



INSTRUCTIONAL COUNCIL MEETING NOTES

Thursday, September 11, 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.

1. **Instructional Council Meeting Schedule.** Instructional meetings were changed to once a month, to the fourth Thursday at 3:00 p.m. Council was asked to maintain the second Thursday at 3:00 p.m. open on their calendars for other meetings as needed. Since Instructional Council will meet only once a month, attendance is expected of all chairs and coordinators. The next meeting of Instructional Council will take place Thursday September 25, 2014.
2. **Campus Hour and Schedule Development Timeline.** College Council has approved the revised class schedule time block calendar which includes a change to Campus Hour from Tuesdays and Thursdays, 11:50 a.m. - 1:15 p.m., to Monday through Thursday, 12:50 p.m. – 1:50 p.m. Dr. Nick anticipates approval of the revised time block and Campus Hour by Academic Senate next week. ESL and Athletics expressed some concerns over the new campus hour and potential impacts to their programs. Dr. Nick asked the chairs to make sure those sentiments are expressed at the Academic Senate meeting next week. Email was sent to Instructional Council on September 10th which includes the timeline for development of the 2015-2016 annual schedule (see below). The timeline is very tight and it is imperative that all adhere to the timeline as the schedule links to program review and the budget.

Schedule Development
September 10 - October 3
Faculty Selection
October 6 – November 21
Electronic Draft & Budget Projection Review
December 1 – December 19



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3. **Census Roster Issues.** Several issues were raised regarding the online census roster process. An accurate list of remaining census rosters has not been produced to date. Dr. Nick plans to invite Student Services to Instructional Council's last meeting of the fall to discuss ways to improve not only the census roster process but other processes as well in order to meet identified deadlines. Council members were asked to document their concerns regarding the census roster process for discussion at the meeting.
4. **Other Important Academic Services Submission Dates:** Additional submission dates identified included graduation application and final grades.
5. **Expansion of Inside/Out Program.** Distance Education Coordinator Gaylla Finnell provided an update on IVC's Inside/Out Pilot Program, including a flyer (attached): One class each semester will be provided under the pilot program. "Inside" students will be low risk, work crew students. Financial Aid technical Alma Orozco will provide assistance with financial aid applications, and Special Projects Coordinator Dr. Martha Garcia will be helping with student registration. Gaylla and staff are working to identify additional outside students. Gaylla was contacted by the Chancellor's Office Board of Governors to offer inmate education programs under SB 1391; she has met with the representatives of the Sheriff's Office and the two local prisons. She acknowledged that expanding inmate education to the prisons could trigger the need for a substantive change proposal.
6. **Probe Inquiries and IVC's Response: Friday Evening and Saturday Administrator Duty.** The first Probe inquiry received this semester relates to accusations of discrimination. The latest inquiry relates to the nursing program and faculty arriving to class late. While IVC sufficiently responded to these inquiries, Dr. Nick stated that by raising these questions the public is holding the college accountable. Consequently, we must hold ourselves accountable. In regards to faculty arriving to class late, the state requires that classes meet the required number of hours. Dr. Nick will share the latter Probe inquiry with the Academic Senate at its next meeting. In addition, in order to address this concern Dr. Nick has proposed implementation of administrator duty on Friday evenings and Saturdays. He alerted Council that monitoring of classes to ensure classes meet the required number of hours is coming, and the process will be fair and consistent. Dr. Nick will send a guide on "what to do when the press calls."
7. **ACCJC Action on Alternative Energy – Solar Technology Certificate Program.** A substantive change proposal will not be required for the program.
8. **Evening and Weekend Administrator Duty Schedule.** See response to item 6 above.
9. **Programs with Dwindling Enrollment.** Dean Efrain Silva provided Council with a description of the program review process that all CTE programs are required to undergo every two years. In response to FCMAT recommendation, the process was expanded last year. Following the review, CTE programs are classified into three categories: 1 – The program is healthy and no



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modifications are needed, 2 – The program is moderately healthy, there are no significant issues, 3 – The program requires substantial improvements. CTE programs in category 3 undergo a mitigation plan during the fall semester. If no improvement is shown after two years, the program is terminated. Dean Efrain Silva will provide a copy of the CTE program review report to Council members. The CTE program review criteria will be expanded and the review process applied to all other programs. Council discussed concerns with public reaction to program eliminations in the past, and identified the need to put the word out in the community early when a program is being considered for possible elimination. Dr. Nick will work with PR Consultant Bill Gay to prepare a standard message.

10. **Block Grant – Prioritization of Funding Requests.** Council reviewed a spreadsheet reflecting prioritization of funding requests submitted. Adjustments were made to include the cost of a fire engine that was to have been paid for with bond funds. EWS Department Chair Dave Drury will submit his department's requests to Dean Silva tomorrow or Monday for consideration by Dr. Nick and the deans.
11. **Constitution Day, September 17, 2014.** State law requires that all publicly funded educational institutions provide educational programming on the history of the Constitution on that day. ASG has planned activities to observe Constitution Day. Dr. Nick asked faculty to bring up Constitution Day in their classes. Head Librarian Cathy Zazueta will look into the availability of posters and pamphlets in the library.
12. **Other.** Concern was noted regarding the Hispanic Heritage Celebration taking place today, on 9/11. All Council members provided brief reports on their areas, including updates on the status of program review and activities that address accreditation compliance (i.e., walk-in workshops on information literacy skills for faculty and students; analysis of tutoring services). Math Coordinator Allyn Leon reported on the status of the MOU with CETYS for an engineering transfer agreement. DE Coordinator Gaylla Finnell reported on IVC's participation in the Online Education Initiative pilot program. SLO Coordinator Jill Nelipovich distributed signup sheets for three trainings on SPOL Assessment (SLOs and PLOs). The training will target full-time faculty initially; Jill will discuss training for part-time faculty with Dr. Nick. Jill is also available to provide one-on-one training as needed. Brief discussion was also held regarding the syllabus template, including guidance on saving syllabi as .pdf documents before uploading to the syllabi repository.

Adjournment

- The meeting was adjourned at 4:47 p.m.