



INSTRUCTIONAL COUNCIL MEETING NOTES

Thursday, August 28, 2014, 3:00 p.m.

Board Room

Present:	<input checked="" type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Susan Carron
	<input type="checkbox"/> Allyn Leon	<input checked="" type="checkbox"/> Dave Drury	<input checked="" type="checkbox"/> Daniel Gilison	<input type="checkbox"/> Rick Goldsberry
	<input checked="" type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Carol Hegarty	<input checked="" type="checkbox"/> Frank Hoppe	<input checked="" type="checkbox"/> Jose Lopez
	<input checked="" type="checkbox"/> James Patterson	<input type="checkbox"/> Jill Nelipovich	<input checked="" type="checkbox"/> Terry Norris	<input checked="" type="checkbox"/> Kathleen Dorantes
	<input checked="" type="checkbox"/> Gaylla Finnell	<input checked="" type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> Ed Scheuerell	<input type="checkbox"/> Efrain Silva
	<input type="checkbox"/> Ed Wells	<input checked="" type="checkbox"/> Kevin White (11:20 am)		
Visitors:				
Recorder:	Linda Amidon			

Vice President Dr. Akinkuoye (“Dr. Nick”) called the regular meeting of Instructional Council to order at 3:05 p.m. Dr. Nick invited Council member to submit agenda items for future Instructional Council meetings.

1. Report on Enrollment

- Council reviewed a report on fall 2014 enrollment as of August 27, 2014 (the 10th day of registration)
 - it was noted that the unduplicated headcount was compared to fall 2013 census data, not on the corresponding day of registration as this data it is not available
 - Superintendent/President Dr. Victor Jaime will present the enrollment figures at the next San Diego/Imperial County Community College Association (SDICCCA) meeting
- Council was reminded that the college cannot afford to maintain low enrolled classes; the deans are working with faculty to address low enrolled classes in their divisions

2. Census Rosters in Webstar – Deadline: August 31, 2014

- Census rosters will be submitted online this year
- The August 31, 2014, deadline falls on a Saturday, therefore census rosters should be submitted by Friday August 29th

3. Budget Reductions

- Academic Services’ share of the \$300,000 deficit is \$170,000
- VP Akinkuoye provided background on the \$300,000 deficit, which was presented to the Board on August 6, 2014
- Instructional deans have identified reductions for their divisions
- VP Akinkuoye had proposed to Cabinet that Academic Services’ budget be left intact and that Block Grant funds be used instead (see Item 8)

4. California Colleges Set Goals to Increase Student Completion/Talking Points for Media

- VP Akinkuoye shared with Council highlights of a conference call that he and VP for Student Services Todd Finnell participated in:
 - The discussion provided talking points for colleges to use
 - The state’s target for student completion: 1,000,000 completed degrees and certificates in 15 years
 - Each school will set its own goal for student completion
- VP Akinkuoye identified programs and processes that would help the college reach this goal:
 - Develop local certificates which students could earn en route to a degree
 - Program pathways
 - Evaluate the skills students need to complete a degree and certificate



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- AB86

5. Evening Administrator- Safety and Supervision of Instruction

- VP Akinkuoye informed Council that he had raised concern regarding the need for an evening and weekend administrator to President's Cabinet, and his concern is based on two issues:
 1. Safety
 2. The need to monitor instruction to ensure classes meet the required number of hours
 - VP Akinkuoye emphasized the need to be prepared and proactive
 - It was noted that the Instruction Office is open late the first week of every semester

6. Advisory Board Meetings & Dates

- Council was reminded to provide notice of advisory board meetings to Linda
- VP Akinkuoye offered to provide assistance to those programs that need to establish an advisory committee

7. Plans for Agriculture/Farmers Community Engagement- Possible Dates

- VP Akinkuoye shared with Council some of the issues he's addressing and the activities he's working on to help improve the agriculture program:
 - The need for a viable advisory board
 - Bring together local farmers at a meeting on campus to determine ways to improve the program
 - Consider re-packaging the program in certificate form to encourage students

8. Physical Plant and Instructional Support Funds (\$854,734 Received)

a. Identify and Prioritize Funding Proposals

- Academic Services' share of the Block Grant funds is approximately \$115,000
- A list of items allowable as expenditures under the grant was distributed to Council members
- Council members were instructed to provide their list of requested items to their deans by Thursday, and the deans are to provide the list of items to Dr. Nick by next Friday; Dr. Nick and the deans will prioritize the items
- Per direction of President's Cabinet, program review budget requests/enhancements of less than \$5,000 will be handled by the area vice presidents; if the final Block Grant allocation for Academic Services is higher, the balance will be maintained as contingency funds for this purpose

