COUNCIL OF INSTRUCTION
Wednesday, May 4, 2011
Campus Center 4
MINUTES


Members absent: John Morales, Mark Pursley, Bob Smazenka

Guests: Madelline Hernandez, David Jordan, Abdo Malki, President Monte Perez

Support: Susan Ghirardelli

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

1. Introduction of new President
   • Alma introduced our new LAMC President, Dr. Monte Perez. The Chairs introduced themselves to Dr. Perez individually.

2. Minutes
   • April 6, 2011  Approved

3. Articulation (Madelline Hernandez)
   • Madelline discussed the matriculation challenge appeal process and distributed two handouts:
     o Matriculation Challenge and Appeal Petition - this is the form for students to fill out
     o LAMC Appeal Procedure for Challenging the validity of the Challenge Process– this described the steps by which a student may appeal the validity of the challenge process by filing an appeal with the VP of Academic Affairs.
   • Academic Affairs will be sending the chairs a summary IGETC and CSU GE report.

4. Curriculum (Said Pazirandeh)
   • Two new AA degrees, Mathematics and Communications Studies, were recently approved by the LAMC Curriculum Committee. LAMC has fulfilled the mandate for two degrees under SB 1440.
   • Said is available to help departments with preparing new degree programs. Program submitters should try to use the same language as in the Transfer Model Curriculum (TMC) models.

5. Budget (Alma Johnson-Hawkins)
   a. When planning to meet the 2011/2012 budget allocations for instruction, chairs were reminded that courses restored for Fall 2011 will diminish instructional hours allocated for the Spring 2012 semester. Strategic planning was emphasized and the chairs were reminded that if the budget is cut more than we anticipate, it could prove disastrous without contingency planning.
      • Avoid comparing the budget of your own discipline with that of others; circumstances vary.
      • Concurrent enrollment is temporarily suspended for the fall 2011 semester.
      • College employees will be following a 10-hour/4-day workweek for the summer, beginning June 13 through August 19.
      • Chairs should get together with their department deans to develop a summer work plan for staff. The goal is not just to keep busy, but to use the summer as an opportunity to accomplish departmental goals.
        o At this time the only cuts in staffing for summer would be adjunct faculty.
        o The chairs are being asked to do even more now with fewer resources.
        o Academic Affairs will try to provide weekly updates on facilities after the Thursday meetings.

6. Academic Affairs (Alma Johnson-Hawkins)
   a. Department Chair Elections – a list was presented of impending department chair elections.
   b. Printing – any faculty requests for printing over $15 will trigger an email from Hanh to the appropriate department chair. The request will remain in pending mode until the chair responds with a decision to approve it or not.
   c. Sample Process - Adding Students by Lottery – The procedure used by the Department of Life Sciences for adding students by lottery was discussed.
      • The importance of all faculty within a department using a common procedure was emphasized to ensure fairness to students.
      • Abdo Malki, instructor for Math, explained his procedure for adding students.
      • Alma will email a copy of Life Science’s procedure and also one used by the Math department to all chairs for their reference in creating their own department’s policy.
   d. Departmental Textbook Policy – all chairs were asked to write a textbook policy for their departments, submit it to Academic Affairs, and also send a copy to Maria Fenyes.
   e. Emergency Contact Information – Academic Affairs requested a copy of emergency contact information from all faculty and staff.
f. Facilities Update
   - The MAC building is behind schedule.
   - The Math bungalows will be moved. The nursery property on Hubbard is available for relocating some
     bungalows. The Non-credit, Community Ed and Music bungalows may be relocated to the nursery property.
     Math classes will be dispersed around the main campus.
   - Relocation of Adjunct faculty offices now located in bungalows will be a challenge. The office bungalows
     where they are now are rentals and will soon be removed.
   - Student Health Services will be relocated to the former bookstore space. The space will be expanded and may
     be open for business as early as Fall 2011.
   - A discussion is necessary about where the LRC will relocate when the Library is expanded. One possible option
     would be the former culinary area in the Instructional building.

h. Summer Hours
   - We will be following a 10-hour/4-day workweek for the summer. Times have not yet been confirmed. The VP
     asked the chairs to send their suggestions. She will also be meeting with staff to discuss the summer schedule
     and invited the chairs to attend those meetings. Some issues discussed:
     o The question was raised as to whether the HFAC building will be open on Fridays. It would be ok to keep it
       open if activities there will cover costs, such as utilities, and if there would be adequate staffing. It may also
       be possible for some staff members from the main campus to work in the HFAC during the summer.
     o There is a problem in the Biology and Chemistry labs if the air conditioning is turned off on Fridays. The lab
       refrigerators won’t work in a hot environment. The cost of keeping the air conditioning should be weighed
       against throwing out perishable lab supplies.

i. Seniority list – it’s only necessary to maintain the ranking of department chairs, not vice-chairs, on the seniority list.
   Maria and Alma will come up with a policy for this.

j. Reporting grades
   - There are many students with grades missing on their transcripts, some as far back as 2007. If a student is on
     the roster, that student must get a grade.
   - The Vice President stressed the importance of attendance accounting. An instructor must exclude no-shows by
     the appropriate deadline. If AA has to go back and administratively withdraw these students, there is an issue
     regarding apportionment, and the question arises about returning funding back to the State.
   - Assigning students their grades is one of our most important duties. If faculty has any questions about that
     process, please send them to Academic Affairs, not Admissions and Records.

7. SLOs
   - SLO symposium - Pat Flood spoke about the SLO symposium Friday. About 100 people have signed up so far.
   - Assessments – we are currently still working on Fall assessments, but hope to start Spring assessments soon. These
     must be uploaded by Fall 2012.
     o SLOs will have a great impact on our upcoming accreditation. The assessments can be used as documentation
       supporting plans for improving curriculum.
     o There was a question regarding how to inform the online assessment system of archived courses. It was
       recommended to get help from Nick Minassian for this.

8. Chairs’ Council
   - Academic discipline – a document titled Academic Misconduct Reporting: Instructions for Instructors, prepared by
     Mike Reynolds for the Life Sciences department, was distributed. It was recommended that instructors include their
     department’s disciplinary procedures in their syllabus.

9. Deans’ Reports
   - Dean Atkinson-Alston invited everyone to the grand opening of the Culinary Arts Institute this Saturday from 11am to
     2pm.

10. Items from the Floor
    - Accreditation – as co-chair of the Accreditation steering committee, Pat Flood said that everyone will be assigned a
        duty to contribute to the accreditation process. Anyone with a particular area of interest is encouraged to sign up to
        work in that area.
    - There was a question whether it is ok for ASO candidates to campaign in class. It is permissible at the discretion of
        the instructor. Also, sale of tickets in the classroom for campus events is discouraged, but is acceptable outside of
        class.

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

Meeting adjourned at 3:00pm
Transcribed by Susan Ghirardelli