



INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

October 13, 2008

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

Absent: Mark Anglin, Ken White

Guests: Susie Agostini, Mardi Brewer, Yoseph Demissie, Lue Martin

	<u>Standing Items</u>	<u>Action</u>	<u>By</u>
⇒	<p>Accreditation – Accreditation reports are due to the commission on October 15.</p> <p>Planning & Budget Committee: Discussion on committee charge and the recommendation will go to the Senate.</p> <p>The committee will do preliminary work and establish criteria that will determine new faculty hires.</p> <p>Accreditation/Institutional Effectiveness Committee: CCBT was present. The committee agreed to add the accreditation liaison to this group. Program review addendums should focus on faculty hires for 2009-10 and equipment, supplies, etc. for this current year.</p> <p>In the process of finalizing the decision-making document. This will be handed to the accreditation team and every new employee will receive this document, faculty, classified and administrators.</p>	IAC agreed to request funding be restored back to 3 or 4 years ago to all supply budgets.	<i>Deans</i>
	<u>Information Items</u>	<u>Action</u>	<u>By</u>
⇒	<p>Student Email – Susie Agostini reported that the college would stop using personal student email accounts effective March 31. We will be using the new YCCD student email account. We will begin a campaign to students to activate their YCCD email account this month. There will be a standardized message to add as tag lines to emails being sent to students. Student ambassadors will be trained to assist students in the Rotunda and all of the lab staff has been trained to assist.</p> <p>Yoseph Demissie, Mardi Brewer, and Lue Martin provided a demonstration on the new student email account.</p>		
⇒	<p>TBA Hours Compliance – Karen distributed a handout of the legal advisory on the “to be arranged hours” compliance.</p> <p>We will need to begin discussing students enrolled in distance education courses, that students doing assignments in online classes are actually the students enrolled in the class.</p>	Deans to review and come with a plan to address this compliance. Add to agenda for the Deans Retreat.	<i>Karen</i>
⇒	<p>Patterson Site – The task force will be meeting this Friday.</p>		
⇒	<p>Certificates – George R. has been working with Ken Hart and Diana Sunday and indicated that most certificate programs have been submitted to the Chancellor’s Office.</p>		



INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

October 13, 2008

⇒	CTE – A meeting was held to review funding proposals. George R. indicated that 10% of the 2008-09 allocation would be held back. A deadline of March 1 was defined for CTE spending.	Karen requested that the proposals be brought to IAC for review.	<i>George R.</i>
	<u>Reports</u>	<u>Action</u>	<u>By</u>
⇒	VP Updates – We received lottery funds and the allocation was split 80/20 between instruction and student services. Block grant for this year has not been received.	Discuss distribution of lottery funds at the Deans Retreat.	<i>Karen</i>
⇒	Technology/WebPages – No report.		
⇒	Academic Senate – CCBT meeting.		
⇒	College Council – No report.		
⇒	Student Services Update – Discussed program review.		
⇒	Next Meeting – Monday, November 3, 10:00 a.m., Morris Building, Conference Room A.		