



INSTRUCTIONAL COUNCIL MEETING NOTES

Thursday, September 25, 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 checked="" type="checkbox"/> Allyn Leon	<input checked="" type="checkbox"/> Dave Drury	<input checked="" type="checkbox"/> Daniel Gilison	<input type="checkbox"/> Rick Goldsberry
	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Carol Hegarty	<input type="checkbox"/> Frank Hoppe	<input checked="" type="checkbox"/> Jose Lopez
	<input type="checkbox"/> James Patterson	<input checked="" type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Terry Norris	<input checked="" type="checkbox"/> Kathleen Dorantes
	<input checked="" type="checkbox"/> Gaylla Finnell	<input type="checkbox"/> Jose Ruiz	<input type="checkbox"/> Ed Scheuerell	<input checked="" type="checkbox"/> Efrain Silva
	<input type="checkbox"/> Ed Wells	<input checked="" type="checkbox"/> Kevin White		
Visitors:				
Recorder:	Linda Amidon			

VP Dr. Akinkuoye ("Dr. Nick") called the regular meeting of Instructional Council to order at 3:08 p.m.

1. 2015-2016 Schedule Development

- Schedules are due October 3, 2014

2. 2014-2015 Program Reviews

- Program reviews were due September 24, 2014
- Dean Silva reported that EWD Division program reviews will be completed by tomorrow September 26, 2014

3. 2015-2016 Budget Development

- Budgets are due September 26, 2014 (i.e., entered in SPOL)
- Members expressed concerns regarding the email sent today by Director of Fiscal Services Carlos Fletes in which he directs that categorical programs must enter budgets for 1,000, 2000, and 3000 accounts (salaries and benefits):
 - The email was sent today, the day before budgets are due
 - A personnel listing was not provided
 - Budget managers were previously directed to enter budgets for only 4000, 5000, and 6000 accounts (supplies and services)
 - It was noted that Mary Carter had initially sent email notice regarding the budget due date on September 19, 2014, which is insufficient notice
- VP Akinkuoye asked Council members to hold off on taking action until he discusses the matter with CBO John Lau

4. Block Grant Prioritizations

- A late request for funds was granted and is represented in the prioritization spreadsheet
- The remaining Block Grant funds will be used for incidental items
- Members were asked to provide Linda with the org, account and program numbers for each item on the list so that funds can be allocated

5. Board Meeting Presentations

- VP Akinkuoye reported that to date only two faculty members have volunteered to make a presentation
- Members discussed ideas for presentations and some subsequently volunteered to make a presentation (Welding, Building Construction, Health/P.E., Fire Science, Auto Tech, Basic Skills, SLOs, Air Conditioning)

Other

- The regularly scheduled Instructional Council meeting in November (i.e., fourth Thursday) falls on Thanksgiving day, so the meeting has been moved up to November 13, 2014; Student Services administrators have been invited to the meeting to discuss process improvements; to date, only half of the committee has accepted the meeting invitation for the meeting; Linda will resend the meeting invitation

- VP Akinkuoye announced that future meetings of Instructional Council would be recorded
- VP Akinkuoye expressed concern that there are many obsolete items on the IVC website; the website needs to be update in preparation for the ACCJC site visit in the spring; he will present this item to Administrative Council for discussion
- Members provided brief status reports for their areas:
 - **All** reported on the status of program reviews, and budget and schedule development
 - **Math Coordinator Allyn Leon:** A follow-up meeting with CETYS will take place next Tuesday September 30, 9 a.m. – 10:00 a.m.; a draft handbook is in progress
 - **DE Coordinator Gaylla Finnell:** Course evaluations have begun, the submission deadline was moved up to October 1to accommodate November 10th priority registration; Gaylla has been selected to make a presentation on the Inside/Out program in January at a state conference; Gaylla and CTE and Financial Aid staff visited a federal residential facility in Brawley, residents are interested in taking classes and would like IVC reps to visit the facility once a month; Inside/Out program classes begin October 30
 - **Dean of EWD Efrain Silva:** The state budget includes an increase of \$50 Million for CTE enhanced funding, 60% of which will be allocated to individual colleges on a formula basis and the remaining 40% awarded via a competitive grant; the San Diego/Imperial region's share of the funding is \$4.3 Million; IVC's allocation is unknown at this time; Efrain and CISCO instructor Gordon Bailey participated in a conference call with ICTE, health programs is the topic of next week's conference call
 - **Associate Dean of NAH Susan Carreon:** The nursing program is accepting applications for spring 2015 admission, the deadline is September 30; NCLEX pass rate is 95%
 - **CART Co-Chair Brian McNeece:** Brian is reviewing a draft of the student survey; the survey will include a prize drawing as an incentive for students to participate, ASG will purchase the prize for the drawing (a Surface Tablet); Brian recommended that a committee be formed to review and revise the college's mission and values
 - **SLO Coordinator and Basic Skills Coordinator Jill Nelipovich:** SLO assessment training has begun and more sessions are scheduled; faculty finds the process to be easy; the Regional Basic Skills Coordinator will be here October 27; a review of embedded tutors will take place; the 3CSN Reading apprenticeship will take place on January 5, 2015.
 - **Behavioral/Social Sciences Department Chair Kevin White:** The Alcohol and Drug Studies (ADS) program is making progress in gaining more internships for our students with the County Behavioral Health Department. Additionally our graduates are finding jobs/careers in the addiction/recovery field. Kevin and History Professor Suzanne Gretz were interviewed by the Imperial Valley Press regarding how professors teach about the 9/11 attack on the United States. Cengage, one of the major publishers of textbooks, will be on campus in December to present to the different disciplines within the BSS Department concerning their products. They are interested in showing us their product lines and competing for our business.
 - **Science, Math, and Engineering Department Chair Daniel Gilison:** Work on the Ag Science Associate Degree for Transfer has begun.
 - **Academic Senate President Michael Heumann:** Two Senate meetings are scheduled for next Wednesday (regular meeting) and Friday (retreat in the Art Gallery). Michael reported on standing committee assignments: There is more faculty interest than committee assignments available. Instructional Council members offered suggestions for alternatives to serving on a committee: Serving as an area SPOL expert; student club advising; student mentoring; serving on ad hoc and task force committees to review the sabbatical leave process, class size, mission and values; maintaining webpages on IVC website; VP Akinkuoye set the criteria for acceptable alternative options: Impact on students and contribution to the college
 - **English Department Chair Kathleen Dorantes:** English Department faculty will meet to address the difficulties ESL students have in passing English classes; the recently established Anime and Comic Book Club headed by English Instructor Diana Ferrell is going well
 - **Humanities Department Chair Carol Hegarty:** A new art gallery exhibit begins next Thursday October 2, 4:00 p.m. – 7:00 p.m., the exhibit is based on ecology and includes various articles from the Salton Sea

Adjournment:

- The meeting was adjourned at 4:05 p.m. The next regular meeting of Instructional Council will be held October 23, 2014, 3:00 p.m., in the Board Room.