



**MODESTO JUNIOR COLLEGE**  
**INSTRUCTION COUNCIL**  
 October 3, 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>			
Jenni Abbott, Dean, Institutional Effectiveness		X	
Dr. Kevin Botenbal, Accreditation Site Team Evaluator		X	
<b>RECORDER</b>			
Pat Wallace, Executive Secretary, Instruction Office	Recorder	X	

## I. CALL TO ORDER

Jennifer Hamilton called the meeting to order at 3:06 p.m. Quorum was established.

### Action Items

## II. ACTION ITEMS

### a. Approval of Agenda

#### Action Item:

R. McKenzie moved to approve the agenda.

Seconded by M. Robles

Result: Approved unanimously

### b. Approval of minutes from the meetings of 9/19/2017

#### Action Item:

R. Stevenson moved to approve the minutes of 9/19/2017.

Seconded by J. Trejo

Result: Approved as written. R. McKenzie and J. Hamilton abstained.

### Business

## III. CONSENT

### a. Amended Faculty Hiring Proposal Form

#### Action Item:

R. Stevenson moved to approve the amended Faculty Hiring Proposal Form with a contingency that the history/context box is inserted prior to the number one box.

Seconded by R. McKenzie

Result: Approved Unanimously

#### Action Item:

R. Stevenson moved that since there is currently no process for bringing new programs to the Instruction Council, we recommend that the President and Academic Senate work to come to an agreement, and to direct the Instruction Council to create a structure for such a process.

Seconded by R. McKenzie

Result: Approved Unanimously

## IV. New Business

- a. **Strong Workforce presentation:** Strong Workforce (SWP) is entering its second year of funding. For 2016-17, SWF enhanced current programs for the most part. The regional project was the Career Services Center on west campus with emphasis on bringing employers and students together for jobs. Projects can be funded for three years. There is a provision in the Instructional Outlook Report (IOR) for new programs. Looking to see what programs we do not currently offer and could be viable at MJC. Three programs that were mentioned were construction, ICT/Digital Media (cyber security) and health care.

- b. **Amended On-Cycle Retirement Timeline:** On the agenda for the October meeting of the Board of Trustees will be a retirement incentive if by the end of October faculty announce retirement plans. Instead of changing the hiring prioritization timelines, a one-time adjustment was considered.

**Action Item:**

R. Stevenson moved that the Instruction Council extend the deadline for on-cycle replacements to match the deadline of any district/YFA agreement for a retirement incentive. If that date remains October 30, we would see a second wave of on-cycle replacements as a consent agenda item on November 14, 2017.

Seconded by K. Ennis

Result: Approved Unanimously

- c. **Discuss Data Sets for Proposals:** Discussion ensued on the ton of resources on the Data Dashboard. Should it be narrowed down to elements of the IOR that would inform any proposals that come down? After much discussion, discussion was suspended.
- d. **Hiring Proposal Rubric:** Last year's rubric was realigned to the Faculty Proposal Form so that the four sections correspond to the form. Changed points from 20 to 25 for each category.

**Action Item:**

R. Stevenson moved to approve the Hiring Proposal Rubric including suggested amendments made during the meeting.

Seconded by R. McKenzie

Result: Approved Unanimously

M. Sundquist will re-work the form and place it in the Instruction Council Canvas shell. If it reflects the changes addressed at the meeting, it will stand approved.

## V. 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:** Trainings for co-leaders will be conducted on Friday morning from 8-9:45 am. Afternoon meeting from 1-4 pm will be for all workgroup members in the EMP workgroups. Every semester, those workgroups reporting to IC will use a standardized form to report that will include attached documents, if any. There was consensus that *EMP Workgroup Reports* will be a standing IC agenda item.

## VI. Informational Items

- a. **Pathways Introductory Materials:** A team attended the IEPI pathways meeting yesterday. We are further along in the process because MJC is in the California Pathways Project.

## VII. Other

- a. **Adjournment**

**Action Item:**

Meeting adjourned by consensus.

The meeting was adjourned at 4:53 pm.