



MODESTO JUNIOR COLLEGE
INSTRUCTION COUNCIL
 September 5, 2017

Members, Instruction Council	Representing	Present	Absent
Jennifer Hamilton, Vice President of Instruction	Chair	X	
Robert Stevenson, Professor – Art	Co-Chair - Academic Senate	X	
Joseph Akpovi, Professor – Logistics	Academic Senate		X
Kathleen Ennis, Professor – Librarian	Academic Senate	X	
Nita Gopal, Professor – English	Academic Senate	X	
Deborah Laffranchini, Professor-Child Development/Family Life	Academic Senate		X
Ross McKenzie, Professor – Mathematics	Academic Senate	X	
Tonya Robinson, Professor – Nursing	Academic Senate	X	
Amanda Schnoor, Professor – Agriculture	Academic Senate		X
Al Smith, Professor – History	YFA	X	
Don Borges, Dean, Agriculture & Environmental Sciences	Dean	X	
Jillian Daly, Dean, LLA & LLC	Dean		X
Martha Robles, Dean, Counseling and Student Learning	Dean		X
Michael Sundquist, Dean – Arts, Humanities & Communications	Dean	X	
Julie Trejo, Financial Aid Technician	CSEA	X	
Santiago Uvina, Program Specialist	CSEA	X	
Danny Wei, Student	ASMJC	X	
Kaydee Cruz, Student	ASMJC		X
Vacant, PRHE Rep	Academic Senate		
Vacant	CSAC		
GUESTS:			
None			
RECORDER			
Pat Wallace, Executive Secretary, Instruction Office	Recorder	X	

I. CALL TO ORDER

Rob Stevenson called the meeting to order at 3:11 p.m. and quorum was established.

Action Items

II. ACTION ITEMS

a. Approval of Agenda

Action Item:

R. McKenzie moved to approve the agenda.

Seconded by K. Ennis

Result: Approved unanimously

b. Approval of minutes from the meetings of 4/18/2017

Action Item:

J. Hamilton moved to approve the minutes of 4/18/2017.

Seconded by M. Sundquist

Result: Approved unanimously

Business

III. NEW BUSINESS

- a. **Self-Evaluation and Review of Instruction Council Charge (Engaging All Voices):** Noted improvements included the updated hiring prioritization process document and review of the Instructional Outlook Report earlier in the academic year. Some of the council members are alarmed by the largess of some of the tasks of IC. Perhaps IC sets the goal/s for these tasks. One super council meeting (Student Services Council and Instruction Council) will be held in the spring. R. Stevenson will build a list to send out to members for feedback for the next meeting.

Action Item:

Who: R. Stevenson

What: Will build a list of items to send to IC members for feedback for the next meeting.

- b. **Membership:** Student Danny Wei and Math Professor Ross McKenzie were welcomed as new members of the Instruction Council. J. Hamilton and R. Stevenson will reach out to the responsible parties for replacements for vacant positions.
- c. **Review of EMP Workgroups that report to Instruction Council:** Each EMP workgroup has a timeline and a set of deliverables. The deliverables are by objective and includes the activities and timeline for each work group. Chairs will be invited to IC to talk about the flow of work from workgroup to the council. There will be training for workgroups and chairs so that their meetings will run smoothly and effectively. Hard copies of EMP will be make available for each council member. J. Hamilton will prepare a grid showing which work groups report to IC, their deliverables and activities for next council meeting.

Action Item:

Who: P. Wallace

What: Provide hard-copies of EMP for each council member

Action Item:

Who: J. Hamilton

What: Will prepare a grid of workgroups reporting to IC, their deliverables and activities for next IC meeting.

- d. Pathways Update:** J. Hamilton worked with over 150 faculty and staff on Thursday of Institute Week to collect information needed for the homework due September 1, 2017. Also used data from the institutional self-assessment done late last spring to complete the homework. The big general questions were what are we already doing and what are the biggest obstacles to overcome. J. Hamilton was encouraged by all that the institution is already doing. She is working with J. Sigman to build a pathways webpage. There will be institutional training dates. For each training date, five people will be selected to attend based on the theme for that training. The theme for the September 18-19, 2017 training is leadership training. The President along with the institutional coordinator (J. Hamilton) will attend each training. Attending the September training are J. Abbott, J. Hamilton, C. Martin, J. Stearns and J. Todd. They will come back and train the trainers.
- e. 2017-18 Instructional Outlook Report (IOR):** The purpose of the IOR is to guide the decision making, prioritizing and rankings during the hiring prioritization process. It establishes the priorities for the institution that it is aiming for so that we head into a single direction. The EMP brings forward four institutional priorities to guide instruction for the next five years. Priorities 1 and 3 will provide focus for the IC as they go through the hiring prioritization process. For next meeting, IC will review Deans' packet and data sets. A Canvas shell will be built for Instruction Council. Please accept the invitation to the Canvas shell when you receive it.

Action Item:

Who: J. Hamilton

What: Will build a Canvas shell for Instruction Council.

IV. Other

- a.** A. Smith reported that two orientations serviced over 400 African-American students as part of the UMOJA pathway.
- b. Adjournment**

Action Item:

K. Ennis moved to adjourn the meeting.
Seconded by R. McKenzie
Motion passing unanimously.

The meeting was adjourned at 4:35 pm.