

COUNCIL OF INSTRUCTION

October 4, 2017

1:30-3:00 p.m. – CC1

MINUTES

Members present: Vilma Bernal, Steve Brown, Mike Fenton, David Garza, Madelline Hernandez, Mark Hobbs, Sarah Master, John Morales, Michong Park, Deborah Paulsen, Gary Prostak, Isabelle Saber, Jesse Sanchez, Janice Silver, Dennis Solares, Debby Wong, Albert Ybarra

Members absent: Carolyn Daly, Darlene Montes, Steve Ruys, Marla Uliana

Guests: Elizabeth Atondo, Emily Bill, Jill Biondo, Kelly Enos, Dr. Monte Perez, Christine Kourinian

Support: Susan Ghirardelli

Meeting called to order at 1:33 pm by Acting VPAA Isabelle Saber

1. Campus Progress M. Perez
 - a. Dr. Perez presented the following items to the Council members:
 - The Grand Opening of the new Arts, Media and Performance (AMP) building will take place Friday, Oct. 20th.
 - In terms of budget, LACCD is currently going through a recovery plan, however LAMC has no deficit at this time.
 - Guided Pathways will help place our academic programs into a comprehensive framework for students.
 - The Board of Governors wants to increase enrollment by 35% in the next 5 years.
2. Certificates E. Atondo
 - a. Update to Board Rule 6200: 20% of a student's units required for a Certificate of Achievement must be completed in residence at the college conferring the degree. Some of our processes will need to change to comply with this requirement. In the instance of partial units, we should round down to the benefit of our students. E. Atondo will bring a motion to curriculum supporting this.
 - Acting VPAA Saber asked that the Academic Senate clarify the date this new policy begins.
 - For Certificates of Accomplishment, the minimum residency requirement is one course.
 - There was a discussion about removing certificate of achievement/accomplishment petitions from dept. websites.
 - Action item: Elizabeth will ask IT for help in identifying the pages and removing the petitions. For all programs, students meet with a counselor to complete the graduation petition.
 - The concern was raised that over the summer there will be hundreds of petitions submitted, and will A&R be sufficiently staffed to handle the load?
 - b. Starting this semester, *all petitions for degrees and certificates must be initially submitted by students to Counseling.*
 - SIS will eventually automatically notify students that they are eligible for a certificate or degree.
 - Counseling will review the petitions and forward them to Admissions and Records for processing.
 - No individual disciplines or departments will be involved in initiating these petitions. Please inform your students that they need to go to Counseling for this.
3. Minutes
 - September 6, 2017 I. Saber **M/S/Approved** w/ corrections Prostak/Sanchez
Abstention: Pursley

4. Zero Textbook Cost (ZTC) Upcoming Rules and Requirements E. Bill
 - a. A new law to take effect January 1, 2018 mandates that any class with entirely free educational resources (ZTC) be published with a ZTC logo.
 - An Open Educational Resource (OER) class, i.e. a class with free digital textbook resources, can qualify as a ZTC class only if there are no additional costs added. The moment any textbook-related cost is added, it no longer qualifies as a ZTC. Supplies for art and lab classes do not fall into the ZTC category.
 - It was stated that if a ZTC class is staffed by ZTC faculty, the instructor cannot be changed to a non-ZTC instructor. There was a subsequent discussion about possible union issues this could create. Dr. Perez will discuss this with Vice-Chancellor Cornner at the upcoming President's Council this Friday.
 - There was a question as to how we should indicate a ZTC class on the schedule. Emily said that it would involve the ZTC logo and she will research this further.
5. DE Course Approval E. Bill
 - Any hybrid or online class still needing approval to be on the fall 2018 schedule must be submitted now to the Curriculum committee for consideration.
6. Large-enrollment DE courses I. Saber
 - These will not be approved for scheduling by Academic Affairs without prior approval by the department chair. Requesting faculty are asked to fill out the appropriate form with the chair's signature and submit that to Academic Affairs.
7. Process for Renaming of Departments G. Prostek / I. Saber
 - a. The following steps have been proposed for departments with multiple disciplines that wish to change their department name:
 - i. Formal discussion and vote within the department, recorded in department meeting minutes which can be forwarded to the Academic Senate.
 - ii. Senate review and approval.
 - iii. College Council Approval
 - iv. Notification of appropriate entities on campus.
 - b. The above proposed steps will be on tomorrow's Senate agenda for approval.
8. Sunland-Tujunga Campus G. Prostek / I. Saber
 - a. Isabelle and Vilma Bernal are working on concerns about accommodations at Sunland-Tujunga relating to Article 9 in the faculty contract.
 - b. The acting VPAA and AA deans will consult to determine the scheduling blocks at Sunland-Tujunga.
 - Student demand is there and scheduling will be moving toward more GE courses.
 - Saturday classes were successful last semester and we are exploring Sunday classes as an option.
 - Dr. Perez noted that once the current space is filled to capacity, there is the potential to expand to another adjacent room.
 - c. Dr. Perez announced that there will be an open house for the community at Sunland-Tujunga on November 3rd.
9. Update on Faculty and Dep. Chair Handbooks G. Prostek / J. Silver / A. Ybarra
 - The Department Chair Handbook is ready to finalize and post online.
 - The Faculty Handbook is in its 2nd revision. The District's faculty handbook has been updated for our campus with information relevant to LAMC.
10. SIS Registration I. Saber
 - a. A second eight-week Fall Registration Drive is scheduled for Oct 10th
 - This event will follow the format from the previous registration drive, with volunteer faculty and counselors available.
 - The registration drive will take place in the CAI Served area from 11am to 1pm and from 4pm to 6pm.
 - b. Vice-Chancellor Cornner has guaranteed that corrections to the SIS system will be completed in time for spring 2018 enrollment for the following scenarios: regular 16-week classes, first and second session 8-week classes and open-entry/exit classes (Noncredit).
 - AA will try to get all our spring 2018 classes into one of the above categories to avoid the multitude of problems we had with the fall 2017 enrollment.

