



MODESTO JUNIOR COLLEGE
JOINT MEETING OF
STUDENT SERVICES AND INSTRUCTION COUNCILS
April 19, 2016

Members, Instruction Council	Representing	Present	Absent
Brenda Thames, VP Instruction	Chair	√	
Curtis Martin, Academic Senate President	Co-Chair	√	
Michael Adams, Professor, Mathematics	Academic Senate	√	
Don Borges, Dean, Agriculture & Environmental Sciences	Dean	√	
Jillian Daly, Dean, Literature & Language Arts; Library & Learning Center	Dean	√	
Kathleen Ennis, Professor – Librarian	Academic Senate	√	
Eric Fischer, Professor, Physical Education	Academic Senate		√
Kimberly Kennard, Professor, Human Services	Academic Senate		√
Deborah Laffranchini, Professor, Child Development/Family Life	Academic Senate	√	
Wendy Long, Administrative Specialist	CSEA		√
John Mendes, Professor, Plant Science	Academic Senate		√
Ariana Ramirez, Student	ASMJC		√
Martha Robles, Dean, Counseling and Student Learning	Dean	√	
Al Smith, Professor, History	Academic Senate	√	
Michael Sundquist, Dean, Arts, Humanities and Communications	Dean	√	
Paige Tengeluk, Student	ASMJC		√
Santiago Uvina, Program Specialist	CSEA	√	
Timothy Vaughn, Professor, Electronics & Industrial Tech	Academic Senate		√
Julie Trejo, Financial Aid Technician	CSEA		√
Vacant	Academic Senate		
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Members, Student Services Council	Representing	Present	Absent
James Todd, Interim VP Student Services	Chair	√	
Flerida Arias, Dean	Student Services		√
Francisco Banuelos, Dean	Dean Rep		√
Peggy Fikse, Director	Student Financial Services		√
Michael Girardi, Professor, Physical/Health Education	Academic Senate		√
Brian Greene, Librarian	Yosemite Faculty Association	√	
Bradley Machado, ASMJC Senator	ASMJC		√
Ross McKenzie, Professor, Mathematics	Academic Senate	√	
Clorinda Otte, Instructional Support Assistant	CSEA		√
Stephanie Pierce, ASMJC Senator	ASMJC		√
Martha Robles, Dean	Dean Rep	√	
Al Smith, Professor, History	Academic Senate	√	
Donna Yarnal, Administrative Secretary	CSAC		√
Araceli Zarate, Program Specialist	CSEA		√
Vacant	Academic Senate		
Amanda Cannon, Accreditation/Assessment Process Specialist	Recorder		

I. Call to Order

Brenda Thames called the meeting to order at 3:11 p.m.

Quorum was met for Instruction Council. Quorum not met for Student Services Council.

Action Items

II. Action Items

a. Approval of Agenda

Approved by consensus.

Action Item:

b. Approval of notes from the meetings held 3/1/16, 3/15/16 & 4/5/16

Approved by consensus.

Action Item:

c. Data sets for Educational Master Plan

Business

I. New Business

II. Continuing Business

A. Hiring Prioritization Document Update

Mike Sundquist presented a power point presentation identifying the issues discussed within Instruction Council and a proposed solution. The September deadline for retirements is important for timely notifications for consent agenda replacements. There was language proposed to address out of cycle separations.

“If the deadline is not met, the vacated position will be considered and acted upon administratively. The administrative process will include analysis of a completed Faculty Hire Proposal Form and will reflect consideration of the Instructional Outlook Report priorities. The faculty co-chair of the Instruction Council will participate in the administrative discussions when possible.”

The Deans’ Cabinet meets weekly and can review proposals in a timely manner which results in departments receiving direction quickly regarding replacement decisions. The shortage of adjunct instructors in certain discipline areas can impact the college’s ability to staff sections during times of critical need. Growth positions will come back to IC to review. The result would be Instruction Council focusing once a year on Replacement and Growth Position prioritization.

It was suggested that the term “acted upon administratively” is not defined clearly. If the deans will be the group tasked with reviewing these separations, it needs to be stated. Mr. Sundquist

suggested that we adopt this language for the upcoming year and review its effectiveness in 2017-2018.

There was concern that this change takes us steps back to the days where administrations were making hiring recommendations. It was pointed out that this creates a process for a procedure that is currently undefined.

The proposal was amended to be as follows:

*“If the September 30th announcement deadline is not met, the vacated position will be considered and acted upon by **Deans’ Cabinet**. The administrative process will include analysis of a completed Faculty Hire Proposal Form and will reflect consideration of the Instructional Outlook Report priorities. The faculty co-chair of the Instruction Council will participate in the administrative discussions ~~when possible~~. **Deans’ Cabinet will forward positions on a consent agenda to the Instruction Council.**”*

Action Item:

Mike Sundquist moved to approve the amended “late separation” verbiage.

Seconded by Jillian Daly

Result: Unanimous approval

Amanda will forward language to Academic Senate to be added to their agenda.

B. Program Review Update – Curtis Martin

Program Review party is tentatively scheduled for May 10th. The group present agreed on the date. It was agreed that the group would meet from 12-5 and lunch would be provided. It is beneficial for all deans to be present and Curtis will recruit five more faculty.

C. Educational Master Plan

EMP data packets were presented to the group. There was discussion regarding the data and how to interpret it as an institution. Reflecting on the retention data presented, it was suggested that exit surveys be automatically generated when students drop or fail classes to see what needs are impacting the success of the student. Staffing, services, and online support could all be factors. For instance, division offices should be manned during hours that classes are being taught. Students attending evening classes need access to scantrons, services, and food.

EMP work group has presented to every department/division except LLA, and Counseling. Open charrettes are scheduled for 4/27/416 and 5/4/16 in Library 55. Details will be emailed institution-wide.

Data sets can be found on the EMP website here: <http://www.mjc.edu/general/accreditation/emp/>

III. Discussion Items

IV. Informational Items

V. REPRESENTATIVE REPORTS

A. College Council

- n/a
- B. Student Success & Equity**
- n/a
- C. Other**

VI. ADJOURNMENT

The meeting was adjourned at 5:05 pm.

Next meeting: Joint Instruction Council/Student Services Council meetings have been moved to Fridays. Our next meeting will be held September 16, 2016, TBA, 10:00 - 12:00pm.

Unapproved