



## INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

September 8, 2008

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

*Absent:* Judith Lanning

*Guest:* Jillian Daly, Jim Sahlman, Bob Nadell, Martha Robles, John Martinez

	<u><b>Standing Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<b>Accreditation</b> – Karen will provide a rough draft of the accreditation report.	Karen to provide report next week.	<i>Karen</i>
	<u><b>Information Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<p><b>YFA Contract</b> – Jillian Daly provided information on changes of the faculty evaluation process, Article 6 of the YFA contract. Members of the YFA exec board will come to division meetings to present information on the evaluation process.</p> <p>Jillian recommended evaluation of online courses if they haven't been done in sometime.</p> <p>Deans agreed to use the scantron forms this semester.</p>	<p>Send Jillian an email if you want her to attend a division meeting.</p> <p>Becki to work with Russ in the Print Shop to get forms printed.</p>	<p><i>Deans</i></p> <p><i>Becki</i></p>
⇒	<p><b>Equivalency</b> – Jim Sahlman provided a handout from the Ed Code on hiring minimum qualifications for faculty and administrators in California Community Colleges, updated February 2008. Immanency is no longer an option for our institution. Lifelong credentials prior to 1990 are still valid. Discussion to take place on vocational education equivalencies.</p>	Jim Sahlman will email new equivalency form.	<i>Jim</i>
	<u><b>Other Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<b>Lottery Funds</b> – Add to agenda for next week.		
⇒	<b>CurricUNET Training</b> – Brian has offered to come to division meetings to provide training on CurricUNET.		
⇒	<b>Student Email</b> – Students are not activating their email accounts. Tobin is pursuing getting the information out that this is available. Linda Hoile has agreed to cover cost of publicity.		
	<u><b>Reports</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<b>VP Updates</b> –		
⇒	<p><b>Technology/WebPages</b> – Not all Smart classrooms have been finished. Tobin asked the Deans to let their faculty know that they are working on them.</p> <p>Even though the rooms are equipped, faculty need to notify Media Services if they plan to use the equipment. There have been problems with missing connections, etc.</p>		



## INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

September 8, 2008

→	<p><b>Academic Senate</b> – They will continue meeting over the next few weeks. The Accreditation/Institutional Effectiveness and the Planning and Budget committee's have been formed and approved and sent to President Rose.</p> <p>First readings were passed for the restructuring of the curriculum committee and the professional development committee.</p>		
→	<p><b>Next Meeting</b> – Monday, September 15, 10:00 a.m., Morris Building, Conference Room A.</p>		