



## INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

August 4, 2008

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

*Absent:* Mike Adams, George Railey

*Guest:* Ken Hart

	<u><b>Standing Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<b>Accreditation</b> – There will be no IAC next week since CCBT meetings are being scheduled.		
	<u><b>No Information Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<b>Measure E Construction Impact on Divisions</b> – Ken Hart provided a handout on how construction projects will impact our enrollment and FTES. The Founders Hall project has been pushed back to Fall 2010.		
⇒	<b>CurricUNET Training</b> – Karen encouraged the Deans to attend the August 20 training session.	Karen will check to see if CurricUNET can be accessed from off site.	<i>Karen</i>
⇒	<b>New Faculty Orientation</b> – The orientation for new faculty will be held August 18 and 19.		
⇒	<b>Faculty Evaluations</b> – The completed evaluations are to be sent to Karen and she will forward to the president. Once reviewed by the president, the signature page will be sent to the Vice Chancellor of Human Resources and the evaluation pages will be returned to your division to file. These records must be kept for at least three years.	Let Karen know if you will not be able to attend the HR meeting on Friday.	<i>Deans</i>
	<u><b>Discussion Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<b>Deans Retreat</b> – The dates of the retreat will be October 23 and 24 at The Pines Resort in Bass Lake.		
⇒	<b>Information Tables</b> – Karen asked the Deans to plan to have information tables to assist students during the first week of the semester. The Instruction Office will cover the cost for refreshments.		
⇒	<b>Office Coverage</b> – Karen requested that the Deans have a colleague cover during absences. Notify Karen of who will be covering when you are out.		
	<u><b>Other</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<b>Adjunct Loads</b> – Karen reported that the 67% adjunct loads will be discussed at the next Chancellor's Cabinet. We will have a decision by August 15.	Karen to report back.	<i>Karen</i>
⇒	<b>PTOL</b> – Karen provided a final expenditure report of 07-08 and asked the Deans to review. Gary Whitfield will be adjusting appropriations for this year.	Karen will invite Gary Whitfield to our August 18 meeting.	<i>Karen</i>



INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

August 4, 2008

	<u>Reports</u>	<u>Action</u>	<u>By</u>
⇒	<b>Technology/WebPages</b> – Tobin will be sending an email to gather information from the Deans for the Division web pages.		
⇒	<b>Next Meeting</b> – Monday, August 8, 10:00 a.m., Morris Building, Conference Room A.		