

COUNCIL OF INSTRUCTION

February 11, 2015

1:30-3:00 p.m. – INST 1005

MINUTES

Members present: Michael Allen, Donna Ayers, Louise Barbato, Cathy Brinkman, Pat Flood, Madelline Hernandez, Myriam Levy, Sarah Master, Leslie Milke, Darlene Montes, John Morales, Michong Park, Deborah Paulsen, Gary Prostack, Mike Reynolds, Jolie Scheib, Devynl Schoenfeld, Janice Silver, Debby Wong, Louis Zandalasini

Members absent: Said Pazirandeh

Guests: Rosalie Torres

Support: Susan Ghirardelli

Meeting called to order at 1:40pm by Dean Hernandez

1. **Minutes** December 3, 2014 **M/S/Approved** Janice/Gary

2. Academic Affairs

- a. Students' faculty evaluations M. Hernandez
 - Once grades are posted, evaluations are scanned by Dorothy in AA, after which they can be picked up by faculty.
 - There was a request that AA provide a receipt to faculty members as evidence the evaluations were turned in to AA. Dean Hernandez will clarify protocol and send an email to the chairs.
- b. Faculty Advertisement and Recruitment D. Montes
 - AA is trying to reach the best pool of candidates for faculty positions. Please inform Academic Affairs if you have any opinions/suggestions regarding various advertising venues.
- c. Grade Changes, W's and Incompletes M. Hernandez
 - It is the student's responsibility to manage his/her enrollment early in the semester. Mistakes cannot be rectified later on by the instructor submitting a request to change an F to a W.
 - Students must have completed at least 75% of the coursework to qualify for an *Incomplete*. The instructor must write in a default grade when submitting the *Incomplete* form to Admissions, which will then keep it on file. The student has one year to fulfill the *Incomplete* contract. After one year, the instructor must pull the *Incomplete* form from Admissions and submit the final grade as earned by the student after completing the required coursework, or the default grade becomes permanent.
 - There was a request for faculty training on grade changes and incompletes.
- d. Senior (Recruitment) Days D. Montes
 - February 25, March 11 and March 25. There may possibly be a 4th date added.
 - In spring 2015 Mission is offering 21 concurrent enrollment sections with over 600 high school students.
 - Send your request for a table at Senior Day to Darlene who will forward it to Wendy.
- e. Probationary Evaluation Committee Formation
 - If your department doesn't have appropriate discipline members for the committee, the AFT contract says it's ok to include faculty members from another campus.
- f. Cooperative Education
 - VP Allen introduced Devi Schonfeld as the new director of Coop Ed for spring 2015. Results of the Coop Ed viability report are pending.
- g. Enrollment
 - We do not yet have a clear final count of our spring 2015 student enrollment numbers. The target for the year includes 4.5% growth. It's significant to note that LAMC has the lowest cost of instruction in the entire District.
- h. Accreditation
 - The Follow-up Report, which was revised per the February 2nd BOT/IEC subcommittee meeting here at Mission, is on the agenda for today's BOT meeting at Southwest. Dr. Perez, VP Villanueva, and ASC Co-chair Kelly Enos are attending the meeting.

3. Student Services

- a. Census Rosters R. Torres
- A & R achieved a 100% census return rate for fall and winter 2014.
 - Starting in summer 2015, a second mandatory exclusion roster, to be collected the 12th week of class, will be instituted. Rosalie distributed handouts, one titled *Administrative Regulation E-13* and the other a (yellow) memo from Bobbi Kimble titled *Changes to E-13 - Attendance Accounting and Grade Collection* which provided details and background.
- b. Spring 2015 Enrollment
- A & R is accepting walk-in student applications in hardcopy for this semester to help mitigate current low enrollment numbers. Students will need an add permit to enroll in a class.

4. Curriculum

- a. Carole Akl has been appointed by the Academic Senate as the new Curriculum Committee Chair, starting spring 2015 semester.
- b. Meeting agendas will be posted the Wednesday prior to Tuesday meetings.
- c. LAMC recently had transfer degrees in English, Administration of Justice, Studio Arts, Sociology, Business Administration and Philosophy either approved by or submitted to the State Chancellor's office. Madelline will continue doing CID submissions until the new Articulation/Counselor position is filled.

5. SLO/Assessment

P. Flood

- a. 100% of all active course SLOs, 714 in total, have been assessed at least once. The number of SLOs with more than one completed assessment is 431 as of January 24, 2015.
- b. After working this fall to streamline Program Learning Outcomes, we decreased the number of PLOs from 292 to 212. We have now assessed 100% of the 212.
- c. Nick Minassian has created a real-time computer-generated report summarizing our progress with course-by-course SLO backup in an Excel spreadsheet.
- d. Pat will be sending out the most recent assessment schedule to the chairs and she requested their help in updating it.

6. Items from the floor

- The Chairs agreed to skip the February Chairs & Deans meeting and schedule the next one for March 18th.
- Madelline spoke about standardizing responses on the Faculty Evaluation forms. Currently there are some responses that are extremely long and others that are minimal.
- Galleys for fall 2015 will be sent out next week. It was requested that chairs have the opportunity for one more final proof.
- VP Allen has not yet decided whether we will offer both early and late summer sessions, or an early summer session only.
- It is the responsibility of the administrator on each hiring committee to notify the committee of ranked candidates from the District list. Louise reminded the chairs of the requirement to interview at least 2 ranked adjunct faculty members as candidates for the upcoming hires *only if they fulfill minimum and local qualifications*.
- An update was requested on the construction of the bathrooms in the INST building. VP Allen said that Administrative Services will try to provide updates in the Weekly Mission.
- The question was raised whether it is ok for college students to enroll in the concurrent enrollment classes held at local high schools. Dean Montes confirmed that it is.

- **Next Council of Instruction Meeting:** Wednesday, March 4, 1:30pm, INST 1005
- **Next Chairs and Deans Meeting:** Wednesday, March 18, 1:30pm, CMS 205

Meeting adjourned 3:00pm

Transcribed by Susan Ghirardelli