



INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

October 6, 2008

Present: Mike Adams, Mark Anglin, 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: Patrick Bettencourt

Guests: Susie Agostini

	<u>Standing Items</u>	<u>Action</u>	<u>By</u>
↪	<p>Accreditation – CCBT will be visiting this Thursday and Friday.</p> <p>The accreditation forum will be held from 4:00-6:00 p.m. in Forum 110. Encourage your staff to attend.</p>	Karen will forward agenda.	<i>Karen</i>
	<u>Information Items</u>	<u>Action</u>	<u>By</u>
↪	<p>Time Conflicts – Mark, Bill and Susie Agostini developed a draft form to address Title V regulations on students taking overlapping classes. Students are required to make up time each week and the instructor must keep a record of the time made up. The new form is to be kept in division offices. This log will need to remain in offices for two years.</p>	<p>New forms will be effective with the Spring 09 semester.</p> <p>The final draft will come back to this group for review.</p>	
↪	<p>Certificates of Achievement – George R. received a letter from the Chancellor's Office on certificates. He is working with Ken Hart and Diana Sunday to help with the data collection. He will be submitting the requested information within the next 90-days.</p>	George R. will check on Ethnic Studies and the Shakespeare Academy.	<i>George R.</i>
↪	<p>Transportation Increase – Mark is compiling data on transportation costs and would like to finish up the report. Preliminary figures indicate a \$50,000 increase in transportation cost.</p>	Forward Mark information by the end of the week.	<i>Deans</i>
↪	<p>Student Email Accounts – Next week will be a presentation on the student email accounts. Susie Agostini, Yoseph Demissie, Mardi Brewer and Lue Martin will be attending.</p>	Student email account presentation at our meeting next week.	<i>Karen</i>
	<u>Discussion Items</u>	<u>Action</u>	<u>By</u>
↪	<p>Course Development – Karen asked the Deans if we should be providing an incentive to faculty to develop online courses. Deans would like to have stipends available for new course development. CTE funds are a possible source of funding. Adjunct faculty can do curriculum development but it full-time faculty must review for required standards.</p>		
	<u>Reports</u>	<u>Action</u>	<u>By</u>
↪	<p>VP Updates – Karen will present a department chair proposal to YFA.</p> <p>Karen and others from MJC attended the Basic Skills and Beyond conference. A report from attendees will be compiled and shared with the campus community.</p>	<p>Karen will bring proposal to the retreat.</p> <p>Karen will distribute the advisory as soon as it is available.</p>	<i>Karen</i>



INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

October 6, 2008

↪	<p>VP Updates (continued)</p> <p>Karen attended a CIO regional meeting and indicated that a legal advisory will be coming out on hours by arrangement.</p> <p>Karen would like the Deans to attend the next regional meeting in Madera.</p> <p>Karen provided a handout on the data elements prepared by Ken Hart and asked Deans to review and provide input to Ken.</p>	<p>Karen will send the agenda when she receives.</p>	<i>Karen</i>
↪	<p>Technology/WebPages – Technology Services staff would like to attend a future IAC meeting to share information on the support they offer.</p> <p>Ellen Dambrosio would like to provide training on positive attendance labs.</p>	<p>Deans to contact Ellen Dambrosio if interested in training.</p>	<i>Deans</i>
↪	<p>Academic Senate – The MOU for hiring this year will be posted on the Senate website.</p>		
↪	<p>College Council – Student Services program review was handed out.</p>		
↪	<p>Student Services Update – An update on the HVAC remodel in the Student Center that will begin next May. Only two areas will not be effected, Admissions and Food Services. All other areas will need to relocate during this project. Project is estimated to last 6 months.</p>		
↪	<p>Next Meeting – Monday, October 13, 10:00 a.m., Morris Building, Conference Room A.</p>		