

Meeting Notes
Instructional Council Meeting
Friday, November 1, 2019
11:00 a.m. – 12:00 p.m.
Board Room

| | | | | |
|------------------|--|---|---|---|
| Present: | <input checked="" type="checkbox"/> Christina Tafoya | <input type="checkbox"/> Efrain Silva | <input type="checkbox"/> | <input checked="" type="checkbox"/> David Drury |
| | <input type="checkbox"/> Robert Price | <input type="checkbox"/> Roberta Webster | <input checked="" type="checkbox"/> Betsy Lane | <input type="checkbox"/> Becky Green |
| | <input checked="" type="checkbox"/> Michael Heumann | <input type="checkbox"/> Carol Hegarty | <input type="checkbox"/> Jose Ruiz | <input checked="" type="checkbox"/> Sydney Rice |
| | <input checked="" type="checkbox"/> Jose Velasquez | <input checked="" type="checkbox"/> Andres Martinez | <input type="checkbox"/> Steve Holt | <input type="checkbox"/> Ed Wells |
| | <input checked="" type="checkbox"/> Daniel Gilison | <input checked="" type="checkbox"/> Jill Nelipovich | <input checked="" type="checkbox"/> Suzanne Gretz | <input checked="" type="checkbox"/> Andrew Robinson |
| | <input type="checkbox"/> Xochitl Tirado | <input type="checkbox"/> Kevin Howell | | |
| Visitors: | Gabriel Gonzalez, Scheduler | | | |
| Recorder: | Linda Amidon | | | |

Vice President for Academic Services Dr. Christina Tafoya called the meeting of the Instructional Council to order at 11:00 a.m. on Friday, November 1, 2019.

1. Annual Schedule Development Calendar

- Scheduler Gabriel Gonzalez presented a calendar for development of the 2020-21 annual class schedule. The schedule does not yet include dual enrollment classes. The calendar includes timelines for development of the summer 2020 schedule.
- Associate Dean Lane stated she could have the dual enrollment classes for summer 2020, fall 2020, and spring 2021 by November 15.

Summer 2020 Schedule:

- Per the calendar, the summer schedule will be sent to the deans and chairs on February 13, 2020. Faculty selection is due by March 13, and the schedule will be published by March 30.
- Gabriel pointed out the overlap of summer schedule timelines and annual schedule timelines. He stated the summer schedule template is currently available, and he would like to send it now to avoid confusion and also because of the tight timelines.
- BSS Dept. Chair Gretz concurred with Gabriel and initially suggested that faculty selection could be completed by November 15. She subsequently proposed that sending the summer schedule template now would allow two weeks for changes, and faculty selection could start Monday, November 18, after dual enrollment classes are added. This would give deans and chairs three weeks through the end of the fall semester for faculty selection.
- Gabriel will make the summer schedule template available in Google Sheets by the end of the day. After changes are submitted, by November 15 or earlier if there aren't many changes, he will make the template available for faculty selection to begin November 18.

2020-2021 Annual Schedule:

- As per the calendar presented, the 2020-21 annual schedule template will be sent to deans and chairs on November 15, and changes are due February 13, 2020. The updated template will be made available to deans and chairs by April 1 for faculty selection, which is due May 15. The possibility of beginning faculty selection in mid-March was discussed briefly.
- Chair Gretz expressed concern that under the calendar faculty would be available for only three weeks during the period November 15, 2019-February 13, 2020 (faculty are off contract between the end of the fall semester and the start of the spring semester). She acknowledged there isn't much that can be done about it this year, but she recommended starting the process earlier next year. She suggested that schedule changes take place mid-September through the end of the fall semester, so that faculty selection for the entire year could begin when faculty return for the spring semester.
- Dean Drury concurred with Chair Gretz. With regard to the current calendar, he recommended the April 1 date for sending the annual schedule to deans and chairs for faculty selection apply to all terms, not just fall 2020 as reflected on the calendar.

