



## INSTRUCTIONAL ADMINISTRATOR'S COUNCIL

December 8, 2008

*Present:* Mark Anglin, Patrick Bettencourt, George Boodrookas, Bill Kaiser, Maurice McKinnon, Pedro Mendez, George Railey, Brian Sanders, Mike Sundquist, Karen Walters Dunlap, Ken White, Vicki Groff

*Absent:* Tobin Clarke, Derek Waring, Becki Scharffer

*Guests:* Ken Hart, Nora Seronello

	<u><b>Standing Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<p><b>Accreditation</b> – The <b>Planning &amp; Budget Committee</b> approved a flow chart that identifies how faculty positions will be prioritized. They also reviewed a list of temporary faculty positions that have been ongoing for the past several years and are thus already included in the budget. The committee will use the flow chart matrix to assess these temporary positions. In addition, they would like to review a brief narrative from the deans to address any relevant issues that the data alone doesn't disclose. Data will drive the decisions, and narrative will fill the gaps. Retirements and resignations will be reviewed separately, on a case-by-case basis.</p> <p>Please note that IAC is not prioritizing or making decisions. We are only providing narratives to the Planning and Budget Committee.</p> <p>The <b>AIE Committee</b> continues to discuss issues surrounding SLOs.</p>	Using a standardized template of topics from the previous position justification form, Deans are asked to provide brief (half-page) narratives for temporary positions. Please send to Karen by 5:00 p.m. on Thursday, Dec. 11.	<i>Deans</i>
	<u><b>Information Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<p><b>Summer Data</b> – Ken Hart and Nora Seronello provided and discussed the following information:</p> <ul style="list-style-type: none"> <li>• Tracking Stanislaus County enrollment by grade (grades 5-12)</li> <li>• Changes in FTES 00/01 through 07/08, with details</li> <li>• Enrollment Summary reports for Fall 2007 and Spring 2008</li> <li>• Concurrent high school enrollments F06-F08</li> <li>• Transferable sections – Fall 2008, and</li> <li>• Early Start Summer 2008 data</li> </ul>		
	<p><b>Finals Cram Night</b> – The first Finals Cram Night held on Dec. 4<sup>th</sup> was a resounding success. At 11 p.m., all the seats in the Library were filled.</p>		
	<u><b>Discussion Items</b></u>	<u><b>Action</b></u>	<u><b>By</b></u>
⇒	<p><b>Summer Schedule Development</b> – Deans reviewed Scenarios A and B, provided by the Enrollment Planning and Management Work Group. Deans should plan on reducing costs for Early Start Summer by 20%, and focus on scheduling that allows FTES to roll to either fiscal year. To do so, sections must have:</p> <ul style="list-style-type: none"> <li>• a census date on or before June 30, 2009, and</li> <li>• an end date on or after July 1<sup>st</sup>.</li> </ul> <p>Transfer-level courses in English, Math, Speech, and Critical Thinking should remain in Early Start Summer, with ending dates on or before June 30<sup>th</sup>.</p>		



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<p>⇒</p>	<p><b>Other Scheduling Issues –</b>  <b>Spring 2009</b> - We need to reevaluate our policy on class cancellations.  <b>Fall 2009</b> - Schedule for 2% growth.</p>		
<p>⇒</p>	<p><b>Budget Update –</b> All Fund 11 expenditures will undergo even more careful scrutiny. Non-essential expenses like travel will not be approved.</p>		
<p>⇒</p>	<p><b>Patterson Center Update –</b> George B. elaborated on information Dr. Darnell received. We do not have to do a substantive change for Patterson as long as we stay within certain guidelines. The proposed opening date for the Patterson Center is Fall 2009.</p>		
	<p align="center"><b><u>Reports</u></b></p>	<p align="center"><b><u>Action</u></b></p>	<p align="center"><b><u>By</u></b></p>
<p>⇒</p>	<p><b>College Council –</b> Mark reported the following College Council discussions:</p> <ul style="list-style-type: none"> <li>• The future of the College Council group</li> <li>• Forum planned for late February/early March to discuss civility and rebuilding a quality campus environment</li> </ul>		
<p>⇒</p>	<p><b>Next Meeting –</b> Monday, December 15 – <u>3:00-5:00 p.m.</u> – Strategic Discussion. A meeting request was sent on 12/3/08, so this should already be on your Outlook Calendar. There is no meeting on Dec. 22. IAC will reconvene after the holidays -- the 2<sup>nd</sup> week of Spring semester.</p>		