



MODESTO JUNIOR COLLEGE
INSTRUCTION COUNCIL
 September 17, 2019

Members, Instruction Council	Representing	Present	Absent
Jennifer Zellet, Vice President of Instruction	Chair	X	
Robert Stevenson, Professor - Art	Co-Chair	X	
Joseph Akpovi, Professor – Logistics	Academic Senate	X	
Kathleen Ennis, Professor – Librarian	Academic Senate	X	
Nita Gopal, Professor – English	Academic Senate	X	
Lori Marchy, Professor – Agriculture & Environmental Sciences	Academic Senate		X
Tonya Robinson, Professor – Nursing	Academic Senate	X	
Al Smith, Professor – History	YFA	X	
Don Borges, Dean, Agriculture & Environmental Sciences	Dean	X	
Martha Robles, Dean Allied Health and Family & Consumer Sciences	Dean	X	
Ashley Griffith, Dean of Student Services	Dean	X	
Michael Sundquist, Dean – Arts, Humanities & Communications	LTAC	X	
Amanda Cannon, Research Analyst, Institutional Research and Planning	CSEA	X	
Santiago Uvina, Program Specialist	CSEA	X	
Brisa Antunez, Student	ASMJC SEN 1	X	
Vacant, PRHE Representative	Academic Senate		
Vacant, Family & Consumer Sciences Representative	Academic Senate		
Vacant, SME	Academic Senate		
Vacant, Student	ASMJC SEN 2		
GUEST(S):			
RECORDER			
Maryanne Ambler, Executive Secretary, Instruction Office	Recorder	X	

Introductions of the council.

I. CALL TO ORDER

- i. Rob Stevenson called the meeting to order at 3:15 p.m.

Action Items

II. ACTION ITEMS

- a. Quorum was met.
b. M/S (M. Robles, J. Akpovi) Move to accept the agenda 9/17/19
c. M/S (T. Robinson, D. Borges) Move to approve the minutes from 4/2/19

Business

III. NEW BUSINESS

a. Instructional Outlook Report

- i. Jennifer introduced the document, explaining that the purpose is to guide the council through creating a prioritization list. Then divisions use this document to guide their decisions prior to putting their proposals forward to the College Council. Background and considerations that went into the creation of this document:

1. Divisions are able to put forward applications per senate representation and this document is to guide those decisions.
2. In creating the Instructional Outlook Report document, conversation with President Houpis, VP Zellet, and VP Arias agreed to focus on student completion in this document.
3. FON (Faculty Obligation Number) floor number from the CCCCCO, YCCD should have a minimum of 290.2 FTEF. This year, the CCCCCO has given 14,447 FTES, 210 less FTES than last year. This consideration went into Instructional Outlook Report as well.
4. In 2018-19, the state allocated funding to the district closely equivalent to seven full-time faculty. Last year five new faculty were hired, three were from growth money, dedicated money from the state, and the other two were from categorical funds.
5. Faculty that were funded out of categorical funds in the past, will be hitting our fund 11 starting December 2019. The MJC executive team is requesting from District to consider funding some of this from the money that they received last year.
6. Priorities are student-focused education, their completion, and equity-minded.
7. Canvas shell will include the Institutional Effectiveness webpage link for all to access
8. Appendix with completions and awards to be sent out to the team. That information originates from the office of Institutional Effectiveness.

ii. Questions or observations:

1. Nita observed: on the first chart, 280.2 is the minimum and we are at 290.2, so we are already over the FON. Is that a problem? Jennifer: no, we just cannot go under the FON.

2. Rob mentioned he like that the shift of the document discusses the completion and success rather than just students in seats. It also states that replacements
 3. Amanda clarifies that completion does not only consider areas that have degrees or certificates. Completion includes areas that support the completion of degrees and certificates. For example: Counseling and Library takes on a different data set need to be considered in a different way and each area would need to articulate how their area supports completions.
 4. Joseph brought up, how is completion defined? In Tech Ed, a student obtaining a job is considered a “completion,” not necessarily a piece of paper.
 - a. Response: a consideration for that has been made at the State Chancellor’s Office called “Skill Builders” which is a way to help the college capture this data. There is still room to improve capturing this data, but this is something that is considered.
- iii. Vote on the first read: the group accepted.
- b. Instruction Council Hiring Prioritization Process (which was approved 4/2/19)
- i. How do we shift to make sure we are looking at data differently?
 1. A lot was taken out of the document in order to bring more consistency
 2. From minutes 4/2/19, III.A.5 it had been discussed moving the document toward student success.
- c. Faculty Hiring Process Schedule and Packet for Divisions
- i. Two alterations to the dates:
 1. October 25th IOR proposal
 2. November 1st for the video
 3. Dates: all of the dates are adjusted to reflect last year’s dates except November 1st is one week different. The video recordings may cause a problem with the date lineup.
 - ii. M/S (M. Robles, N. Gopal) Move to accept the date changes on the Faculty Hiring Process Schedule and Packet for the divisions
12 Aye. 0 Opposed. 0 Abstentions.
- d. Review of the Faculty Hire Proposal Form has been postponed until the Instructional Outlook Report is fully approved.

IV. Reports

- a. Guided Pathways Progress Report
 - i. Trainings between last summer and this summer 68 faculty
 - ii. Coursework roadmaps and
 - iii. 87 completed maps from 31 departments
 - iv. 15 program profiles, that area is moving more slowly
 - v. Tina, Rob, Jenni, and Dejeune have all setup office hours to help set these up.
 - vi. Last Guided Pathways Institute in Sacramento, Jennifer heard from people all over that people are impressed and noticed around the progress we have made

and the creativity from our faculty and staff in this progress. The trading cards with General Ed has been very impressive and stood out. The cards are helping with program mapping in other divisions even! Indicating that these are good steps. Davis Jenkins is showing this to people across the nation, the things we are doing.

V. Public Comments

a. None

VI. M/S (K. Ennis, J. Akpovi) Move to adjourn

12 Ayes. 0 Opposed. 0 Abstentions.