COUNCIL OF INSTRUCTION
Wednesday November 3, 2010
Campus Center 4
MINUTES
Final


Members absent: Ed Raskin, Mike Reynolds, Susan Rhi-Kleinert

Guests: Lilit Haroyan, Madelline Hernandez, David Jordan, Nick Minassian, Suzanne Ritchieson, Dennis Schroeder, Hanh Tran, Marie Zaiens

Support: Susan Ghirardelli

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

1. Minutes
   a. September 1, 2010 Approved w/ change
      • Item 3b: omit "on ECD"
   b. October 6, 2010 Approved

2. Academic Affairs
   a. LRC referrals
      • Marie Zaiens distributed a brochure with information about the Learning Resource Center and discussed services it provides.
      • Lilit Haroyan demonstrated how faculty can locate information on the LAMC website on how to refer students to tutoring services at the LRC. When an instructor refers a student, the student will receive emails from the LRC staff offering helpful resources and tutoring.
   b. Financial Aid update
      • Dennis Schroeder gave an update of eligible programs at LAMC.
        o Certificate-only students may not be eligible for Federal and State aid, but can still receive certain fee waivers.
        o Faculty and staff should refer students to the Financial Aid office with any questions about eligibility.
        o Starting the application process before the semester begins is best.
        o Dennis is available to come to your class to discuss financial aid if requested.
        o There are twice-monthly financial aid workshops on Fridays. Sign up ahead to secure a seat. Contact the Financial Aid office for more information.
   c. Clerical Support
      • Contractual agreements require that the Math/CoSci/Engineering department has its own dedicated secretary. To fulfill this obligation, it has been requested that the English department be removed from Margarita Padilla’s duties and added to one of the other secretaries. Alma suggested trying to balance the workloads by splitting the FTES as evenly as possible among the remaining secretaries. Some suggestions/talking points:
        o Patricia – Life Science, Physical Sciences, Chicano Studies
        o Maryland – Art, Professional Studies, Business & Law, Foreign Languages
        o James – English, ESL, Child Development
        o Non-Credit has no secretary; Dean Atkinson-Alston does most of the paperwork for that department.
      • It was suggested the chairs discuss the issue with their respective secretaries. The VP would like to meet with the secretaries next Friday.
      • It’s not likely LAMC will be able to hire another secretary. Priority hiring would be for more classified staff for the new buildings.
   d. Seniority Lists
      • Refusals and No Offers – if someone refuses a class, it’s very important to document the refusal, otherwise they must be paid anyway. A reason is required for a no offer. For example, a resignation would take someone off the list.
      • It’s important to send the offer letters out. Try to avoid verbal agreements, and document any offers.
   e. Faculty Evaluations
      • It is recommended the Chairs meet to discuss structured data gathering and use of other available information.
      • Evaluations will be discussed further at the next Council of Instruction meeting.
   f. Online Survey
      • The survey responses will be used to help EPC review and improve online classes.
   g. ADA Survey
      • Please evaluate your respective departments and respond to the survey.
   h. Emergency Response Plan
      • Dean Atkinson requested a couple volunteers to help assess and create an emergency response plan. Myriam volunteered and Said will provide someone from the Sciences.
3. **SLOs Online Demonstration**  
   a. The online SLO system has recently been updated.  
      - Nick Minassian demonstrated use of the revised SLO assessment site.  
        - The rubric manager has some new features:  
          i. A tool to check scoring of rubric  
          ii. A tool to copy rubrics, including a rubric gallery search and import tool  
          iii. An assessment tool to help choose a rubric  
        - While the above-mentioned method is an option, there are also ways to attach your own files in lieu of this method.  
        - There is an option to upload previous assessments.  
        - One can choose to do single, multiple or all sections of a course together.  
      - Pat Flood or Nick can come to your department to further explain or provide help with the system.  
      - Feedback is encouraged to tailor the process to individual class needs or implement improvements to the system.  
        Please forward your suggestions to Pat or Nick.  
      - All assessments are requested by mid-January, 2011.  

4. **Articulation**  
   a. **Transfer Degrees**  
      - The following degrees were used as 18-unit degree models for statewide review: Sociology, Communications, Psychology, Geology and Mathematics.  
      - The regional community colleges have concerns about three of these being used as models. There is concern that the 5 designated models don’t include the top 10 majors; for example Business is not used as a model.  
      - The regional CCs recommend moving forward with Math only as a degree model.  
      - The regional CCs are in the process of drafting a letter delineating problems, questions and concerns with the current review process.  
      - Madelline will email all chairs a link (which will be available from November 1st to November 25th only) to models for review and a survey to submit. Chairs are encouraged to complete this survey.  
      - Articulation officers agreed that Business, Biology and Math should be included in the degree models.  
      - Dean Swerdlow commented that 18 units is the minimum for a degree. Many students will opt to take more units at a community college.  

5. **Curriculum**  
   a. **ECD Process**  
      - Chairs were asked to please keep their departments’ ECDs moving forward. Chairs can view the status of all ECDs in the system by logging onto the website.  
      - Said will try to find a way to copy chairs on emails which return ECDs to the originator for revisions.  

6. **Counseling**  
   a. **Prerequisite Challenges**  
      - Students must provide either an LAMC unofficial transcript or request a copy of an outside school transcript as proof of the student’s qualifications. If an official transcript is required, the student must provide it to the Admissions office prior to submitting an add slip.  
      - Prerequisite challenges must be submitted at least 5 days prior to the start of the semester. It was mentioned that it is up to the department chair whether a student is added after the semester begins. The VP disagreed, stating that previously this Council had agreed that after the first day of instruction, challenges would be deferred to the following semester. She stated that since this policy had been agreed upon it is still in place and should be adhered to, barring the occasional exception.  
      - This semester, Fall 2010, there were 30 prerequisite challenges submitted to Counseling.  

7. **Program Review – Operational Plan Update**  
   a. Budget and Planning will create a college-wide prioritized list, from which college resources will be allocated.  
      - The Academic Affairs deans are available as support and advocates for the chairs. They will prioritize all requests. Your requests will benefit from thorough background research.  
      - Space issues will be forwarded from Budget and Planning to Facilities and dealt with by Facilities resources.  

8. **Chairs’ Council**  
   - Delays in ECDs were discussed.  
   - Removing adjuncts from seniority lists was discussed.  
   - The faculty evaluation process is grievable; the evaluation committee’s conclusions are not.  

9. **Next Council of Instruction meeting dates:**  
   - December 1, 2010  
   - January (no meeting)  
   - February 2, 2011  

Meeting adjourned at 3:37 pm  
Transcribed by Susan Ghirardelli