



INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

August 18, 2008

Present: Mark Anglin, Patrick Bettencourt, George Boodrookas, Tobin Clarke, Bill Kaiser, Judith Lanning, Maurice McKinnon, Pedro Mendez, George Railey, Karen Walters Dunlap, Derek Waring, Ken White, Becki Scharffer
Absent: Mike Adams, Mike Sundquist

	<u>Standing Items</u>	<u>Action</u>	<u>By</u>
↪	<p>Accreditation – President Rose will have college priorities in the next two weeks. He will be choosing what our goals will be for our institutional outcomes for this year.</p> <p>Deans would like the draft copy of the report from CCBT to prepare prior to division meetings on Friday.</p>	Karen will provide a copy of the report as soon as she receives.	<i>Karen</i>
	<u>No Information Items</u>	<u>Action</u>	<u>By</u>
↪	<p>Evening Division Hours – Division offices to remain open until 7:00 p.m. the first week of the semester.</p>		
↪	<p>Distance Education Report – Deans received a copy of the distance education report that went to the Board of Trustees. Derek indicated that the report does not appear to include guidance and study skills courses.</p>		
↪	<p>IAC Meetings at West Campus – We will meet once each month at West Campus. Typically this will be the last Monday of each month.</p>		
	<u>Discussion Items</u>	<u>Action</u>	<u>By</u>
↪	<p>Time Conflicts – We must be compliant with Title V regulations that allow students to overlap class times with sound justification. Weekly tracking must be documented by the faculty member and the documentation must be kept for two years in case we are audited. Karen will develop a form to use in conjunction with the existing form for this semester and would like a task force to work on development of a new form to be used starting in the spring.</p> <p>Task force members include Bill, Mark and Susie Agostini. Their task is to develop a new form, determine reporting, where reports will be kept and for how long.</p>	Task force to report back in October.	<i>Bill Mark Susie</i>
↪	<p>Interest Based Approach – Karen would like all the Deans to use the interest based approach for all committees they chair.</p> <p>Mark and Pedro need a copy of the IBA binder.</p>		
	<u>Other</u>	<u>Action</u>	<u>By</u>
↪	<p>Adding Sections – If sections have large wait lists, do we want to add new sections.</p>	Karen will check with President Rose.	<i>Karen</i>
↪	<p>Adjunct Load – President Rose approved of 67% loads for adjunct faculty effective for Fall.</p>		



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⇒	Block Scheduling – Ken asked for exception to block scheduling on Friday's. Karen approved for spring but further discussion will need to take place for the fall.	Karen will take to Senate. Deans to discuss with their faculty and bring back comments.	<i>Karen</i> <i>Deans</i>
⇒	Canceling Classes – Karen asked the Deans to analyze low enrolled classes.		
⇒	Next Meeting – Wednesday, September 3, 10:00 a.m., Morris Building, conference room A.		