Hernandez also explained challenge vs. credit by exam, clarifying language will be developed. Departments are to keep copies of requests and the original exams, original requests to be housed in Academic Affairs. We anticipate a 30 day turnaround.

Exceptions guidelines are being developed and will be adopted for special admission of K-8 students; a handout of requirements and disclaimers was handed out. Students must be college ready by assessing into English 101 and Math 125; they are flagged by birth date. Students will be notified by letter and will be reminded that the course content is not
modified because it is considered “not age appropriate” by the students parents, no exceptions. This form will be included in the K-8 packet from admissions and to include a challenge rational sheet.

6. Curriculum –Said will conduct ECD training workshops on Flex Day and throughout the year for departments. Please contact him to set up dates and times. ECD: Electronic Curriculum Development is now the standard and department chairs can track status electronically.

   No Certificates or Degrees will be granted if courses are outdated. Said, Nadia, and Stephanie will submit a list to chairs of courses needing updating and the deadlines.

7. Academic Affairs
   a. Grade Changes
      i. Faculty requests only – Academic Affairs will no longer discuss grade changes with students. New policy and procedures were distributed. State and local laws are specific about grade changes and our responsibilities. Chairs are to be aware of all grade changes and in-lieu’s submitted before they come to Academic Affairs. Send responses or suggestions to Nadia. Faculty must also submit a copy of the syllabus and a copy of the grading or assignment sheet.
   b. Matriculation Prerequisite Challenge – Per each department challenges are to be discussed and or a requirement written.
   c. Special Admit (K-8) – see above
   d. Evaluations
      i. Notifications – With a negative evaluation Academic Affairs will send a letter outlining suggestions for improvement; if a second negative evaluation is prepared it is considered evidence for removal from the seniority list or a recommendation for termination.
   e. Building User Groups – Bring your questions and suggestions to Academic Affairs
   f. Hiring Prioritization Applications – Selected chairs are encouraged to apply for 2 faculty positions for next year.
   g. No Winter session – No confirmation at this time.
   h. Syllabus – requesting syllabus be posted to the website for students with required textbook and the ISBN listed.
   i. Flex Day – August 26, 2010 – Department meetings set for 3:00

8. SLO’s & Assessments – An email from Pat Flood detailed the on-line program for links to the SLO’s. She asked chairs to bring samples to the planned workshops for mock work. Will learn how to use Rubrics, administratively exclude students for not meeting prerequisites, and more.

9. Chair’s Council – Discussed projects outside of chair duties maybe having a printing budget and possibly a special code for committees, department chairs personal accounts need to be increased. Questioned how adjunct printing is tracked.

10. Dean’s Reports – LAMC email to personal accounts suspended, need to ask why. IT support for the HFAC building is from Terry Carter. There is no need for faculty to have keys since all classrooms are open. Irma will email notice to department chairs.

11. Items from the floor -

12. Next Council of Instruction Meeting Date
    September 1, 2010

Meeting adjourned at 3:15

Transcribed by Dorothy Mundt