



## INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

September 22, 2008

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

	<u><b>Standing Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇨	<p><b>Accreditation</b> – Karen provided a copy of a letter from Barbara Beno of the Accrediting Commission. The letter talks about the Rubric for Evaluating Institutional Effectiveness and the expectations from the commission.</p> <p>Final drafts of the Special and Midterm reports were sent to CCBT. They are in the process of reviewing and will send back to us by Wednesday. Jillian Daly and Emily Malsam will be editing over the weekend and a group of people will take a final look on Sunday. The final draft is going to the Board on October 8.</p>		
	<u><b>Information Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇨	<p><b>Curriculum Review</b> – Karen provided a copy of the curriculum review cycle and reminded Deans to follow the cycle. Deans to contact Barbara Adams or Mike Adams for training.</p>		
⇨	<p><b>Online Evaluations</b> – Because the new software will not be available until Spring, we can possible use Survey Monkey to evaluate online courses this semester. Ken and Mike S. want to proceed with evaluating online courses this semester and would be interested in using Survey Monkey.</p>	<p>Karen will follow up with Jillian Daly.            Karen will provide the funding to purchase license.</p>	<i>Karen</i>
	<u><b>Discussion Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇨	<p><b>Student Workers</b> – We can not have student workers working in areas that are not supervised. Deans may need to hire additional classified staff and should address through program review.</p>		
	<u><b>Reports</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇨	<p><b>VP Updates</b> – Karen has relocated staff in the instruction office to provide office space for the curriculum co-chairs and the SLO coordinator. This will allow office hours to assist faculty with their needs. College Council agreed to move forward on the Patterson site. Discussion will begin on what is needed with a meeting being scheduled in the next couple of weeks.</p>		



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↪	<p><b>VPI Updates</b> (continued)</p> <p>The Accreditation Forum is scheduled for Tuesday, October 7 from 4:00-6:00 p.m. in Forum 110. The final draft of the reports will be going to the Board on October 8 with the final report sent to the commission on October 15.</p> <p>CCBT will be on campus October 9 and 10 for their final visit.</p> <p>The Deans Retreat will be October 23 and 24 at Bass Lake.</p>		
↪	<p><b>Technology/WebPages</b> – Will Curtis from Interact is writing the copy for the division web pages. If you have photos of students from your area that can be posted to the division web page, send to Will.</p>		
↪	<p><b>Academic Senate</b> – Four major committees were approved. Also reviewing the draft of the accreditation report.</p>		
↪	<p><b>College Council</b> – President Rose shared the 2008-09 goals. A task force was formed to work on early start summer offerings. Mark encouraged the Deans to review the draft of the Decision-Making document and send comments to him to bring back to College Council.</p>	<p>Deans to review the Decision-Making document and send comments to Mark.</p>	<p><i>Deans</i></p>
↪	<p><b>Next Meeting</b> – Monday, September 29, 10:00 a.m., Yosemite Hall 205</p>		