Instructional Council Agenda

September 4, 2014
2:10 – 4:00 pm
Room 1

1. Call to Order

2. Review August 21, 2014 Meeting Summary

3. Items not on the Agenda

4. Standing Reports
   a. Outcomes/Assessments – Joni Jordan
      1. Program Deadlines for Catalog
   b. FEC/Distance Ed Updates – Deborah Nolan
   c. Scheduling

5. New Business
   a. Division Chair Elections
   b. Timeline for Ranking Faculty and Above Base Budget Requests

6. Old Business
   a. Screen Door Projects; Request Process
   b. Instructional Council Initiatives for 2014-15

7. Administrative Procedures/Board Policies
   First Read
   Second Read
   a. AP 3261 – Requests for Personnel, Budget Augmentations,
      Facilities, and/or Equipment
   b. AP 3262 – Submitting and Ranking Tenure Track Faculty
      Vacancies by Instructional Council
   c. AP 4010 – Academic Calendar
   d. AP 5055 – Enrollment Priorities

8. Information Items/Announcements

Next Meeting: September 18, 2014
Instructional Council
Jennifer Vega La Serna, Ph.D., Chair

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

Members Present: Brian Bettencourt, John Boragno, Jared Burch, Stephanie Collier, Cindy DeLain, Carol Enns, Fernando Fernandez, San Dee Hodges, Belen Kersten, Jennifer La Serna, Mary-Catherine Oxford, Karen Roberts, David Robinson, Robert Urtecho, Meng Vang, Louann Waldner

Members Absent: Brent Davis, Rolando Gonzalez, James McDonnell, Kevin Mizner, Terri Paden, Jonna Schengel, Jesse Wilcoxson

Advisory Members: Deborah Nolan – present
Joni Jordan - present

Academic Senate Representative: Greg Turner – present

1. Call to Order
The meeting was called to order at 2:10 pm by Jennifer Vega La Serna.

2. Review of August 21, 2014 Meeting Summary
The August 21 meeting summary was unanimously approved and seconded. M/S/C.

3. Items not on the Agenda
David Robinson asked for clarification regarding the protocol for Program Review in TracDat. Joni replied one person per discipline is provided access. A backup person can be assigned; however, Cindy cautioned that TracDat does not archive.

Deborah Nolan reported she has received a number of questions regarding the process for adjunct office hours. Any questions should be directed to Khantee See. A question was asked if adjunct faculty also add their office hours into Banner; Annette will find out if this is possible and report back to Instructional Council.

Carol Enns asked for clarification regarding the required explanation for “class arrangements” on the adjunct faculty absence form which implies that adjunct faculty should do something when they are sick. Jennifer replied she will look into this.

In reply to a question, Annette answered that requests to populate the faculty replacement and growth position form are due to her today; she will forward all requests to Ryan Barry-Souza on Friday.

Meng Vang asked division chairs to let the counseling department know of any changes to programs, certificates, etc. so they can pass the correct information on to the students.
5. Standing Reports
   a. Outcomes/Assessment – Joni Jordan
      1. Program Deadlines for Catalog
         Joni reported all new programs, or programs with changes, must be approved by the Chancellor’s Office in December in order to be included in next year’s catalog.

         Joni asked division chairs if they would prefer a dedicated workshop on how to create a college cup challenge presentation or if they would prefer to include this training in dialogue days. A short discussion followed; it was requested to send out an e-mail presentation instead.

         Joni announced the course currency list was distributed to the curriculum committee representatives yesterday; a program outcomes workshop is planned for next Thursday, September 11, noon to 1:30 pm in Hospital Rock 110.

   b. FEC/Distance Ed Updates – Deborah Nolan
      Deborah Nolan reported that she moved her office to the TLC in Giant Forest. She asked for anyone using the TLC to please make sure the door remains locked; she now also schedules the room. The room schedule is available on the website.
      Walk-in hours have now been added to the FLEX calendar; however, Deborah is also available outside of these announced hours.
      Reminders regarding FLEX requirements were recently sent to all full time faculty.
      The Blackboard upgrade happened July 28; a few minor problems still need to be resolved.
      The online teaching certification program began on Tuesday with 17 participants: two fulltime faculty, two administrators and the remainder adjunct faculty.

   c. Scheduling
      Jennifer announced that scheduling for spring 2015 is completed. Verification forms are going to be distributed this Friday. Jennifer asked council members to make sure faculty members check their verifications for accuracy and discuss any necessary changes with their dean. The verifications are due back to the deans on Friday, September 19.

