COUNCIL OF INSTRUCTION  
Wednesday, October 5, 2011  
Campus Center 4  
MINUTES


Members absent: Myriam Levy, Mike Reynolds, Susan Rhi-Kleinert

Guests: Diana Bonilla, David Jordan

Support: Susan Ghirardelli

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

1. Minutes
   - August 31, 2011 Approved

2. Counseling (Diana Bonilla)
   a. Transfer Center
      - Transfer Fair date - October 10th.
      - We are waiting to hire a transfer counselor.
      - Some chairs would like to see hard data on transfer rates.
      - Diana will give a presentation on the transfer center at our next C of I meeting.
      - Students can book appointments through December 4th.
      - It was suggested transfer application deadlines be sent to students via email blasts.
      - A request was made to have a future discussion about the low rate of LAMC transfers.

3. Articulation
   - Diana read a statement from Madelline in her absence.

4. Curriculum (Said Pazirandeh)
   a. Programs
      - Said asked the departments to partner with the curriculum committee to help keep track of programs.
      - Madelline will be available to help with program reviews and reevaluations.
      - Dean Swerdlow will circulate a list of State inventory of programs to the department chairs a couple of times each semester.
      - All LAMC degrees must align with those of LACCD and the State of California.
      - The deadline to submit new Transfer Model Curriculum programs to Curriculum for review is extended to October 11th. Said will send a link for the State list of TMC templates to all chairs.
      - Alma expressed that the purpose of circulating curriculum inventory lists is to share information only, not to put anyone on the spot. Our emphasis is on improving our programs.
      - It is important to move through the curriculum update process as quickly as possible.

5. Academic Affairs (Alma Johnson-Hawkins)
   a. Spring 2012
      - Fall 2011 semester saw a 10% reduction in instruction, but we are recommending no further cuts for Spring 2012. Any further budget cuts must come from areas other than instruction.
      - President Perez would like to see some sort of summer session. The Council recommended that anything we offer in summer should not be supported by cuts in the Spring 2012 semester.
   b. Summer 2012
      - Dean Atkinson -Alston said that the summer 2011 Bridge program mix of attendees was broader than the previous year.
      - It was suggested LAMC offer a summer Math camp, similar to one offered at UCLA, which could be done without great expense.
      - It was also suggested that summer programs be inserted into department unit plans.
      - Council should be pro-active and create a plan for the summer to recommend to President Perez.
   c. Clerical Support
      - We are proceeding with the hiring process to find a replacement for James. The tentative interview date is October 27th. There is a possibility, however, that the president may not approve the hire at this time.
        o Several chairs expressed that the hiring of secretaries should have priority over other hires, such as consultants, etc.
        o The priority at this time is to protect faculty jobs from budget cuts.
d. **Add policy** - How students are added to a class has not been vetted at our college. The system we now have will not support wait lists and currently add policy is left to individual departments. We need to rectify the situation by establishing a campus-wide add policy. Chairs were asked to discuss this issue with faculty in other meetings, such as Academic Senate, College Council, etc. and come up with policy ideas to vote on in Council of Instruction.

   - Some items considered:
     - Given the option of either College Council or Council of Instruction creating a task force to come up with the new policy, the chairs all preferred that C of I do it.
     - EOP&S and Financial Aid should be considered when drafting an add policy.
     - It was recommended that the last day to add a class remain firm, with no extensions.
     - There was a debate over whether a student who needs a particular class to graduate should be given priority.

e. **Evaluations** – chairs should continue to work closely with their respective deans.

   - We want to continue to change the culture of evaluations by using the process as a tool for improvement and encouragement of faculty.
   - If an evaluation needs an extension of time beyond the original schedule, make sure to put it in writing that all are in agreement.

f. **International Students** – How can we help these students to better understand college policies and course requirements? Points of discussion from the floor:

   - One council member commented that the Office of International Students should not tell international students that they do not need to follow the same timelines as the rest of the student body. For example, they should not be allowed to join a class weeks into the semester.
   - The chairs were asked how to begin to remedy the problem. The issue is creating a tense situation in which the college is being perceived as culturally insensitive.
   - Deadlines should be strictly maintained. If so, how can we support that?
   - Maybe there could be late-start classes dedicated to the students who enroll after the semester has begun.
   - Perhaps we could create a program in which faculty can mentor international students.
   - There was a complaint about plagiarism.
   - It was suggested we invite the Office of International Students to a Council of Instruction meeting for a discussion. Alma would like to invite VP Ramirez and Georgia Estrada to a meeting to clarify the following:
     - Who are we indentifying as an international student?
     - Are international students getting a proper orientation?
     - Can faculty participate in this orientation?
     - Do we have an organized recruitment for international students?

g. **Academic Exceptions** – the academic exceptions committee meets the third Friday of each month.

   - The committee will begin to report to Council of Instruction and Academic Senate at least once a month.
   - Children must score at a college level to be admitted through an academic exception.

6. **SLOs/SAO and Assessments**

   - An Institutional Assessment Retreat is scheduled for Thursday, February 2nd, 9am to 3pm – to discuss assessments of courses, programs and institutional learning outcomes.
   - An SLO Task Force has been formed with the following members: VPAA Alma Johnson-Hawkins, acting Dean of Institutional Research Hanh Tran, AA Deans Nadia Swerdlow and Stephanie Atkinson-Alston, Academic Senate President Angela Echeverri, Curriculum Chair Said Pazirandeh, SLO Coordinators Pat Flood and Deborah Paulsen and SAO Coordinator Monica Moreno.
   - Pat Flood and Nick Minassian continue to modify the online system.
   - At least one SLO must be assessed for each course by 2012. Completed course assessments can be viewed online. It is helpful to print your report for easier reference.

7. **Chairs’ Council**

   a. There was a question as to why the Achieving the Dream training was scheduled at times when most faculty was teaching and could not attend. Those times were chosen to accommodate the trainers, who flew in to Los Angeles. Faculty who did attend the training are expected to train those who could not.

8. **Deans’ Reports**

   a. Nadia requested chairs to respond to the questionnaire on accreditation Standard IIA.

**Next Council of Instruction meeting date:**

- November 2, 2011

Meeting adjourned at 3:00pm

Transcribed by Susan Ghirardelli