

COUNCIL OF INSTRUCTION

March 4, 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, Said Pazirandeh Gary Prostack, Mike Reynolds, Jolie Scheib, Devinyl Schoenfeld, Janice Silver, Debby Wong, Louis Zandalasini

Members absent:

Guests: Patricia Chow, Kelly Enos

Support: Susan Ghirardelli

Meeting called to order at 1:38pm by VP Allen

1. **Minutes** February 11, 2015 **M/S/Approved w/ correction** Reynolds/Silver

2. Academic Affairs

a. Summer Session

M. Allen

- Administration is weighing all options and considering what the other District colleges have planned for summer.
- We are currently on track to make our 4.75% growth target.
- We want to avoid the fiscal problems happening at another campus. We will have a deficit this fiscal year, however if it remains under \$500k we are not required to create a mitigation plan.

b. Student Success – LAMC has hired a consultant to help us integrate the various student success initiatives and use our resources more efficiently.

c. IEPI

S. Master

- Training on the Institutional Effectiveness Partnership Initiative and the establishment of goals for the required indicators will take place March 19th, from 10am to 2pm, location to be determined. Faculty can find further details and sign up through EventBrite. Please let Michael Allen know if you will be attending. Leslie will announce this at the next Senate meeting.

d. Institution Set Standards

S. Master

- The Research Advisory Task Force has created a process for yearly review to compare institution-set standards to performance. Sarah handed out a copy of the minutes from the December 9, 2014 *Academic Senate Sub-Committee on the Institution-Set Standards for Student Achievement* meeting, which included discussion points, conclusions and draft of recommendations. There followed a substantial discussion led by Dean Master. Some topics were:
 - Elimination of redundant degrees
 - Individual institutional-set standards for certain disciplines such as Math and Chemistry
 - Tracking of job placements rates (as required in the new Accreditation Standards). If a department already does this, it should be reflected in Program Review.

e. Intercession Priority Lists

L. Barbato

- Louise explained the new process to the chairs. Trina will send out the form to department chairs.

3. Curriculum

S. Pazirandeh

- Said presented a timetable for submission of CORs to Curriculum for update. The process takes a minimum of one month to get through Curriculum review and approval. After that, it's at least one more month to receive BOT approval.
- The timetable will be presented to Senate for consideration. Once approved, it will be sent to the chairs and published on the Curriculum website and in the Weekly Mission.

4. Accreditation

- The Follow-Up Report - was approved by the Board of Trustees on February 11, 2015. It will be presented to the Academic Senate tomorrow. We are on schedule for final submission.
- The Self-Report 2016 - work is ongoing and on schedule.
- ACCJC training for ALOs and ASC Co-Chairs is coming up April 23 and 24 in San Diego.

4. SLO/Assessment

P. Flood

- The statistical report generated by Nick verified that 100% of all active course SLOs (714 of 714) have been assessed at least once. The number of SLOs with more than one completed assessment as of January 24, 2015 is 431.
- Pat distributed a chart indicating total PLO assessments from fall 2010 through fall 2014.
- Pat is creating a Master Schedule for SLO/PLO assessment. Please let her know the assessment schedule for your department so she can post it.

5. Items from the floor

- Enrollment patterns have been changing over the last few semesters and time slot popularities have changed. The chairs asked for fill rate data for fall 2014 and spring 2015.
- **Next Chairs and Deans Meeting:** Wednesday, March 18, 1:30pm, CMS 205
- **Next Council of Instruction Meeting:** Wednesday, April 1, 1:30pm, INST 1005

Meeting adjourned 3:00pm

Transcribed by Susan Ghirardelli