



INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

September 29, 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, Becki Scharffer

Absent: Pedro Mendez, Ken White

	<u>Standing Items</u>	<u>Action</u>	<u>By</u>
↪	<p>Accreditation – Karen met with the editing team yesterday to prepare the final draft that will be submitted to the Board of Trustees. The final draft will also be posted on the MJC website.</p> <p>Karen provided a copy of the letter from the Accreditation/Institutional Effectiveness committee requesting completion of the program review addendum by October 17. This letter and template will be sent via email today.</p>		
	<u>Information Items</u>	<u>Action</u>	<u>By</u>
↪	<p>CCBT Consultants – They will be on campus October 9 & 10. On October 10th they will be meeting with the Planning & Budget committee in the morning and AIE in the afternoon.</p>		
↪	<p>Accreditation Forum – Reminder that the accreditation forum will take place on Tuesday, October 7 from 4:00-6:00 p.m. in Forum 110.</p>		
↪	<p>EPM Matrix of Planning – The Enrollment, Planning and Management work group developed a matrix of how common goals match the strategic planning goals.</p>	Deans to review and send comments to George. R.	<i>Deans</i>
↪	<p>Founders Hall Update – Karen reminded Deans that recommendation 4 addresses what this group decided on buildings and programs when Founders Hall is off-line. Mike S. indicated that the target to have everything in place is December.</p> <p>It has been decided that the electronics program will stay in the Electronics Building but we are hearing that the building is to be torn down.</p>	<p>Karen will schedule a meeting with Ken, Brian, Patrick, and Mike S. to discuss Founders Hall and the High Tech Center, prior to Oct. 8.</p> <p>Mark will address the tear-down with Gary Whitfield.</p>	<p><i>Karen</i></p> <p><i>Mark</i></p>
↪	<p>Evening Prior to Thanksgiving Holiday – Karen indicated that there is an error in the Master Calendar regarding no evening classes after 4:00 p.m. on the Wednesday before Thanksgiving. We must hold classes that evening since we are claiming apportionment.</p>	Deans to advise their faculty of this correction.	<i>Deans</i>
↪	<p>Catalog/Class Schedule Work Group – Karen will be establishing this work group and asked for representation. Members will include Linda Hoile and Letitia Senechal.</p>	<p>Mike S. agreed to serve.</p> <p>Derek will identify a counselor.</p>	<i>Derek</i>
↪	<p>Spring Institute Day – This Institute Day will focus on the Basic Skills Initiative. A task force, chaired by Barbara Wells, will be working on the program and breakout sessions.</p>	George R. to include Barbara Wells at Institute Day planning meetings.	<i>George R.</i>



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↪	Online Evaluations – There is confidentiality issues with using Survey Monkey.	Jillian Daly will contact Mike S. and Ken on how we address confidentiality.	<i>Jillian</i>
↪	Increased Transportation Cost – Mark reminded the Deans to send him the projected cost of field trips for this year.	Send information to Mark by the end of the week.	<i>Deans</i>
	<u>Discussion Items</u>	<u>Action</u>	<u>By</u>
↪	CurricUNET: Program Review & SLO Components – Brian saw a demo of these modules. Program review has an area for staffing and can also provide a cycle of review. The cost for this module is a one-time expense of \$15,000 and could be available by the end of March. The SLO component is available at no additional charge. AIE has an interest in seeing the demo and Karen also invited the Deans to view.	Invite Deans to see the demo of these components.	<i>Karen</i>
↪	CurricUNET Approval Process – Brian demonstrated the approval process in CurricUNET.		
	<u>Reports</u>	<u>Action</u>	<u>By</u>
↪	VP Updates – DAC: 1) Catastrophic leave option to all groups across the District is being discussed. 2) ENGL 50 and MATH 70 will not be changed to basic skills courses. 3) Chancellor Darnell would like to receive what our budget projections will be for 2009-2010. The College has agreed to move forward with the HVAC project in the Student Center. The project is expected to last 6 months beginning May 1. College Council will create a task force to develop options for relocating staff.	Deans to let Karen know budget projects for 2009-2010.	<i>Deans</i>
↪	Technology/WebPages – The plan is to release the new website in mid-October. The District is working on a server for faculty websites. Felicia Osnaya would like to launch Office 2007 campus wide with installation starting in the spring.		
↪	Academic Senate – The Senate has opened nominations for positions on the executive board. The Senate gave Jim Sahlman approval to sign-off on accreditation documents.		
↪	College Council – The Vice President of College Administrative Services has been reinstated to College Council. WASC rubrics were provided. The Measure E website has been updated.		
↪	Student Services Update – Spring priority registration begins November 5. The counseling office will be open on January 2 with limited services and staffing. Susie Agostini is working on better assessment of ESL.		
↪	Next Meeting – Monday, October 6, 10:00 a.m., Morris Building, Conference Room A.		

