



## INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

September 15, 2008

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

	<u><b>Standing Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇨	<p><b>Accreditation</b> – A draft of the Accreditation Midterm report went to the Board of Trustees last week. We are in the process of completing a final draft that will be edited by Jillian Daly and Emily Malsam. The final draft will be presented to the Board for the October meeting.</p> <p>Recommendation 1: Derek provided a copy of Accreditation Recommendation 1 summary report and the results of the survey on services available at East and West Campuses. Results showed that students are not aware of services available.</p>		
	<u><b>Information Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇨	<p><b>Curriculum: Area of Emphasis</b> – Deans received a copy of a letter sent to Karen from the Chancellor's Office with approved programs with areas of emphasis.</p>		
	<u><b>Discussion Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇨	<p><b>Lottery/Block Grant</b> – Handout of carryover balances. Exec Council agreed to use the same process to distribute allocations per direction of IAC.</p> <p>Ken has used his entire available supply budget and requested additional funding support. Maurice will check on her needs.</p>	<p>IAC to discuss allocation process for lottery/block grant and CTE funds.</p> <p>Karen will transfer \$5,000 to Ken's supply account.</p>	<p>IAC</p> <p>Karen</p>
⇨	<p><b>Early Start Summer</b> – George R. provided a handout on FTES and rolling back early start summer FTES. We will be rolling back FTES to meet our base. The 320 report will be amended to rollback the 236.89 FTES to meet base.</p> <p>We will offer early start summer in 2009 with a 2% growth. Karen would like a task force to work on the type of courses we should offer, demand and productivity. Mike S., Brian and Ken will serve. Karen will also invite Susie Agostini and a faculty member.</p>	<p>Task force recommendations needed by the end of October.</p>	
⇨	<p><b>Late Start Classes</b> – Karen indicated that we can add some late start classes.</p>	<p>Deans to forward late start ideas to George R.</p> <p>George R. will compile and bring back.</p>	<p>Deans</p> <p>George R.</p>
⇨	<p><b>Scanning Stations</b> – Scanning locations were identified; Founders Hall Room 203, Science Building Room 228 and Sierra Hall 255 staff/work area.</p> <p>Karen will check on the process for online course evaluations.</p>	<p>Karen to check on evaluating online courses.</p>	<p>Karen</p>



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	<u>Reports</u>	<u>Action</u>	<u>By</u>
⇒	<p><b>VP Updates</b> – Datatel is doing programming to handle co-requisites. This is to be in place prior to Spring registration.</p> <p>Karen addressed block scheduling and reminded the Deans to adhere to block scheduling.</p> <p>George B. will be appointed at College Council as chair of the Patterson site task force. Mike S., Brian and Maurice will also serve on the taskforce.</p> <p>The Institutional Effectiveness report is completed and copies will be distributed at College Council.</p>		
⇒	<p><b>Technology/WebPages</b> – Interact is in the process of developing division pages.</p> <p>Tobin reminded the Deans to use the new form for computer request; signature line for Tobin was added.</p>		
⇒	<p><b>Academic Senate</b> – On the consent agenda is appointing faculty to the Planning and Budget Committee and the Accreditation/Institutional Effectiveness Committee.</p>		
⇒	<p><b>College Council</b> – Strategic Planning goals were selected by President Rose, Goals 2, 7 &amp; 8.</p> <p>Mark asked the Deans to review the mission critical goals of the Enrollment Planning &amp; Management Plan and send him comments.</p>	Forward any comments on the mission critical goals to Mark.	<i>Deans</i>
⇒	<p><b>Next Meeting</b> – Monday, September 22, 10:00 a.m., Morris Building, Conference Room A.</p>		