



INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

July 21, 2008

Present: Mark Anglin, Patrick Bettencourt, George Boodrookas, Tobin Clarke, Bill Kaiser, George Railey, Mike Sundquist, Karen Walters Dunlap, Ken White, Becki Scharffer

Absent: Mike Adams, Judith Lanning, Maurice McKinnon, Derek Waring

	<u>Information Items</u>	<u>Action</u>	<u>By</u>
↪	Brain Trust Meetings – There will be no IAC next week due to CCBT meetings scheduled for July 28 & 29.		
↪	Faculty Subs – Karen reminded the Deans that we do not have funding for substitutes. Paid subs will only be allowed in emergency situations.		
	<u>Discussion Items</u>	<u>Action</u>	<u>By</u>
↪	Patterson Center – We are waiting for new drawings. We will begin offering classes at this site in Fall 2009. George B. will chair a task force that will be charged with what we should offer. Possible task force members include: Sherri Suarez, Nancy Sill, Barbara Adams, Tech Services, and IT.	Karen will clarify the role of the task force.	<i>Karen</i>
↪	Enrollment Planning & Management – Provide George R. any feedback on this document. Karen asked the Deans to look for items associated with IAC. George R. handed out FTES report for summer and fall. It appears that are numbers are up.	Karen will check with President Rose to see if we need to scale back on early start summer.	<i>Karen</i>
	<u>Other</u>	<u>Action</u>	<u>By</u>
↪	Founders Hall – Waiting for next steps on Founders Hall remodel.	Karen will follow up with Kitchell.	<i>Karen</i>
↪	CurricUNET – We will be going live with CurricUNET in the fall. Ken recommended reviewing catalog at an IAC meeting.		
↪	Curriculum Institute – Pedro attended this conference and provided information to the Deans.		
	<u>Reports</u>	<u>Action</u>	<u>By</u>
↪	VP Updates – The Strategic Plan was approved by the Board of Trustees. There will be a meeting Wednesday morning with our local press to talk about our plan. The Board approved a policy on the syllabus requirement and the procedures are to be developed by the Senate. Institute Day breakout sessions are being planned on Thursday, August 21 for both faculty and classified staff. Winter Intersession – forums will likely take place in the Fall to disperse information.		



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→	<p>Technology/WebPages – Mark commended the Tech Services staff that transitioned the computer lab with new computers.</p> <p>Tobin indicated that we are moving right along with our new MJC website. They are looking at a standardized front page for each division.</p>		
→	<p>Next Meeting – Monday, August 18, 10:00 a.m., Morris Building, Conference Room A.</p>		