

MINUTES

Committee: Academic Council

Date: May 22, 2014

Time 1:15 pm

Location: MA003

Present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Carole Anderson | <input type="checkbox"/> Steven Kasmar |
| <input checked="" type="checkbox"/> Christina Anketell | <input checked="" type="checkbox"/> John McDowell/K. Yasuda |
| <input checked="" type="checkbox"/> Paulette Bailey | <input type="checkbox"/> Miguel Moreno |
| <input type="checkbox"/> Eric Chavez | <input type="checkbox"/> Margaret Murphy |
| <input type="checkbox"/> Tom Dawkins | <input checked="" type="checkbox"/> Joe Ratcliff |
| <input type="checkbox"/> Linda Delzeit | <input checked="" type="checkbox"/> Elton Robinson |
| <input type="checkbox"/> Bill Elarton/T. Vessella | <input checked="" type="checkbox"/> Alicia Rodriguez-Estrada |
| <input checked="" type="checkbox"/> Jan Gangel-Vasquez | <input checked="" type="checkbox"/> Judith Samuel |
| <input type="checkbox"/> John Glavan | <input checked="" type="checkbox"/> Rita Weingourt/R. Villora |
| <input checked="" type="checkbox"/> Jess Guerra | |

Guests: Kaneesha Tarrant, Anna Badalyan, Luis Dorado, Nicole Albo-Lopez, Cynthia Morley-Mower, Joe Guerrieri, Vincent Jackson

Meeting Convened: The meeting was called to order at 1:25 pm.

Approval of Minutes:

Announcements:

Department Chair Evaluations & Timeline – L. Barajas

1. L. Barajas will send out Department Chair Evaluation Forms to Faculty_All and Classified via email today.
2. Faculty and Staff will have 10 working days to return the forms via email to L. Barajas. NOTE: Counseling faculty and staff will submit their forms to K. Tarrant. All responses must be received via LATTC email by Friday, June 6, 2014 at 4pm.
3. The cover page requires a name of the evaluating individual and will be used only to determine eligibility (faculty and staff must have had an active assignment in the department during 2013-14 academic year). On pages 212 (A) and 213 (B) of the contract, are what will be reviewed.
4. Once all responses are received, A. Badalyan will compile a report.

Tutor and Study Jam Session, May 27, 2014 – N. Albo-Lopez

1. Faculty volunteers will be available to tutor students on Tuesday, May 27th to help students prepare for their finals.
2. Faculty and staff will bring in snacks.
3. Flyers have been distributed throughout the campus to ensure that all students are aware of this service. Messages and emails also went out to all students.

Budget Update – J. McDowell

1. Growth money (2.75%) available.
2. LATTC has met growth goal – will have large summer increase in classes.
3. Anticipate close to 5% growth next year which means additional money for the District.
4. CTE programs will have \$50M in grants available.
5. STRS will expand by \$25M in liabilities. State will be putting more money into STRS.
6. With the conservative stance of our state government, extra money will only be going to limited areas. The DBC is working on getting more money to the colleges.

Miscellaneous

1. Per N. Albo-Lopez, LATTC will be using some summer FTES for this year. Due to creative development of events for non-credit programs, LATTC will meet its FTES. Kudos to N. Albo-Lopez.
2. Faculty not fulfilling flex hours for 2013-14 will be docked. L. Delzeit has developed a large number of online trainings that fulfill flex hours throughout the fiscal year. She has also simplified reporting/recording these hours for flex.
3. Assessment Training – A. Badalyan is available to provide aid in filling out the assessment forms. All department data is posted on the assessment website.
Due dates:
 - 5/30 – curricular map and assessment plan
 - 6/16 – grades
 - 6/21 – assessment forms for Courses (SLOs/Form 3) & Programs (PLOs/Form 6) to A. BadalyanA. Badalyan is in great need of software that will help manage the data that will populate forms automatically.
4. Board Meeting is Wed. May 28th at District. Encourage all faculty to attend and show support as the hot topic will be possible salary increases.
5. Per J. Gangel-Vasquez, the English Department has awarded 7 degrees this June. The department is working well to improve English skills in all programs. Well done, English Department!

6. All Faculty – Please attend the LATTC graduation on Sunday, June 8. Although it is not required, all faculty are strongly encouraged to attend the graduation ceremony. Attendance shows faculty support and commitment to the students! L. Barajas will send out an email to all faculty.
7. DSP&S – Need to review legal requirements within the classroom.
 - How to identify DSP&S students – information must be volunteered by the student, you cannot directly ask them.
 - How to accommodate DSP&S students – timing is critical; instructors need to know early in the semester so they can help special-needs students in the classroom.
 - Academic Council will put this item on a future agenda.
8. Department Chair candidacy paperwork – deadline to turn in Friday, May 23.
 - Results will be posted on the Academic Affairs website.
9. Seniority Lists
 - Updated lists are posted on the Academic Affairs website.
 - Many areas have not been updated – Updating seniority lists are mandatory and neglecting this responsibility will be reflected in evaluations.
 - L. Barajas will be sending emails to all department chairs.
 - Summer Priority Lists will be posted soon.

Action & Discussion Items:

Item: Student Unsatisfactory Notices
<p>Key Considerations:</p> <ol style="list-style-type: none"> 1. Faculty should document disruptive/unsatisfactory behavior of students. If it becomes necessary to refer such students to administration for disciplinary action, there needs to be a documented trail of behavior. 2. Documented unsatisfactory behavior is helpful in resolving grievances filed against faculty as well. 3. Although internal forms are used by some departments, the committee recommends use of the official Unsatisfactory Form online. <ul style="list-style-type: none"> • The existing form requires updating and expanding the scope of the form. • Revision dates should be included on the form. • Filing the form with Dean L. Dorado is recommended, even if disciplinary action is not required. • Develop procedures – Step 1: handle internally; Step 2: disciplinary action by Dean of Student Services. 4. All student conflict resolutions are covered by E-55 process. 5. Committee recommends forming a task force to work out Unsatisfactory Notice forms and update. K. Tarrant will convene the task force Task Force: J. Ratcliff, E. Robinson, L. Dorado. 6. Once new form is approved, it should be on the website as a faculty resource that can be easily found.
Action:

Item: Tools for the Trade

Key Considerations:

1. There was a very good matrix provided this year.
2. The spreadsheet of students up for awards was sent out by program not discipline.
3. Paralegal was not included in the Business awards.
4. Only students in their third and fourth semesters were eligible.
5. The formula - numbers of completion to numbers in the program.
 - This formula should be re-examined.
 - The committee feels that the formula should be program specific.
 - The number of students awarded should be proportionate to the size of the program.
 - Recommend each program provide an itemized list of potential costs.

E. Robinson expressed his appreciation for the Tools for the Trade awards. He has witnessed how life changing these awards have been for his students. At the same time, he acknowledged that the tools in his area are not necessarily as costly as in other programs.

C. Anderson would like to focus on the intent of the awards rather than the actual cost of each tool.

6. Instructors need more time to purchase tools.
7. The criteria for awards was clear and available early on.
8. The criteria should be included on the student application.
9. Applications should require email or contact information.
10. L. Barajas took responsibility for a lack of consistent communication this year in the Tools for the Trade awarding process. She will be working with a dean to improve communication and coordination for next year's Tools event.

Action:

Items from the Floor: None

Next Meeting Dates: September 25, 2014

Meeting Adjourned: The meeting was adjourned at 3:10 pm.