



Los Angeles Mission College

One of the nine Los Angeles Community Colleges

Office of Academic Affairs

COUNCIL OF INSTRUCTION

Agenda

Wednesday, October 4, 2017

1:30 pm – 3:00 pm

- | | |
|---|------------|
| 1. Campus Progress | Dr. Perez |
| 2. Approval of Minutes | I. Saber |
| • September 6, 2017 | |
| 3. Zero Textbook Cost (ZTC) Upcoming Rules and Requirements | E. Bill |
| 4. Steps to Getting a Course DE-Approved | E. Bill |
| 5. Large Lecture DE Courses | I. Saber |
| 6. Process for Renaming Departments | G. Prostak |
| 7. Sunland-Tujunga Accommodations | G. Prostak |
| 8. Update on Faculty and Department Chair Handbooks | Various |
| 9. Second Eight-Week Fall Registration Drive – October 10 | I. Saber |
| 10. AMP Grand Opening Events | D. Paulsen |
| 11. Guided Pathways Update | D. Paulsen |
| 12. All Things Certificates | E. Atondo |
| 13. Academic Affairs | I. Saber |
| a. Galleys | |
| b. PeopleSoft, TBA Hours, and Positive Attendance | |
| c. DEC and Protocol Converted to Read-Only | |
| d. Staffing in AA | |
| 14. Reports | |

- i. Viability Studies
- b. Curriculum (Attached) C. Akl
- c. ASC K. Enos
- d. SLO/Assessment (Attached) C. Kourinian
- e. Deans
 - i. M. Hernandez
 - ii. M. Hobbs (Attached)
 - iii. S. Master
 - iv. D. Montes
 - v. M. Uliana (Attached)

15. Items from the floor

- Dates:
 - October 10: Registration Day (CAI)
 - October 15: Textbook Requisitions Due to Zoila
 - Next Chairs & Deans Meeting: October 18, 1:30 – 3:00 pm, **HFAC 109**
 - SLO Summit – October 20
 - Next Council of Instruction Meeting: November 1, 1:30 – 3:00 pm, CC1
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Reports:

13a. EPC Report to Council of Instruction, Academic Senate, College Council - September 18th, 2017

- Committee membership was reviewed and updated
- Viability requests:
 - Developmental Communications – referred to Academic Senate for viability review (discontinuance)
 - CAOT – referred to Academic Senate for viability review (modification)
 - Phlebotomy – to be reviewed for viability approval/referral 10-2-17
 - Construction Technology Technician – to be reviewed for viability approval/referral 10-2-17 with presentation from department and consultant
- Comprehensive Program Reviews for 2017-18
 - Culinary Arts
 - Child and Family Studies
 - Life Sciences
 - Counseling (Instruction)
 - Physical Sciences
 - Social Sciences
- LAMC Mission Statement reviewed and recommendation sent to SGOC
- EPC Self Evaluation reviewed and completed form set to SGOC
- Reports will be given at first meeting of the month
- Agendized for October:
 - Meeting dates and comprehensive program review timelines

13b. Curriculum Report for COI meeting on 10/04/2017 submitted by Carole Akl

1. Curriculum Committee has been discussing the residency requirements for Skills Certificates (AKA Certificates of Accomplishment) and the consensus is that one course is an adequate requirement for these low unit, not State-approved certificates. We will vote on this and bring it as a recommendation to Senate.
2. We will also be voting on the following recommendation: *"The Curriculum Committee formally recommends to the Academic Senate that when the 20% residency requirement for Certificates of Achievement results in a fraction of units, we round down to the nearest whole unit for the benefit of our students."*
3. 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.
4. 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 info about requirements for all types of submissions (credit and noncredit), as well as samples. Please send any suggestions for improvement curriculum@lamission.edu.
5. 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.
6. 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 Area Dean.
7. As courses come to Curriculum for updating, we will be checking whether the course has been DE approved according to this list: <http://lamcddl.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. Curriculum and the DE committee are working to make sure all our courses offered thru DE have a DE addendum uploaded in Section VIII of ECD.

13.d – LOAC – Christine Kourinian, Wednesday, October 4, 2017:

-The first meeting of LOAC was held on 9/27/2017

-Admissions & Records and Counseling (Services) were set to report their SAOs. However, only Counseling presented; Admissions & Records rescheduled their presentation for a later date.

-The 2017/2018 SAO Schedule was reviewed, and a discussion took place regarding the inclusion of Child Development Center, LRC, and Library. A decision was made to incorporate these three departments for the next academic year, as the schedule of presentations has already been set.

-LOAC reviewed the Problem Solving ILO Summary and feedback was noted. The recommendations will be included in the report and submitted to Academic Senate for approval.

-Discussion of Quantitative Reasoning and Aesthetic Responsiveness committees took place. Volunteers are still needed for Aesthetic Responsiveness, and action will be taken to invite faculty.

-SLO Summit date: Friday, October 20, 2017 from 9:00am - 2:00pm in CAI Arroyo Room. Suggestions for topics were discussed, and volunteers were elicited for presentations. The SLO Coordinator and Assistant Coordinators will meet to finalize agenda items, coordinate catering, etc.

13.e.iv Interim Dean of Academic Affairs, Mark Hobbs

Report, Council of Instruction

Wednesday, October 4, 2017

It has been a busy fall so far with the following notable items:

Three new full-time faculty hires:

Brian Gadd, Biology, Tenure Track

Nora Trow-Shaw, Math, Tenure Track

Rodolfo Santana, Physics/Astronomy (Limited (one year)

One new program: Construction Technology Technician, which is on the October agendas for EPC, and LAOCRC, the regional CTE consortium.

A professional development event:

XOCHITL La RAZA STUDIES NOW: Nurturing Indigenous Roots <http://www.xochitlla.com>

**13.e.v. Council of Instruction, CTE Report - Marla Uliana
Oct 4, 2017**

I. Strong Workforce

- a. Project Proposal process underway for both local and regional levels.
 - i. Regional deadline for inclusion in projects is Oct 9
 - ii. Local deadline for project submission is Oct 23
- b. Career Center
 - i. In the process of purchasing computers for the Career Center
- c. Outreach
 - i. CTE Outreach Specialist started Sept 18; goal is outreach in high schools and community events
 - ii. In process of developing a marketing brochure for CTE programs
- d. CTE Counseling (Fall semester)
 - i. Counseling available 5 days/week
 - ii. Working with the counseling office to hire a .6 FTEF to begin in January

II. CTE Perkins

- a. In the process of getting final quotes from vendors on the new Coffee Kiosk for CC lobby

III. Tutoring

- a. CTE & Workforce programs are funding tutoring through California Career Pathways, Storing Workforce and CTE Perkins

IV. Contract Education

- a. Currently offering a class at Child Care Resource Center
- b. Negotiating programs in with the following agencies:
 - i. LACOE
 - 1. Culinary Arts (this is an onsite training)
 - 2. ESL/GED
 - 3. Office Assisting
 - ii. Probation/Camp Kilpatrick
 - 1. Culinary Arts (at their location)