      The fall 2015 schedule is in the process of being rolled; John Bratsch will be sending out the availability request forms for adjunct faculty shortly. Division chairs and directors will be copied to this e-mail.

6. New Business
   a. Division Chair Elections
      Division chair nominations/elections will be held in October. The following division chairs are not eligible for re-election: Brian Bettencourt, James McDonnell, Rolando Gonzalez and Jesse Wilcoxson. San Dee Hodges and David Robinson are eligible for another three year term.

   b. Timeline for Ranking Faculty and Above Base Budget Requests
      Program Review is a new process this year; Jennifer announced a new time line and process for faculty requests and above base budget requests. A handout of this new time line was provided. The time line was reviewed.
      Deans will review the program reviews and let their vice presidents know which program reviews were approved and/or not approved. Those not approved would not be eligible for above base funding. Discussion followed regarding previous understandings that program reviews would no longer be evaluated. Jennifer explained as long as division chairs worked with their deans and followed the program review instruction manual the program reviews should be approved.
For departments with only adjunct faculty, the deans would write the program review if adjunct faculty are not able to do so. Jennifer emphasized that if a department is requesting funds or faculty, the division chair, dean or director will e-mail the comprehensive program review narrative and the faculty growth datasheet to the appropriate Vice President or the President by October 20. However, this step is not necessary if no funds or faculty are requested.

Only one comprehensive list of faculty rankings and one comprehensive list of above base request rankings, with the division rankings in place, should be sent to Annette. The above base budget requests do not need to be sorted by technology, instructional, non-instructional etc. Narrative forms for all comprehensive program reviews and faculty growth data sheets must be attached to each request. Division chairs will be given viewing access to their program reviews. Links for all program reviews will be set up on the Instructional Council website together with a link to the faculty growth data sheets. The request forms for above base budget requests as used in the past will no longer be used.

Jennifer explained that in order to calculate the FON, we will move from a percentage based calculation back to a number this year. Based on last year’s hirings and only two retirements, it is likely that we have reached our number already. Realistically, we will probably hire between zero and two faculty members. She asked division chairs to be mindful of this when requesting faculty. Discussion followed.

7. Old Business
   a. Screen Door Projects; Request Process
      Jennifer clarified that her budget was augmented to pay for broken desks, chairs, whiteboards etc. All requests should be e-mailed to her, including requests for Ponderosa 350. Facilities is responsible for replacing fire extinguishers; they are inspected on an annual basis.

   b. Instructional Council Initiatives for 2014-15
      A number of possible initiatives for this year were discussed at length. Council members decided on the following two initiatives: completing program level assessments for all programs and revising all academic APs and BPs.

      Jennifer recalled the FTES for this year was discussed during the last meeting. A spreadsheet planning FTES for the next three years was distributed; Jennifer explained the three year plan as outlined. The college has to attain the 10000 enrollment level every three years in order to maintain mid-size college funding. Plans are to gradually increase enrollment for the next two years in order to reach 10000 FTES by 2016-17. An efficient way of planning class offerings to maximize enrollment needs to be found; Jennifer asked division chairs to start discussions with their deans to boost enrollment. Short term classes can still be added for fall; counselors can provide information as to which classes are needed and would fill. Carol Enns suggested to include the enrollment growth/pattern as a third initiative. The list of initiatives will be brought back to the next meeting.

8. Administrative Procedures/Board Policies
   First Read
   None.
Second Read
   a. AP 3261 – Requests for Personnel, Budget Augmentations, Facilities, and/or Equipment
   b. AP 3262 – Submitting and Ranking Tenure Track Faculty Vacancies by Instructional Council
   c. AP 4010 – Academic Calendar
   d. AP 5055 – Enrollment Priorities

Greg Turner reported that Academic Senate felt the late hiring request under #6 in AP 3262 was not necessary since emergency requests are addressed under #7. Discussion followed; Jennifer asked council members to contact their Senate representatives to explain Instructional Council’s position on numbers 6 and 7. Greg suggested it would be helpful for an Instructional Council member to attend the next Senate meeting.

Carol Enns motioned to approve the above APs as written; Jared Burch seconded. There was no further discussion. The APs were approved. M/S/C.

9. Information Items/Announcements
   None.

The meeting was adjourned at 3:50 pm.
Summary submitted by Annette Giegold.