



INSTRUCTIONAL COUNCIL MINUTES

Monday, August 13, 2012, 10:00 a.m.
Board Room

Members Present:

- Becky Green, Director of CFCS
- ✓ Cathy Zazueta, Lead Librarian
- ✓ Daniel Gilison, Chair, Science and Math
- ✓ David Zielinski, DE Coordinator
- ✓ Efrain Silva, Dean, Economic and Workforce Development
- Jose Lopez, Chair, ITEC
- ✓ Kathy Berry, Vice President of Academic Services
- ✓ Leticia Pastrana, Chair, ESL
- Rick Goldsberry, EMS Coordinator
- ✓ Taylor Ruhl, Dean, Library and Learning Services
- ✓ Tina Aguirre, Dean, Health and Public Safety

Recorder: Linda Amidon

- ✓ Carol Hegarty, Chair, Humanities and Languages
- ✓ Craig Blek, Chair, Business
- ✓ David Drury, Chair, Exercise Science/Wellness/Sport
- ✓ Edward Wells, P.O.S.T. Coordinator
- ✓ James Patterson, Chair, English
- ✓ Jose Ruiz, Languages Coordinator
- ✓ Kevin White, Chair, Behavioral and Social Sciences
- ✓ Rick Castrapel, Math Coordinator
- Sidney Rice, SLO Coordinator
- ✓ Terry Norris, Tutorial Specialist

Visitors: Joel Jacklich (Part-Time Instructor)

Packet of Meeting Materials

- Committee reviewed the documents under each section; discussion, recommendations, and action included the following:

1 Duties and Responsibilities

- 2012-2014 term chairs were asked to revise the chair job description to correspond with the new organizational structure for Academic Services
- Deans were asked to revise the dean job description to correspond with the new organizational structure for Academic Services
- Committee was asked to review and finalize the draft of the coordinator job description which former Dean Brian McNeece developed
- Human Resources will finalize job descriptions following Instructional Council review

2 Enrollment Management

- VP Berry worked with FCMAT to develop the Enrollment Management Plan outline; the enrollment management process has been carried out primarily by Academic Services but per FCMAT the process should start with Business Services
- Randy Lawson of FCMAT is the foremost authority on enrollment management and will develop an enrollment management tool for IVC which is based on faculty hours and FTEs
- Executive council will develop the strategic plan for enrollment management
- Academic Services will develop the schedule through an Enrollment Management Task Force; the EMTF will be composed of all Instructional Council members and representatives from Student Services and Business Services; the task force will be established in the next two weeks
- Committee reviewed 2011-2012 Enrollment at a Glance; FCMAT deemed the 2011-2012 schedules as expensive

- IVC did not meet its FTEs target: short by 400 FTES in 2011-2012; short by 300 FTES for fall 2012; the State will pay apportionment as though cap was met; however, if cap is not met by June 30, 2013, will result in deduction of \$2.5 from 2012-2013 budget; if cap is not met, will result in permanent reduction in cap
- the main goal of the EMTF is to develop a schedule that will bring in students; factors that will adversely impact the schedule is the inability to hire full-time faculty due to budget constraints; full-time temporary faculty was hired for 2012-2013

3 Program Review

- FCMAT will return to IVC on Friday August 17, 2012; final versions of the academic program evaluations will be provided at that time

4 Budget

- Committee received a summary of the 2012-2013 Tentative Budget

5 Accreditation, SLOs, PLOs

- Committee was reminded that 2012-2013 is an accreditation year; the evaluation team will visit the college in March
- VP Berry and CART Co-chair Brian McNeece will serve on separate evaluation teams in the fall
- All Instructional Council members are members of CART
- VP Berry provided brief progress report on the self evaluation and SLOs:
 - drafts of all standards have been completed and are undergoing revision to address questions, concerns, comments and recommendations of the editors
 - Standard III.D, Finance Resources, is of concern: the Commission has added an additional review by Chief Business Officers for the Annual Financial Report
 - a Report For the Proficiency Level in Student Learning Outcomes is due in March 2013
 - VP Berry anticipates all community colleges will be sanctioned for SLOs

6 Policies and Procedures

- Committee received a brief explanation of contract changes that will impact Instructional Council and was asked to review the changes with department faculty:
 - 6.1.4.1 Sick Leave: If an instructor is absent more than a week, deans are responsible for working with department chairs to locate a substitute
 - 6.1.4.2 Staff Development Conference Leave: Out-of-State travel, including travel to Yuma, requires prior Board approval; the Board will not approve travel after the fact
 - 13.2.2 Informal Discipline: Chairs will no longer be involved in informal discipline; chairs are to report to dean who conducts the investigation
 - refer student grade complaints to the dean; can be dealt with informally; only faculty can change a student's grade
 - 15.1 Primary Workload Function: It is anticipated that faculty will question chairs regarding additional pay for duties outlined
 - office hour requirement: 4 hours per week over 4 days and a minimum of 30 minutes
 - 15.3.3 Contract Load for 199-day Teaching Faculty: Defines chair contracts
 - 15.6 Final Grades: Clarifies due date for short-term classes
 - 15.12 Overload: Overload over 9 units requires completion of overload request form. In the future, VP Berry will request rationale for additional overload. This year, faculty in some areas have been allowed overload up to 15 units due to the lack of faculty; the law is clear: overload in excess of contract load is not allowed

