Instructional Council
Jennifer Vega La Serna, Ph.D., Chair

Members
Bettencourt, Brian
Boragno, John
Burch, Jared
Collier, Stephanie
Davis, Brent
DeLain, Cindy
Duarte, Adrienne
Enns, Carol
Fernandez, Fernando
Gonzalez, Rolando
Hodges, San Dee
Kersten, Belen
La Serna, Jennifer
McDonnell, James
Mizner, Kevin
Oxford, Mary-Catherine
Paden Terri
Roberts, Karen
Robinson, David
Schengel, Jonna
Urtecho, Robert
Waldner, Louann
Wilcoxson, Jesse

Advisory Members
Jordan, Joni
Nolan, Deborah

Acad. Senate Representative
Greg Turner

Instructional Council Agenda

May 1, 2014
2:10 – 4:00 pm
Room 1

1. Call to Order

2. Review April 3, 2014 Meeting Summary

3. Items not on the Agenda
   Follow up: Unsupervised Classroom Usage by Students
   Topics: Final Grades Spring 14/Summer Session 1 Start Date
   Passing pre-requisite notification to students
   Summer sessions low enrollment threshold

4. Standing Reports
   a. Outcomes/Assessment – Joni Jordan
      • College Cup Challenge
      • Invitation to Course Leaf presentation
   a. Scheduling Workshop – Spring 2015
      • Start and end dates – short term and hybrid/online courses
      • Course number changes
      • Unit number changes
      • Missing Staff
   Follow up: Tulare Room Requests

6. New Business
   a. Prerequisite Study for Social Sciences Courses – Carol Enns, Christian Anderson

7. Old Business
   a. AP 3262 Task Force (continued from April 3 meeting) – Brian Bettencourt, Jared Burch, Jesse Wilcoxson
   b. Criteria for Faculty Replacement and Growth Positions Form – Jonna Schengel, Jared Burch, Jesse Wilcoxson, Brian Bettencourt, Ryan Barry-Souza

8. Administrative Procedures/Board Policies
   Second Read
   AP 3570 – Smoking and Use of Tobacco
   BP 3570 – Smoking on District Property
   First Read
   None.

9. Information Items/Announcements

Next Meeting: May 15, 2014
Instructional Council
Jennifer Vega La Serna, Ph.D., Chair

Approved Meeting Summary – Thursday, May 1, 2014
Room 1
2:10 – 4:00 pm

Members Absent: Brent Davis, Kevin Mizner
Advisory Members: Deborah Nolan – present
Joni Jordan - present
Academic Senate Representative: Greg Turner – present
Guest: Meng Vang (incoming division chair, counseling)

1. Call to Order
   The meeting was called to order at 2:10 pm by Cindy DeLain.

2. Review of March 20, 2014 Meeting Summary
   The April 3 meeting summary was approved and seconded; M/S/C.

3. Items not on the Agenda
   a. Follow up: Unsupervised Classroom Usage by Students
      Chief Bob Masterson provided information via e-mail regarding the locking and un-locking procedures of classrooms each day. The unsupervised access/use of the journalism lab by students is approved by the instructor. Discussion followed regarding liability issues; several divisions do not leave their classrooms and labs unlocked when not in use. There is no BP/AP that addresses this issue. David Robinson will follow up with the language arts procedures; Jennifer will check how other colleges handle this issue.

   b. Topics: Final Grades Spring 14/Summer Session 1 Start Date;
      Passing Prerequisite notification to students
      Stephanie Collier explained the process of posting grades. Due to the short turn-around time between the end of the spring semester and the beginning of the first summer session, Velia Rodriguez will be working around the clock to roll grades as soon as they are posted so Regina Trevino can initiate prerequisite drops. Contractually instructors have a certain number of days to submit grades; however, Stephanie asked council members to encourage their instructors to submit the grades as soon as they can. Faculty should check their rosters daily during the first week to make sure students who were dropped due to not meeting prerequisites do not continue to attend class. Students also need to check their e-mails and their grades.
      Handouts with important dates regarding all summer classes were distributed.
      Stephanie explained that instructors now can drop students in Banner. A testing site has been set up in Banner; Regina created detailed instructions. Stephanie asked council members to encourage their departments to use
the testing site now; student services would like faculty to start using this new feature for “no show” drops during the summer.

Summer sessions low enrollment threshold
Jennifer explained the low enrolled threshold for summer classes is the same as it is for every semester. She added she is very concerned about the enrollment for a number of classes. Classes with a current enrollment of seven students or under should be cancelled and high need classes should be added, such as biology, chemistry, geography, and Engl 002. Kevin McCusker has just completed a massive e-mail campaign to students to let them know that classes are still available. The college currently stands at approximately 450 FTES, 500 FTES are needed. Enrollment deadlines were discussed; Jennifer encouraged division chairs to work with their deans to decide on class cancellations and additions. Carol Enns said it would be helpful for faculty to receive the same e-mails as students; division chairs agreed. Jennifer will ask Kevin McCuster to also forward these e-mails to faculty.

