

COUNCIL OF INSTRUCTION

September 2, 2015

1:30-3:00 p.m. – CC4

MINUTES

Members present: Michael Allen, Donna Ayers, Louise Barbato, Vilma Bernal, Madelline Hernandez, Myriam Levy, Sarah Master, Leslie Milke, Darlene Montes, John Morales, Michong Park, Deborah Paulsen, Said Pazirandeh, Gary Prostack, Mike Reynolds, Isabelle Saber, Janice Silver, Dennis Solares, Debby Wong, Louis Zandalasini

Members absent: Jolie Scheib,

Guests: Carole Akl, Kelly Enos, Martha Rios, Steve Ruys

Support: Susan Ghirardelli

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

1. **Minutes** May 6, 2015

M/S/Approved

D. Wong / M. Levy

Abstained: S. Master, I. Saber, J. Morales, V. Bernal

2. **Introduction of New Members**

- VP Allen welcomed new members Vilma Bernal (Business & Law), Isabelle Saber (Dean, Academic Affairs) and Debby Wong (Math).
- Steve Ruys, representing Athletics, is observing at C of I meetings on a trial basis to determine whether that department will join the Council.

3. **Admissions and Records**

a. Second Mandatory Exclusion Roster

R. Torres

- Instructors are now required to verify that enrolled students are physically present in class. This should occur approximately October 31. Rosalie provided a handout with instructions how to use the online system, which she will also email to chairs.
- A & R will send an email to all faculty members with deadlines.
- Instructors are required to keep a record of attendance for a minimum of one year, in case there is a student grade dispute. Keeping records for 3 years is preferable.
- There were students that were accidentally added online after classes started – it was a glitch in the online system. These students *must be excluded* unless you wish to keep them in the class. Instructors are asked to accommodate these students in the class if at all possible, since the students were not aware of the technical problem.

b. Electronic Adds

M. Rios

- Online adds are going well. Currently the instructors' email queue is at about 300 emails.
- Instructors should make sure all required information is in the email, otherwise A & R is unable to process the add.
- Classes identified as "online" are sent to Martha as a priority.

4. **Curriculum**

C. Akl

a. District updates

- CurricUNET will replace ECD districtwide as the software program for updating curriculum.
 - Currently, the ECD system does not allow for updating of Programs. CurricUNET will include updating of Courses and Programs. It will also be able to generate reports and update catalogs.
 - Curriculum leadership is providing input to District regarding our format/design preferences. The CurricUNET target date to go live in spring 2016, but this seems optimistic.
 - Curriculum Chair Carole Akl requested that the department chairs instruct faculty members to clean up their ECD inboxes *this semester*. This would entail discarding old/extra CORs in process and sending active CORs forward. Any CORs can be downloaded to Word if need be prior to discarding them from the system.
- E-Reg 65, regarding procedures for new Programs, is in consultation. Carole will keep the chairs updated on its progress.

5. **Academic Affairs**

a. Enrollment Fall 2015

M. Allen

- Enrollment numbers are positive. Our base target was 6400 FTES based on last year. After summer intersession we moved some FTES and right now our for-credit courses are up 2.4% and our non-credit courses are up 29.67%.
- As of today (day 2 of the semester), we have 10,560 students enrolled. Last year at this time we had 10,176 students enrolled.