Agenda Items

1. Fall Schedule Issues

- Fall 2012 FTEs target is 3,150, with a 93% fill rate; as of August 13, 2012, 2,661 FTEs
- Committee reviewed the jeopardy list and discussed possible reasons that classes aren't filling:

- it is rumored that students are waiting until classes start to register to avoid being dropped for non-payment of fees (current policy provides that students won't be dropped once the semester begins)
 - ✓ if the rumors are true, the drop policy must be revisited (FCMAT questioned this move)
 - ✓ the policy was suspended last week per directive of Executive Council
- the change in unit cap (was reduced from 19 units to 16)
- registration trending is different this year
- Committee discussed marketing strategies (jeopardy list was provided to Student Services for promoting targeted classes; notify students that they can still crash classes), and concerns with waitlist process (timeframe to respond to waitlist notification is too short; send text in addition to email; require students to provide a phone number), and staffing issues (lack of instructors)
- VP Berry directed the committee to make decisions this week to address low-enrolled classes; if no improvement in enrollment this week, pull the class; she will require rationale to keep low-enrolled classes open; the college does not want to hurt students but at the same time IVC can't allow classes with only 2 – 3 students; the criteria for keeping a class open is 15 students or 50% of cap
 - it was recommended that exceptions be made for classes offered during off hours; VP Berry will consider only if financially feasible

2. Program Evaluation Health Check

- Final program evaluations are due August 16, 2012; FCMAT is satisfied with the majority of first drafts
- FCMAT found the FTES/FTEF ratios to be off for some programs; the state average is .083FTES/1 FTEF; IVC's ratio is .067FTES/1 FTEF, which could be a reason why IVC's faculty obligation number (FON) is high

3. Welcome Back Events

- VP Berry briefly described the agenda for the Part-Time Faculty Orientation
- Committee reviewed the Welcome Back agenda

4. Department Meetings

- Committee was notified that courses of 5+ units were allowed to be scheduled during the college hour (Nursing, ESL, and Math courses)
- The college hour is the ideal time to hold department meetings
 - provide department meeting schedule and minutes to VP Berry
 - selection of Academic Senate division representatives could be made at the first department meeting; the chairs and deans are to determine the best method for selecting the representatives
 - committee reviewed common agenda items for first department meeting: late add/drop procedures (all students must be on a census roster); SLOs/SAOs/PLOs (the Commission will be looking for proof of "authentic discussion"; per SLO Coordinator edict, meet for a minimum of two hours per month to work on SLOs/SAOs/PLOs)
- Committee asked whether an updated adjunct faculty handbook was available; VP Berry will check with Brian McNeece on the status of the handbook
- Brian McNeece and Trini Arguelles will continue to serve as Co-chairs of the Continuous Accreditation Readiness Team (CART); the self evaluation will be presented to the shared governance groups in November, to the Board for ratification in December, and submitted to the Commission in January

5. Budget

- Committee members were asked to confirm that their lottery budgets were funded; if not funded, notify VP Berry; new lottery funds have not yet been determined by the state
- Committee was informed that there are no funds for instructional equipment
- VP Berry provided background regarding the 2012-2013 budget:
 - a lot of the budget depends on the outcome of the November tax initiative
 - IVC apportionment has been deferred, so funds are short
 - CTA and administration is campaigning for Proposition 30, which is the Governor's tax initiative; the opposing tax initiative will devastate community colleges if it passes and will result in \$2.5 Million dock for IVC in 2012-2013; need to pass Proposition 30 for IVC survival

- VP Berry provided a brief status report on negotiations:
 - Part-time Faculty Association contract negotiations have not been completed; the PTFA has asked that a full-time faculty with load and overload not bump a part-time faculty member; selection of classes by part-time faculty will follow a seniority process
 - the classified union voted down the tentative agreement with the district

- 6. Overload**
 - See discussion under item 6 of Packet of Meeting Materials

- 7. "TBA" Classes**
 - VP Berry informed the committee that the auditors were here in July and reviewed IVC's "TBA" classes; she described a "TBA" course as a credit course requiring regular weekly class meetings; she cautioned that the Department of Finance is reviewing community college class schedules

- 8. Room Utilization**
 - VP Berry reported that per the State, IVC's room utilization doesn't justify the need for additional portables; she provided a summary of the new room utilization process:
 - more Friday and afternoon classes will be scheduled
 - course caps will match classroom occupancy
 - dry labs will be used for classes for spring 2013
 - department chair role in the process will be to determine the number of sections of a course to be offered
 - Dave Drury provided background regarding the room 700: team rooms and locker rooms were converted to classroom 700; room 700 serves as team rooms for visiting teams, and outdoor PE activity classes meet in the room during inclement weather
 - Committee members were asked to provide input regarding eight-week short-term classes to be scheduled on Fridays and afternoons; the committee identified the shortage of faculty as an issue

- 9. Enrollment Management**
 - VP Berry described FCMAT's recommendation that IVC develop schedules for spring 2013 in preparation for the November tax initiative (1) failing (2) passing with property on track, (3) passing with property tax not on track
 - See discussion under item 2 of Packet of Meeting Materials and item 8 of Agenda regarding centralized scheduling model (i.e., room utilization) and enrollment management task force

- 10. Future Meetings and Training**
 - Regular meetings of Instructional Council will be held Thursdays at 3:00 p.m. opposite Curriculum Committee meetings (i.e., the second and fourth Thursdays)
 - No meeting on August 23, 2012
 - Committee will begin planning the 2013-2014 class schedules in January 2013