Stephanie announced that beginning Monday May 5 through May 16 the student services lab in the Sequoia building (room 156, upstairs), will be open from 8:00 am – 4:00 pm every day and the Welcome Center will be open until 7:00 pm to help students register.

Jennifer asked council members to encourage faculty to announce to their students that there are a number of openings for summer classes.

Responding to a question regarding adjunct faculty cancelling classes during commencement, Jennifer referred to a side agreement between the District and COSAFA dated December 4, 2009. COSAFA had requested to no longer cancel evening classes during the graduation ceremony. Consequently, adjunct faculty cannot cancel classes during commencement.

5. Standing Reports

a. Outcomes/Assessment – Joni Jordan

College Cup Challenge
Joni Jordan reported that the College Cup Challenge has been postponed to the spring 2015 convocation. Workshops will be offered on how to build the presentations during the fall 2014 semester.

Invitation to Course Leaf presentation
Joni invited council members to attend the “Course Leaf” presentation on Wednesday, May 7, 1:00 – 3:00 pm, in HR 133. Course Leaf is a curriculum/catalog/scheduling management software system that might replace CurricUNET.

b. Scheduling Workshop – Spring 2015

- Start and end dates – short term and hybrid/online courses
- Course number changes
- Unit number changes
- Missing staff

The above points were discussed. Linda Jones was available to help with any questions that arose. Jennifer reminded division chairs of the deadlines per steps three and four in the schedule building time line and to send Pat Christiansen only one e-mail per week with needed changes.

A handout of the procedure regarding room requests in Tulare was distributed and discussed. Jennifer reminded council members of the “room capacity” report available under the EIS reports.
6. New Business
   a. Prerequisite Study for Social Sciences Courses – Christian Anderson/Carol Enns
      Jennifer recalled that two years ago prerequisites for Social Sciences were implemented with a content review and follow up data regarding the impact. Christian Anderson conducted the study and reported on the findings.
      Success rates in Social Sciences courses before and after the implementation of the prerequisite were compared and, for control, the success rate for all other UC transferable courses.
      In conclusion, success rates in Social Sciences courses increased after implementation of the prerequisite in comparison to the period before the prerequisite. They were virtually unchanged in comparable courses.
      There is evidence to believe that the increase in success rates is attributable to the prerequisite and not a third variable. Discussion followed.

      Jennifer related Brent Calvin sent an e-mail from District Governance Senate to the campus community for everyone to review the annual report on the Strategic Plan which will come before District Governance Senate at their next meeting. Prerequisites for Social Sciences are included in this report. Jennifer encouraged council members to look at this report; feedback should go to their respective representatives of the District Governance Senate.

7. Old Business
   a. AP 3262 Task Force (continued from April 3 meeting)
      Jennifer presented an ethical dilemma: after hiring a new full time chemistry instructor Dave Bird retired, which left the chemistry department without a net gain and all chemistry classes for summer and fall are already filled. The newly hired full time chemistry instructor is one of our current adjunct instructors. Jennifer explained she would like to hire an additional full time chemistry instructor and she asked for support from Instructional Council before bringing this request before the President. A lengthy discussion ensued.
      Carol Enns motioned to acquire a second chemistry position; Cindy De Lain seconded. There was no further discussion. Council members approved with one abstention. M/S/C.
      Rolando Gonzalez motioned to hire a second agriculture division instructor due to the retirement of Dave DeSilva, John Boragno seconded. A short discussion followed. Council members agreed for Jennifer to forward the request for a plant science instructor to the President; there were three abstentions. M/S/C.
      Jared Burch added this situation would fall under #8 of AP 3262 and #17 should be removed.
      He motioned to strike #17 of AP 3262 and to accept the policy with all changes, John Boragno seconded. Discussion followed. Council members approved the motion unanimously. M/S/C.
      AP 3262 will go before the first Academic Senate and first District Governance Senate meeting in the fall and will be approved in time for faculty rankings in November.

   b. Criteria for Faculty Replacement and Growth Position Form – Jonna Schengel, Jared Burch, Jesse Wilcoxson, Brian Bettencourt, Ryan Barry-Souza
      Jonna Schengel explained the task force met and reduced the current form to a simpler, two-page format. This would be used for a one-year pilot year and could be an addendum to program review as a tool to rank faculty positions. Discussion followed. Cindy De Lain emphasized that all governance manuals require decisions to be made based on Program Review. The revised form will be brought back to the May 15 Instructional Council for further discussion.
8. Administrative Procedures/Board Policies
   Second Read
   AP 3750 – Smoking and Use of Tobacco
   BP 3570 – Smoking on District Property

   BP/AP 3750 were unanimously approved as written by council members; M/S/C.
   First Read
   None.

9. Information Items/Announcements
   None.

The meeting was adjourned at 4:03 pm.
Summary submitted by Annette Giegold.