



## INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

November 3, 2008

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

*Absent:* George Railey, Mike Sundquist

	<u><b>Standing Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<p><b>Accreditation</b> – The accreditation visiting team will be here on Friday, Nov. 7. A report will be going to President Rose the beginning of December for review.</p> <p>Planning &amp; Budget Committee: The meeting was devoted to the elements to use for faculty hiring. A subgroup will weight the criteria.</p> <p>Accreditation/Institutional Effectiveness Committee: Reviewed a spreadsheet that was compiled from all the program review addendums. We will be purchasing the program review module of CurricUNET.</p> <p>SLO Assessment: By 2012 we need to be at sustainable status. Over the next four-years all courses will need to be reviewed, 25% of courses each year. Our faculty will be selecting the courses for review.</p>		
	<u><b>Information Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<p><b>Syllabi Compliance</b> – Deans provided Karen with compliance rate information for their areas. Karen will report to the Board of Trustees at the next meeting.</p>		
	<u><b>Discussion Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<p><b>Building Projects</b> – We need to work together and finalize the plans for Founders Hall and the High Tech Center.</p>		
	<u><b>Reports</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<p><b>VP Updates</b> – Karen attended the CIO conference and one of the topics was the Basic Skill Initiative with phase four coming up. The CCCCO website has best practices and data listed.</p> <p>The Curriculum Institute next year will be July 9-11 in Newport Beach.</p> <p>The FTO requirement will likely be suspended to colleges next year.</p>		
⇒	<p><b>Technology/WebPages</b> – Jim Clarke and Tobin have reviewed all the content for the web pages. November 15 is the anticipated date for the soft rollout of our new website.</p>		
⇒	<p><b>Academic Senate</b> – Did not make quorum.</p>		
⇒	<p><b>College Council</b> – Ken reported on early start summer recommendations.</p>		



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⇒	<p><b>Student Services Update</b> – Derek reported that they are rolling out the SARS alert. He is working on an early alert breakout session at Institute Day.</p> <p>Derek asked that faculty refer students to counselors with questions on areas of emphasis.</p> <p>Derek relayed information from Susie Agostini that the old time conflict forms be destroyed. The new forms are being distributed and will take effect with the Spring semester.</p>		
⇒	<p><b>Next Meeting</b> – Monday, November 10, 10:00 a.m., Morris Building, Conference Room A.</p>		