



**MODESTO JUNIOR COLLEGE**  
**INSTRUCTION COUNCIL**  
 September 19, 2017

<b>Members, Instruction Council</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
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
Vacant, PRHE Rep	Academic Senate		
Vacant	CSAC		
<b>GUESTS:</b>			
None			
<b>RECORDER</b>			
Pat Wallace, Executive Secretary, Instruction Office	Recorder	X	

## I. CALL TO ORDER

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

### Action Items

## II. ACTION ITEMS

### a. Approval of Agenda

#### Action Item:

J. Daly moved to approve the agenda.

Seconded by D. Borges

Result: Approved unanimously

### b. Approval of minutes from the meetings of 9/5/2017

#### Action Item:

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

Seconded by T. Robinson

Result: Approved unanimously as written

### Business

## III. NEW BUSINESS

### a. 2017-18 Hiring Packet

1. The dates for the Instruction Council Hiring Prioritization Process timeline were reviewed with several dates revised to comply with this year's calendar.

#### Action Item:

K. Ennis moved to approve the revised dates for the IC Hiring Prioritization Process timeline.

Seconded by D. Laffranchini

Result: Approved Unanimously

2. **Consensus re: Criteria from Instructional Outlook Report & Discuss Data Sets for Proposals:** The Council reviewed and suggested changes for the Faculty Hire Proposal Form. There was consensus to use data from Program Review, the Institutional Effectiveness page and the Data Dashboard for position proposals.

#### Action Item:

D. Laffranchini moved to approve the new edits to the Faculty Hire Proposal Form.

Seconded by A. Smith

Result: Approved Unanimously

R. Stevenson and M. Sundquist will prepare a draft of the rubric for the next Council meeting. R. Stevenson will work on language for the packet to deans and put on the Canvas shell for Council review before the next meeting.

**IV. Continuing Business**

- a. **Self-Evaluation and Review of Instruction Council Charge:** This item was tabled to a future Council meeting.
- b. **EMP Workgroups That Report to IC:** This item was tabled to a future Council meeting

**V. Other**

- a. **Adjournment**

**Action Item:**

K. Ennis moved to adjourn the meeting.  
Seconded by A. Smith  
Motion passing unanimously.

The meeting was adjourned at 4:49 pm.