- b. Confidentiality of Student Records K. Enos
- Kelly gave an overview on the Family Educational Rights and Privacy Act (FERPA). It is administered by the Family Policy Compliance Office of the US. Dept. of Education. He distributed several information sheets, one from the Registrar's Office of Penn State University.
 - Among points discussed:
 - Instructors cannot publicly post or publish students' name along with private information such as Social Security numbers, grades, or contact information.
 - Class rosters, graded tests and papers, and students' academic progress must remain confidential.
 - A student's schedule may not be divulged without authorization.
 - A waiver signed by the student is required prior to release of any information to a parent or guardian, whether the student is underage or not. Kelly will send a waiver form to the chairs.
 - Nick will create a webpage with information for faculty based on FERPA requirements.
 - More information is available online at the following links:
 - www.registrar.psu.edu/confidentiality/confidentiality_index.cfm
 - <https://guru.psu.edu/policies/AD11.html>
- c. Deans' Reports
- The job posting for the vacant dean's position in Academic Affairs has been sent to District Office – we are waiting for them to post it.
 - Madelline Hernandez – Academic Affairs
 - The following disciplines have hired new full-time faculty members: English, Biology, Computer Science and Multimedia. English is also in the process of posting for a second full-time position.
 - The following disciplines have new transfer degrees pending: Art, Gallery and Museum Studies, Biology, Kinesiology, Political Science, Psychology, Spanish, and Theater Arts.
 - New transfer degrees in the following disciplines have recently been state approved: Philosophy, Psychology, Sociology, and Early Teacher Education.
 - Interior Design has been moved from Professional Studies to Arts/Humanities/Multimedia.
 - Kinesiology now includes FCS Nutrition courses.
 - The Curriculum Committee website has been updated and a deadline schedule posted. First meeting will be September 15.
 - FYE-Summer Bridge: Students are enrolled in an English and Math class, a GE course, Library Science 101 and Counseling 4. Winter and spring schedules will be set in early October.
 - LAH3C: Health Occupations courses are launched this semester. We are offering a day and evening program in two short-term sessions. We are preparing to post and hire a part-time counselor for this grant. We are reposting to hire a 0.4 Director to oversee the CNA program. The CAN program will be launched in the spring.
 - Accreditation: Madelline is working directly with Standard IA, finalizing the draft and beginning the collection of evidence.
 - Sara Master – Institutional Effectiveness
 - Will be taking maternity leave starting next week, returning December 10th.
 - Patricia Chow, our IE Research Analyst, will be available during Sarah's absence, and Irma is serving as Research Assistant provisionally until the Personnel Commission creates a new list for this position.
 - Patricia will attend PROC meetings while Sarah is out.
 - There will be new platform software for Program Review which is similar to the previous, but more user-friendly. The dept. chairs will get an introduction prior to the start of the new software.
 - Some of the projects IE is working on are: budget reports, faculty/student surveys, data for Institution-Set Standards, data for the faculty hiring prioritization committee, data for the Accreditation 2016 Self-Study, and data for the Student Equity Plan.
 - Darlene Montes
 - Dean Montes has set up her office in CAI 220.
 - Concurrent Enrollment: there are 26 sections currently being offered. The Outreach & Recruitment Coordinator is working closely with A & R to get students enrolled. 21 of 22 faculty members have completed orientation on concurrent enrollment.
 - Student Equity: the Committee is tentatively scheduled to meet on September 17.
 - Noncredit/Basic Skills: the Noncredit SSSP Funding Request was submitted to CCC Chancellor's Office on August 17th. The 2015-16 Noncredit SSS Program Plan is due to the CCC Chancellor's Office on October 30th. Dean Montes, ESL instructors and the Noncredit Coordinator will meet on September 3rd to start the discussion on a noncredit-to-credit pathway plan.
 - Dean Montes has been added to the CA Colleges for International Education listserv email list and is researching other organizations to add on listservs.

- Accreditation: Dean Montes is working the the Standard IIB and Standard IIIA writing teams which will submit their narratives to the ASC Core Writing team on September 3rd for review.
- Isabelle Saber
 - Dean Saber's areas of oversight are Professional Studies, Chicano Studies, Child Development, Culinary Arts, ESL/Dev Com, Learning Skills, Basic Skills, the Library and the Learning Resource Center.
 - AA is creating a comprehensive scheduling system for faculty evaluations.
 - Dean Saber is working with Culinary Arts faculty to clarify and modify their degrees and certificates and transition from FSM to CA. Marketing 22 is being re-tooled to be integrated into some of the Culinary Arts programs.
 - Child Development has found funding to keep the CDSRC (Child Development Student Resource Center) open during short sessions
 - A Distance Education NET tutor is coming soon.
 - The LRC is struggling with no director. It has lost the Math instructional aide and does not currently have a full-time secretary.
 - Spanish has hired Mario Escobar as a new full-time instructor.
 - As of October 1st, the Library has increased its online books to 140,000. There will be a new hire to replace Faith McLaughlin, who has retired.
 - The Child Development Center Teacher hiring committee will interview candidates for that position next week.
 - Accreditation: Dean Saber is working on Standard IIA. She thanked Leslie, Deborah and D'Art for their assistance thus far, but will need information and help from all departments to complete work on this standard.

6. SLO/Assessment

D. Paulsen

- SLO and Assessment report has been rescheduled for the next Chairs and Deans meeting due to time limitations today.

7. Items from the floor

a. Faculty Hires

L. Milke

- September 21st is the firm deadline to submit your requests to the hiring prioritization committee.
- Dr. Perez wants to approve a list in October. District would like to hire 12 new faculty, but realistically the number will probably be 8 or 10 hires for this fiscal year.
- Kelly Enos will conduct two training sessions for faculty who would like to serve on a hiring committee. Training is mandatory in order to serve.

b. Repro-Graphics Budget – Madelline will follow up on the re-calculation of line items for this in the budget.

c. Replacement for James Armstrong – Laura Villegas, who currently works in Academic Affairs, will temporarily be working for James's departments until an interim secretary can be placed in that position.

➤ **Next Chairs and Deans Meeting:** Wednesday, September 16, 1:30pm, CMS 205

➤ **Next Council of Instruction Meeting:** Wednesday, October 7 1:30pm, CC4

Meeting adjourned 3:11pm

Transcribed by Susan Ghirardelli