- The question arose about SIS handling of 5-week classes. In response, Dr. Perez asked that he receive a list of all classes fewer than 8 weeks long that he can take to the District office to create work-arounds for those courses. Chairs were asked to send this list to their respective deans.

11. ITV Update I. Saber

- The ITV class schedule for spring 2018 will contain complete IGETC/CSU transfer Curriculum.

12. Arts, Media & Performance (AMP) Grand Opening Friday, October 20th D. Paulsen

- Attendance will be by invitation only (Faculty, Staff, ASO, Administrators and Faculty Advisory Board members are invited), and all invitees are asked to RSVP.
- Ribbon-cutting will be at 5pm. Attendees will include Chancellor Rodriguez and various local elected officials. Your invitation will include the agenda.
- There will be refreshments provided by the Culinary Arts students and presentations by students from the Music and Theater departments.

13. Guided Pathways Update D. Paulsen

- This is a 5-year grant, sponsored by the State Chancellor's Office, aimed at simplifying the process for students negotiating the multiple pathways to achieve degrees and certificates.
- The Academic Senate has proposed the creation of a Guided Pathways steering committee (see draft handout dated Oct. 1, 2017). Senate President Paulsen will forward our proposal to the BOT in November.
- For more information: <https://static1.squarespace.com/static/5834c1702e69cfabd9617089/t/584088d15016e1380c9b0837/1480624337586/CAPathways+Model+Description.pdf>

14. Academic Affairs I. Saber

- a. Galleys – please adhere to submission deadlines!
- b. PeopleSoft, TBA Hours and Positive attendance
 - It's unclear on the new system which are TBA classes and which are PA classes. Sarah can send out a list of the PA classes.
- c. DEC and Protocol are now converted to read-only.
- d. Academic Affairs Staffing
 - Tomorrow is Jax's last scheduled day as Admin. Secretary in AA.
 - Interviews for a permanent Admin. Secretary in AA will be held tomorrow.
 - First-round interviews for the Assistant ITV Dean position will take place October 11th, and final interviews with Dr. Perez will take place on October 19th.

15. EPC Report J. Silver

- Viability reports need to be vetted through Council of Instruction.
- Any comments or concerns prior to initiation of viability studies for the following programs should be submitted to the Academic Senate:
 - Developmental Communications (proposed discontinuance)
 - CAOT (proposed modification)
 - Construction Technician (proposed new CTE program)
 - ❖ There was a discussion about sustainability issues for high expense items. Strong Workforce money will support the first 3 years of this program; after 3 years, it must be self-sustaining.
 - ❖ It would be beneficial for a faculty member with financial expertise to be on the viability committee.

16. Curriculum Report C. Akl

- Residency requirements for certificates - see above item #2 from E. Atondo.
- Curriculum had some discussion on whether our campus should participate in the Code Alignment Project. Feedback was that we should. We will also vote on this recommendation that will be brought to Senate.
- Please visit our submission requirements page: <http://www.lamission.edu/Curriculum/Submission-Requirements.aspx> if you are trying to submit courses or programs. You will find information about requirements

for all types of submissions (credit and noncredit), as well as samples. Please send any suggestions for improvement to curriculum@lamission.edu.

- The program approval process page on our website: <http://www.lamission.edu/Curriculum/Program-Approval-Process.aspx> will be updated as soon as EPC finalizes their required documentation for viability review for new programs.
- For courses going thru DE approval, please be sure to initiate a COR update in ECD as early in the process as possible. All courses going thru DE approval need that regardless of when the COR was last updated. Your COR can go thru the Curriculum routing process while the Canvas course shell is being reviewed by the DE committee. A reminder that DE requests need to come from Department Chairs to Curriculum Chair and DE Co-Chair after discussion with the area dean.
- As courses come to Curriculum for updating, we will be checking whether the course has been DE approved according to this list: <http://lamc-ddl.pbworks.com/w/page/97948707/Approved-Online-Classes>. We will contact you if the DE addendum is missing and let you know what is needed.

17. Items from the floor - none

- Next Chairs and Deans Meeting: Wednesday, October 18th
 - Next Council of Instruction Meeting: Wednesday, November 1st
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- Meeting adjourned 3:40pm
 - Transcribed by Susan Ghirardelli