- VP Tafoya reminded deans and chairs that they had previously discussed making selections in draft early on (in Google Sheets), confirming faculty selections prior to the start of a semester, and then entering the faculty assignments in Banner, at which point assignments would be considered official. She stated that at the time the discussion took place, deans and chairs anticipated a lot of changes.
 - Gabriel stated he also initially understood that all changes for the annual schedule would be submitted at the same time; faculty selection for all semesters would be provided in draft internally via spreadsheets in Google Sheets, but staffing would be entered in Banner closer to the start of a semester. Gabriel stated this process will help to reduce the number of last minute changes. He stated his preference for receiving minor schedule changes throughout the year rather than all at once on the due date.
 - Dean Drury stated there should only be minor changes, basically faculty changes due to faculty new hires and retirements, and the addition of a class or two. He stated his preference for entering assignments in Banner upfront; he stated the earlier instructor assignments are in Banner, the better for the whole process.
 - Gabriel described the behind-the-scenes processes he follows to prepare the initial schedule template. He explained that before he can begin these processes, A&R must run its processes before the previous year's schedule can be rolled. VP Tafoya stated that the A&R Director could accommodate Academic Services timelines with advance notice. Gabriel stated that this year's schedule has been rolled for the 2020-21 schedule but changes to spring 2020 were just made and are not included.
 - During discussion regarding potential changes to the annual schedule timelines, it became apparent that it would be a challenge for chairs to complete faculty selection for all terms by May 15. Consequently, VP Tafoya directed that the timelines presented be followed this year to develop the 2020-21 schedule. Accordingly, Gabriel will send the link to Google Sheets for the entire 2020-21 schedule on November 15. As recommended, the start of the annual schedule development process will be moved up next year to mid-September.
2. **IVC Faculty Staffing/Justification for Full-Time Faculty Position, Date of Review/Prioritization Meeting**
- VP Tafoya went over the process to access the faculty staffing form in Google Docs and explained how to complete the form. The file is open to all who receive the link; access authorization is not required. Anyone that runs into problems with the form may complete the paper form but must submit it before the meeting so that information can be cut and pasted into Google Docs. All agreed the form must be completed by the November 12, 3:00 p.m. deadline, otherwise requests for staffing will not be considered in the ranking.
 - Members briefly discussed the information needed to complete the form. VP Tafoya explained that the data to be provided by Research will not inform the narrative for the subjective section of the form.
 - The meeting to review/prioritize positions is scheduled for November 12 at 4:00 p.m. Chair Gilison proposed alternate dates and times due to a conflict with his class. However, following discussion it was determined the meeting will proceed as scheduled. Chair Gilison will submit his ranking of positions prior to the meeting.
3. **Policies and Procedures Updates (BPs and APs)**
- Linda briefly went over the BPs and APs. She stated the majority of policies and procedures had minor changes, particularly the BPs. The APs with substantive changes included 4103 Work Experience and 4105 Distance Education. AP 4105 was updated to include recent CCLC template changes and will be submitted to the DE Committee for action. Thereafter, all BPs and APs will be submitted to the Curriculum Committee and then to Academic Senate. She asked IC members to review the BPs and APs more closely and to contact her should they have questions or have any changes.
4. **Information Items**
- a. **Lottery Funds**
- VP Tafoya reported there are additional Lottery funds available and a plan to use the funds is needed. A form to request funds was sent to the deans and will also be sent to chairs. VP Tafoya offered suggestions for use of the funds. She stated that if storage space is available, desk copies of textbooks are considered instructional supplies if the cost is less than \$500.
- b. **PPIS Instructional Support 5-year Plan due December 13, 2019**
- VP Tafoya requested that chairs work with deans to identify needs to include in the 5-year plan worksheet. She reminded chairs to include all material and equipment needs in program review.

The meeting adjourned at 12:05 p.m.