



INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

November 10, 2008

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

Absent: Patrick Bettencourt, Brian Sanders, Ken White

	<u>Standing Items</u>	<u>Action</u>	<u>By</u>
⇒	<p>Accreditation – The accreditation visiting team was on our campus last Friday. A report to the president is anticipated in December.</p> <p>Planning & Budget - The following criteria was approved for the faculty hiring process: division rank, state mandates, productivity, FTO and changes in full-time faculty in division. Karen provided a draft of the suggested work flow for the faculty hiring prioritization. This draft will be presented to the Planning & Budget Committee on Nov. 14 for approval. The process of reviewing criteria for classified positions and non-instructional faculty is in progress.</p> <p>AIE – Discussed SLO assessment, 25% of courses assessed each year over the next four years. Karen recommended that a spreadsheet be developed of all your courses and define the 25% for each year.</p> <p>AIE is working on a process for end of year reporting on how we meant our strategic goals.</p>	<p>The Instruction Office will be developing a matrix to use based on the criteria.</p>	<i>Karen</i>
	<u>Information Items</u>	<u>Action</u>	<u>By</u>
⇒	<p>Academic Calendar – Karen provided a draft of the 2009-2010 academic calendar that will be presented to the Board on Wednesday.</p>		
⇒	<p>Syllabi Compliance – Karen will be presenting compliance information to the Board on Wednesday.</p>	<p>Provide Karen an update by noon Wednesday.</p>	<i>Deans</i>
⇒	<p>Transportation Cost Increases – Mark provided a handout on the estimated cost of transportation increases for this year.</p>	<p>Karen asked Mark to take this to the Planning & Budget Committee.</p>	<i>Mark</i>
	<u>Discussion Items</u>	<u>Action</u>	<u>By</u>
⇒	<p>Lottery Funding Allocations – Karen provided a spreadsheet with the proposed restore amounts. The amount exceeds the allocation for this year. Deans are to review their lottery budgets and email Karen with the estimated amount needed through the end of this academic year.</p> <p>George R. provided a handout on CTE allocations for this year.</p>	<p>Deans to email Karen and Becki by Nov. 19.</p> <p>Tobin will provide a report on Smart Classrooms that have been completed.</p> <p>Add block grant allocations to the next agenda.</p>	<i>Deans Tobin Karen</i>
⇒	<p>Summer Block Scheduling – A task force will look at scheduling for summer.</p>	<p>Task force to research and bring back information to this group.</p>	<i>Patrick Mike S. Brian Pedro</i>



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⇒	Friday Block Scheduling – Starting with the Fall semester, Friday block scheduling start times for both campuses will be 9:35 a.m. and 1:15 p.m.		
	<u>Reports</u>	<u>Action</u>	<u>By</u>
⇒	VP Updates – No IAC meeting on November 17. Reminder that faculty evaluations are due November 30.		
⇒	Technology/WebPages – Tobin indicated that we will have a soft rollout of the MJC website in mid-November. Faculty will need to develop new web pages. The District has launched student wireless access on campus.		
⇒	Academic Senate – There was no Senate meeting. Mike A. and Jim Sahlman attended the plenary session.		
⇒	College Council – Ken provided the recommendation from the Task Force and IAC on early start summer scheduling.		
⇒	Student Services Update – No report.		
⇒	Next Meeting – Monday, November 24, 10:00 a.m., Yosemite Hall Room 205.		