



INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

September 3, 2008

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

Guest: Gary Whitfield, Ken Hart

	<u>Standing Items</u>	<u>Action</u>	<u>By</u>
⇒	Accreditation – Karen provided a draft of report that went to CCBT and she asked the Deans to review.		
	<u>Information Items</u>	<u>Action</u>	<u>By</u>
⇒	PTOL – Gary Whitfield provided a 2007-08 expenditure report on PTOL. Karen has invited Gary to attend an IAC meeting once a month to discuss status of the PTOL budget. Gary asked the Deans to use the \$70 per hour rate when figuring cost for faculty.		
⇒	Vacation & Sick Leave – Karen reminded Deans to keep track of staff absences and collect forms appropriately. This includes prior authorization allowing classified staff to work overtime.		
⇒	Committee Representation – Mike S. agreed to serve as the representative on the Winter Intersession task force. Karen has asked Brian to serve on the Institutional Effectiveness committee and needs another member of IAC to serve. Representation is also needed for the Planning & Budget committee.	Mike S. will contact Shelly Circle. Notify Karen of your interest in serving on the Institutional Effectiveness or the Planning & Budget committee.	Mike S. Deans
⇒	Institutional Effectiveness – Ken Hart provided an executive summary for institutional effectiveness. The complete document can be found at the Research website: http://virtual.mjc.edu/research .	Invite Ken to a future meeting to present information on the Accountability Report for California Community Colleges (ARCCC) data.	Karen
⇒	Spring Enrollment – Karen indicated that it was decided at President's Cabinet not to pull back on section offerings for Spring 2009, Deans are to plan for a 2% growth.		
	<u>Discussion Items</u>	<u>Action</u>	<u>By</u>
⇒	Lottery Funds – Ken requested that we revisit lottery and block grant funds for this year. Karen asked George R. to prepare a report on VTEA/CTE spending plan. There has been a significant increase in transportation costs that will affect student travel. Mark will work with Gary Whitfield on the impact of the increased cost and offered to compile information for all divisions.	Karen will check balances and bring back for discussion. George R. to prepare report and bring back to this group. Deans to provide information to Mark by October 1.	Karen George R. Deans



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	<u>Other Items</u>	<u>Action</u>	<u>By</u>
↪	Evaluation Software – The decision was made to purchase Class Climate software and scanning machines. Since the software is not in place, Karen will discuss options for the Fall semester with Jillian.	Karen to contact Jillian on the evaluation process for the Fall.	<i>Karen</i>
↪	SARS – Derek indicated that the early alert is up and running. Derek offered to do another presentation on SARS to this group.		
↪	CurricUNET – There is a module available for SLO and program review.	Brian and Adrienne will see if we can be a pilot for these modules.	<i>Brian</i>
↪	Patterson Site – College Council will be assigning a task force to move forward with the plans for Patterson. George B. will be chairing, Maurice, Pedro and George R. will serve on the task force.		
	<u>Reports</u>	<u>Action</u>	<u>By</u>
↪	Technology/WebPages – Tobin indicated that student email accounts were made available in the Spring. We need to begin marketing strategies to inform students on how to activate their email account. Technology Services sends notices seeking requests for updates to computer labs. Some requests have come in after the semester has started and then the lab needs to be shut-down to make the updates. Tobin asked the Deans to remind their faculty to get requests in early so updates can be made prior to the start of each semester.	Tobin will ask Yoseph and Mardi to attend a future IAC meeting.	<i>Tobin</i>
↪	Next Meeting – Monday, September 8, 10:00 a.m., Morris Building, Conference Room A.		