COUNCIL OF INSTRUCTION
Wednesday, April 6, 2011
Campus Center 4
MINUTES


Members absent: Deborah Paulsen, Susan Rhi-Kleinert

Guests: Kaisha Jones (LACCD Internship Program), David Jordan, Darlene Montes, Suzanne Ritcheson

Support: Susan Ghirardelli

Meeting called to order at 1:35pm by Alma Johnson-Hawkins

1. Minutes
   • February 2, 2011   Approved w/ correction
   • March 2, 2011  No minutes. Council members attended violence prevention workshop in lieu of March Council meeting.

2. LACCD Internship Program (Kaisha Jones)
   • Ms. Jones gave a presentation and provided handouts describing the LACCD internship program. To qualify a student must:
     o Be enrolled at one of the 9 LACCD campuses with six or more units
     o Apply online at [www.laccdinterns.org](http://www.laccdinterns.org)
     o Submit a resume online
     o Obtain an LACCD faculty or career center referral
   • Program provides students an opportunity to earn while they learn.

3. Enrollment Management Plan (Draft) (Darlene Montes)
   • Darlene Montes and VP Johnson-Hawkins are co-chairs of the Strategic Enrollment Management Plan (2010-2015) task force, a subcommittee of EPC.
   • Darlene gave a power-point presentation of the Plan draft, and will send a copy of the draft to the chairs for review. They were asked to provide feedback. It is intended that the Plan become a working document, to be updated annually.

4. Curriculum (Said Pazirandeh)
   • An extra Curriculum meeting on April 26th will be dedicated to review of new Programs. Any paperwork for this meeting should be submitted to Said by April 15th.

5. Counseling (Suzanne Ritcheson)
   • Challenge Appeal Procedure - A draft of a revision to the appeal process was distributed.
     o The Council was reminded that if two faculty deny a challenge, that appeal will not go forward.
     o An appeal is only available through the Counseling office.
     o A student can only appeal that the challenge process was not followed; the challenge result cannot be appealed.
     o A student who has not followed the challenge process does not have the right to appeal.
     o It is important for all adjuncts, as well as full-time faculty, to be aware of the challenge process, and that a challenge should be done before school starts.
     o Please email Suzanne or Alma with suggestions and/or corrections to the draft.

   a. The best case scenario - would be a 5% workload reduction. Currently our base FTE is 6,210. A 5% reduction would be 310 FTE, resulting in a funded base of 5,900.
     • Possible areas for reduction:
       o Elimination of summer session – however, EPC wants to retain 61 hours of college readiness courses, such as Math, ESL and English.
       o Reduce athletics, overtime and purchases. All purchases are now reviewed by executive staff.
       o Defer move-in dates to the new CAI building to save costs of energy and hiring of staff.
     • All of the above cutbacks are still not enough to close the revenue gap. Concerns were expressed about deeper cuts and deficit spending.
   b. The worst case scenario – would be a 15% reduction, or 931 FTE, resulting in a funded base of approximately 5,279.
     • We should keep accreditation in mind when making cuts, and look at expired courses.
   c. Alma asked the Council for ways to make cuts. What are our priorities?
     • Comments from the floor:
       o Administration should look at how colleges can internally reduce costs. Also, the District office should be asked to make reductions.
       o District office should also be required to cut waste. Some examples were mentioned.
       o Is our priority to prepare students for transfer or to provide them an AA degree?
There should be a discussion of furloughs for administration, faculty and classified staff.

Chairs are invited to attend the Budget & Planning meeting tomorrow to further discuss some of these issues.

Alma said that our projected FTEs are 4.6 per course and thanked the chairs for doing a great job with this.

- An article about Prop 39 was mentioned. The article states that there are more facilities available for offering courses at Community Colleges than there are funds to support those courses, and that Community Ed is seen as one solution to fill the funding gap.
- Dean Swerdlow commented that if Community Ed were to have such a large presence it would be like having a private college within campus.
- Dean Brinkman mentioned that Community Ed is done that way in Texas, and results in a successful symbiotic relationship with local community colleges.

7. Academic Affairs
   a. Seniority Lists
      - For the next round of seniority lists, records should show “DC” to denote if a person is department chair, so not to lose seniority.
      - The VP would like to have a discussion next meeting about seniority with regard to Distance Ed.
      - We need a procedure for breaking a tie.
   b. Printing
      - If a department’s budget is out of printing money, an order will not go through, but will be put into a pending account.
      - A new approval system will be implemented for any printing over a certain dollar amount.
      - Alma will ask Hanh to program copiers to require chair approval of all printing over $15.
   c. Field trip procedures
      - A memo from Dorothy Mundt was distributed delineating procedures for submitting Field Trip forms.
   d. Textbook policy
      - Chairs were asked to send Maria Fenyes and Alma a copy of your departmental textbook policy.
   e. Summer / Fall scheduling
      - Academic Affairs is working to schedule classes in the most suitable rooms available. If, however, a problem arises, an instructor should notify their department dean.
      - There was a question regarding how to support faculty during evening classes at the HFAC building.
   f. Lottery for adding classes
      - The lottery procedures for students adding a class after the class is full requires standardization campus-wide. The VP asked the Chairs’ council to create a policy.
      - A request was made to put the policy in the schedule so students are aware of it.
      - One chair commented that a good practice is for instructors to send emails to all their students prior to the first class informing them that if they miss the 1st class they will be dropped.
   g. Facility updates
      - A discussion of faculty offices was deferred until the next Council meeting.
   h. Student disciplinary actions
      - Chairs should instruct their faculty to stick to Board rule policy (Article XI 91101)
      - Faculty can remove a student from the classroom for 2 class meetings. After that, the student is entitled to a hearing, organized by the VPSS
      - Faculty should inform VP Ramirez immediately if there is a student discipline problem.
      - Alma will send Chairs a pdf of the Board rules.

8. SLOs
   - 92% of the courses in the catalog have SLOs.
   - Accreditation is very interested in evaluation of assessments
   - Pat needs your reports put on the online system. It is ok to create pdf files of your reports and upload them.
   - There will be an SLO symposium Friday, May 6th, 10am-12pm at Trade Tech. (symposium time revised: 9:30-2:30pm)
      - Every department is being asked to send one person to this.
      - Three presenters are needed to demonstrate SLOs. Triple flex credit will be given to presenters.

9. Chairs’ Council
   - No report

10. Deans’ Reports
    - No report

11. Next Council of Instruction meeting date:
    - June 1, 2011

Meeting adjourned at 3:35pm
Transcribed by Susan Ghirardelli