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

Members
Bettencourt, Brian
Boragno, John
Burch, Jared
Collier, Stephanie
Davis, Brent
DeLain, Cindy
Duarte, Adrienne
Dutto, Larry
Enns, Carol
Fernandez, Fernando
Figallo, Jessica
Gonzalez, Rolando
Hodges, San De
Kersten, Belen
La Serna, Jennifer
McDonnell, James
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
Basham, Jeffrey

Instructional Council Agenda

November 7, 2013
2:10 – 4:00 pm
Room 1

1. Call to Order

2. Review October 17, 2013 Meeting Summary

3. New Business
   a. One Time Budget Requests Rankings
   b. Football Coach Position Update
   c. Review Bylaws
   d. Senate/Committee/Council Initiatives

4. Standing Reports
   a. Accreditation – Jennifer Vega La Serna
      • Action Plans
   c. District Objectives – Jennifer Vega La Serna
   d. Scheduling Timeline

5. Old Business
   a. Institution Set Standards

7. Administrative Procedures/Board Policies
   Second Read
   a. AP 6250 – Budget Management
   First Read
   a. AP 1200 – Mission
   b. AP/BP 2510 – Participation in Local Decision Making
   c. AP/BP 3250 – Institutional Planning
   d. BP 3260 – Institutional Program Review

8. Information Items/Announcements

Next Meeting: November 21, 2013
Approved Meeting Summary – Thursday, November 7, 2013
Room 1
2:10 – 4:00 pm


Members Absent: Brian Bettencourt, Stephanie Collier, Jessica Figallo, Louann Waldner

Advisory Members: Deborah Nolan – present
Joni Jordan - absent

Academic Senate Representative: Jeff Basham – present
Guest: Beckee Hobson

1. Call to Order
The meeting was called to order at 2:15 pm by Jennifer Vega La Serna.
Jennifer welcomed Terri Paden, newly elected nursing division chair and Belen Kersten, new interim director of nursing.

2. Review of October 17, 2013 Meeting Summary
The October 17 meeting summary was approved and seconded, M/S/C, with the following change:
Item #3, Standing Reports, first paragraph, should read: . . . A copy of the Show Cause Report Action Plan, detailing how the college will now move forward, was circulated.

3. New Business

a. One Time Budget Requests Rankings
Jennifer reminded council members that all requests to be ranked today must be in Program Review. Division chairs were asked to take approximately 1.5 minutes for each of their presentations.
Carol Enns agreed to move the Social Sciences division’s request for desks from instructional equipment to non-instructional equipment. Rolando Gonzalez removed the Instructional Equipment request of Engine Lathe 14” as it was not part of Program Review.

The requests were ranked as follows:

<table>
<thead>
<tr>
<th>Instructional Equipment</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFS</td>
<td>CFS Figidaire Gallery LGGF3042KF Gas Range for Tule 507 - Food Lab</td>
</tr>
<tr>
<td>LRC</td>
<td>LRC Library Materials: Books (Electronic and Print)</td>
</tr>
<tr>
<td>Fine Arts-Theatre</td>
<td>Fine Arts-Theatre Sewing machines and sergers</td>
</tr>
<tr>
<td>PE/Athletics</td>
<td>PE/Athletics Wiss Teach Mega Tanker Hydration Station</td>
</tr>
<tr>
<td>PE/Athletics</td>
<td>PE/Athletics High Jump Pit for Track Area</td>
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</tbody>
</table>
Jennifer explained that, according to the new resource allocation process, all requests are forwarded to the Budget Committee where the requests from each area are ranked together with the requests from Student Services and Administrative Services according to a rubric (see Resource Allocation manual). The Budget Committee will forward their rankings to District Governance Senate. Personnel requests will be forwarded to Senior Management.

Today’s rankings will be made available to council members by the beginning of next week; final rankings will be known in March.

b. Football Coach Position Update
Jennifer reminded council members of president Carrizosa’s e-mail announcing Irv Pankey as new head football coach. This position was budgeted for and approved for 2013-2014 and since it was filled internally the position technically still remains unfilled. The college now plans to hire an assistant football coach as there are currently no other football coaches on staff. Jennifer emphasized that this will not impact the rankings for the 2014-15 positions.

A lengthy discussion ensued regarding the question if this position is a carryover from the previous year or if it should be ranked with the 2014-15 positions and how requests and rankings were handled during previous years.
A motion was brought before the council to proceed with the hiring of a full time assistant football coach; the motion was seconded. There was no discussion; the motion carried with three abstentions.

c. Review Bylaws
Jennifer explained the bylaws will be reviewed at the beginning of each semester to make sure they follow the new planning and governance guidelines and do not conflict with COS 2.0. The following changes will need to be made:

Instructional Council provides resource allocation recommendations to the Superintendent/President for tenure-track faculty positions and to the budget committee for above-base instructional equipment funds based on Program Review.

Councilmembers discussed the paragraph below regarding voting rights for directors and associate dean. A motion was made to change the bylaws allowing only academic division chairs and academic deans to vote upon all matters brought before Instructional Council. Discussion followed a request to amend this change to include the associate dean and Learning Resources director as voting members. The original motion was seconded; discussion followed. Councilmembers voted; the original motion to allow only academic division chairs and academic deans to vote passed.

Council members vote on Instructional Council matters. As stipulated by Administrative Policy (AP 3261 and AP 3262), only Academic Division Chairs and Academic Deans vote upon ranking of faculty positions while all Instructional Council members vote and to prioritize one-time budget requests (e.g. instructional and non-instructional equipment, technology, facility needs, and personnel). Rankings and prioritizations are forwarded per Administrative Policy 3261.

A motion was made to amend the following paragraph in accordance with changes in the Program Review process. The motion was seconded; there was no discussion; the motion passed.

Requests must be compatible with documented in Program Reviews and Annual Updates that are at least “satisfactory” or new documentation provided for emergency needs not prioritized in Program Review.

Jennifer read the sentence immediately following the above paragraph, “Division chairs and deans, with no fewer than two faculty members to one administrator, rank the position requests using a progressive rank table,” which explains why directors have no vote, as it would change the ratio of 2:1. Jennifer continued she would like to discuss the associate dean position and add it as a voting member. A motion to add “associate deans” to the voting membership was made and seconded; discussion followed. The motion passed.
An additional motion to add the Learning Resources director was made and seconded; discussion followed. The motion did not pass.

All agenda items below were moved to upcoming Instructional Council meetings.

d. Senate/Committee/Council Initiatives

4. Standing Reports

a. Accreditation – Jennifer Vega La Serna
   • Action Plans
b. **District Objectives – Jennifer Vega La Serna**

c. **Scheduling Timeline**

5. **Old Business**

a. **Institution Set Standards**

6. **Administrative Procedures/Board Policies**

   **Second Read**
   
a. AP 6250 – Budget Management

   **First Read**
   
a. AP 1200 – Mission
b. AP/BP 2510 – Participation in Local Decision Making
c. AP/BP 3250 – Institutional Planning
d. BP 3260 – Institutional Program Review

8. **Information Items/Announcements**

   The meeting was adjourned at 4:00 pm.
   Summary submitted by Annette Giegold.