9. Program Review

- CART Co-Chair Tina Aguirre suggested that programs focus on completion, if they are having difficulty identifying objectives when completing their program review

10. Board Meeting Presentations

- Superintendent/President Jaime has asked for volunteers to make presentations at board meetings; previous presentations include: A presentation regarding the Athletics Program by Athletic Director Jim Mecate; a presentation on the nursing program by Director of Nursing Susan Carron
- A sign-up sheet with board meeting dates will be sent to Council

Other - Department Reports

- **DE Coordinator Gaylla Finnell:** She is sending emails to faculty on the list to develop online classes for spring. Online tutoring services are being developed as part of the Online



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Education Initiative. Interviews for selection of students for the Inside/Out program have been completed; 14 inside and 12 outside students have registered for the class. The program taps into additional FTEs for IVC. There are changes to legislation that will impact inmate education programs. (Dr. Nick stated that AB86 will also have impact on these programs.)

- **Business Department Chair Craig Blek**: The department is experiencing massive computer problems in the labs.
- **Science, Math and Engineering Department Chair Dr. Daniel Gilison**: There are no critical issues to report. The department has had to turn away numerous crashers. He is aware of the issues with the agriculture program, and he wants to move proactively.
- **Librarian Frank Hoppe**: Frank volunteered to make a presentation to the board. Information literacy workshops for students have been scheduled. Frank identified the library as a core place for student success; however, there is no hard data available to support this. The information literacy workshops should provide this hard data.
- **English Department Chair Kathleen Dorantes**: The department is piloting the first hybrid ENGL 110 class this fall; ENGL 009 will be piloted in spring 2015. The embedded tutor program will continue this fall.
- **ESL Department Chair Ed Scheuerell**: No report.
- **World Languages and Speech Communication Coordinator Dr. Jose Ruiz**: SPAN 220 classes will pilot a new book written by Dr. Ruiz. The book is available in the bookstore and online for \$9.
- **Arts, Letters, and Learning Services Division Dean Dr. James Patterson**: Dr. Patterson reported on enrollment management activities of the division. He provided a report on the initial meeting held to discuss the functions of the various IVC labs. He volunteered to attend the Deans Retreat at College of the Canyons. Dr. Patterson and Math Department Coordinator Allyn Leon will look at the 1-stop learning center at Arizona Western College. He and Health and Safety Division Dean Tina Aguirre will address efficiency and effectiveness of the IVC labs.
- **Exercise Science, Wellness, and Sports Department Chair Dave Drury**: Dave reported on several issues the department is facing: The problem of students eating in the gym is worse this semester. Traffic flow in the gym is dangerous; it is just a matter of time before the college is faced with a lawsuit. There is a need for more security in the gym area. Several thousand dollars have been spent on seeding the soccer fields, but the fields are worse now and safety is a concern. The softball and baseball fields are not being maintained. The fitness center is dirty and dangerous, and he is embarrassed by the condition. The good news: No classes were cancelled or appeared on the jeopardy list. The fall sports season will begin soon (soccer, volleyball, basketball, cross-country).
- **Humanities Department Chair Carol Hegarty**: The first Art Gallery exhibit will be held next Thursday, Sept. 4th, 4 – 7 p.m. A reception will be held during Campus Hour the following Tuesday, Sept. 9th. The mural project is ready to start; they are waiting for cooler weather. The mural will be painted on building 1600, facing the picnic tables; lottery funds will be used for the mural. A Facebook page has been developed for the mural project. Carol is working with the music groups on concert dates and an awareness campaign.
- **ITEC Department Chair Jose Lopez**: The department is still moving machinery and furniture into the new CTE building. Simulators are needed to align with new technology.



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There is no power in some areas; however, everything will be ready in the spring. The department will hold an event and invite the community.

- **Learning Services Coordinator Terry Norris**: The labs are up and running and are very busy. A full complement of competent tutors is available.
- **Director of Child, Family and Consumer Sciences Becky Green**: All department course sections are full, including the lab. She is considering offering first aid and CPR classes as late-start classes. The department received a contract for \$12,000 for stipends for students majoring in CDEV. The stipends will be awarded based on grades. CFCS staff raised \$15,000 for professional development.
- **Director of Nursing and Allied Health Dr. Susan Carreon**: Fire and EMS faculty and staff are settling in the new CTE building. The fire burn trailer will be installed soon. Nursing NCLEX results are trickling in: So far VN pass rate is 100%; the RN pass rate is 95%. The VN program is up for re-approval (required every 5 years); a self-study is due in December.

Adjournment

- The meeting was adjourned at 4:15 p.m.