

# COUNCIL OF INSTRUCTION

Wednesday, November 6 2013

CC4

## MINUTES

**Members present:** Michael Allen, Louise Barbato, Diana Bonilla, Cathy Brinkman, Pat Flood, Myriam Levy, Sarah Master, Leslie Milke, Deborah Paulsen, Said Pazirandeh, Gary Prostack, Jolie Scheib, Janice Silver, Bob Smazenka, Louis Zandalasini

**Members absent:** John Morales, Ed Raskin, Mike Reynolds, Sandy Thomsen, Marie Zaiens

**Guests:**

**Support:** Susan Ghirardelli

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**Meeting called to order** at 1:35pm by Michael Allen

1. **Minutes** August 28, 2012 **M/S/Approved** (with correction) Leslie/Myriam  
October 2, 2012 **M/S/Approved** (with correction) Leslie/Myriam, one abstention

### 2. Academic Affairs

- a. *Winter Enrollment Report* (see handout dated 11/6/13) M. Allen
- Target goal keeps moving – 160 to 170 FTES
  - Report does not include off-site courses at high schools. We have asked the high schools for a 2-year scheduling plan and are finalizing our MOUs with them. Martha Perez has been given permission to work outside of her classification with Rolando on high school recruitment.
  - There is a plan to offer a series of courses (such as Math) and create a Bridge program to college (Math) courses.
  - There was a concern that too much is being offered for the 5-week session.
  - There was a question whether 80 students in an online class is reasonable. Myriam commented it's similar to teaching 2 sections of the same class, but less difficult. Students are sent emails prior to class regarding texts and other ways to prepare for class. VP Allen said the DE faculty should be reminded to keep enrollment high because of the high attrition rate for online courses.
  - VP Allen thanked the Chairs for a strong Winter Session enrollment.
- b. Michael is working with Facilities to stop the noise from the jackhammers outside the Instructional building classrooms.
- c. Two-year schedule of classes C. Brinkman
- Cathy has requested chairs to develop and submit to AA a two-year plan for their departments. This is an actionable accreditation item.
  - Strategies are being explored to reduce required times to 2 years or less for students to earn certificates.
  - It was pointed out that the longer time it sometimes takes for students to earn certificates is not a scheduling issue, but rather qualified students often have too low a priority status to enroll. One solution would be to change the way we prioritize enrollment.
  - The VP commented that we want to present a pathway for students to earn a degree/certificate in 2 years, but that does not guarantee it will happen for all students. Nevertheless, we need to create the pathway to fulfill the actionable accreditation item.
  - Deborah handed out a sample of a 2-year plan. Bob and Kelly both have a repeating 1-year plan, which is acceptable.
  - December 6<sup>th</sup> was set as the deadline for chairs to turn in their 2-year schedules. Please send them to Cathy.

### 4. Institution-Set Standards

S. Master

- a. The Dean of Institutional Effectiveness led the chairs in a discussion about LAMC's institution-set standards. It was discussed that these standards are defined as the level of performance set by the institution to meet educational quality and institutional effectiveness expectations. It was decided by the Research Evaluation Theme Team (created by the Accreditation Steering Committee) that Council of Instruction would begin the

discussion of these standards and bring their suggested standards to EPC for discussion and possible refinement. Then they will be sent to the Academic Senate and College Council for approval. Dean Master had provided 5 years of historical data for the chairs' prior review and distributed this information packet again today at the meeting. Student achievement outcomes covered in the discussion included:

- Successful course completion rate
- Course retention rate (not required by the ACCJC, but additionally included as an achievement measure that is typically considered along with course success)
- Persistence rate
- Student degree completion
- Student certificate completion
- Student transfer to 4-year colleges/universities
- As a basis for setting the standards, the committee considered 5-year trends, the 5-year minimum, 5-year average, 95% of the 5-year average, and LACCD overall performance (where available) for each measure, and a discussion was had about what a reasonable and acceptable standard for each measure would be. The following proposed institution-set standards were agreed upon by the committee and will be sent to EPC: Successful course completion rate – 64.0%; Course retention rate – 85.0%; Persistence rate – 48.0%; Student degree completion – 450; Student certificate completion – 214; Student transfer to 4-year colleges/universities – 205.

b. *2012-2017 District Strategic Plan – Goals, Objectives, and Performance Measures.*

- The President requested that the Council of Instruction consider other student achievement measures that LAMC could use and proposed that the measures in the District's Strategic Plan (DSP) could be used. The committee looked at the measures contained in the DSP and found that only some of them, particularly under DSP goals 1 and 2, related to student achievement. It was discussed that those particular measures relating to student achievement are ones that have already been recommended to be included as measures for the goals/objectives in LAMC's own Strategic Plan, and as such we will be monitoring our performance on those outcomes as part of our annual evaluation of our progress on the Strategic Plan.

**6. Curriculum**

S. Pazirandeh

- The next Chairs & Deans meeting will be devoted to updating and archiving expired courses to meet the catalog deadline. The meeting will take place in LRC 234 computer lab. Said will send an Outlook invitation to all chairs.

**7. SLOs / Assessment**

P. Flood

- Pat asked that everyone continue working on posting their assessments.

**8. Items from the floor**

- a. Facilities has been asked to provide covers for the Instructional building's art classroom windows. There is a need for permanent darkening window shades for that room. In the meantime, AA is trying to find another room for Deborah's classes.
- b. There was a complaint that one of the faculty job postings was not up on the CA State Registry website. Apparently District used to post jobs there but no longer does. VP Allen will make sure AA posts it there and will also have it posted on *HigherEdJobs* and *The Chronicle of Higher Education* websites

**Next Chairs and Deans Meeting:** Wednesday, November 20, 2013, 1:30pm, LRC 234

**Next Council of Instruction Meeting:** Wednesday, December 4, 2013, 1:30pm, CC4

Meeting adjourned 3:00pm

Transcribed by Susan Ghirardelli