



MODESTO JUNIOR COLLEGE
INSTRUCTION COUNCIL
 October 17, 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	
Janet Patino, Student	ASMJC	X	
Vacant, PRHE Rep	Academic Senate		
Vacant	CSAC		
GUESTS:			
Patrick Bettencourt, Dean of Instruction (sub for Martha Robles)		X	
Chandra Howard, Instructor of English		X	
RECORDER			
Pat Wallace, Executive Secretary, Instruction Office	Recorder	X	

I. CALL TO ORDER

Rob Stevenson called the meeting to order at 3:15 p.m. Quorum was established.

Action Items

II. ACTION ITEMS

a. Approval of Agenda

Action Item:

J. Daly moved to approve the agenda with one alteration, Continuing Business and New Business will swap places on the agenda.

Seconded by R. Stevenson

Result: Approved unanimously

b. Approval of minutes from the meeting of 10/3/2017

Action Item:

J. Daly moved to approve the minutes of 10/3/2017.

Seconded by J. Trejo

Result: Approved as written.

Business

III. CONSENT

a. Amended Hiring Proposal Rubric: At the Instruction Council meeting on 10/3/2017, a motion was approved by IC to approve the Hiring Proposal Rubric including suggested amendments made during the meeting. M. Sundquist was to re-work the form and place it in the Instruction Council Canvas shell. If it reflects the changes addressed at the meeting, it would stand approved. This confirms that the suggested amendments were made and the form stands as approved.

b. List of On-cycle Replacements:

	Retirement Position	Replacement Position	Division
Gloria Coats	Nursing	Nursing	ALHE
Sarah Curl	Mathematics	Mathematics	SME
Lawrence T Duchscher	Art	Art-Sculpture and Design	AHCO
Danise Rapetti	Nursing	Nursing*	ALHE
Lisa Riggs	Nursing	Nursing	ALHE
Richard Serros	Art	Art-Drawing	AHCO
Nancy Sill	Accounting	Accounting	BBSS
Denise Smith	English	English	LLA
Gabriele Steiner	ESL	Spanish & Romance Lang*	LLA

*The Spanish & Romance Languages position was pulled from the consent agenda by J. Hamilton. The Danise Rapetti replacement position was pulled from the agenda by P. Bettencourt (sub for M. Robles).

Action Item:

The remaining six positions were approved unanimously and will be forwarded to College Council.

Discussion points for the one-year nursing replacement position:

- This is a year-to-year temporary nursing faculty position that follows a local process.
- It does not belong in the process for replacing full-time tenure track positions.
- The position should be referred back to Allied Health Division for local process.

Action Item:

P. Bettencourt moved to remove the one-year nursing replacement position and refer it back to the Allied Health Division for local process.

Seconded by J. Hamilton

Result: Approved Unanimously

Discussion points for replacement position of Spanish and Romance Languages:

- Does it meet the greatest need of the division? (Refer to the IOR)
- We are about removing barriers for students to complete. (Refer to the IOR)
- The division philosophically identifies with its name, Literature and Language Arts. How do you maintain the programs that are who you are?
- Not being disrespectful of the Spanish program or of Gabrielle Steiner.
- Understands the idea to honor the person leaving.
- Hiring full-time tenure track faculty is a long-term commitment. Every decision made must be strategic and what our students need most.
- Losing a full-time faculty member teaching Italian and German with this retirement. Adjuncts, when available, may teach these language courses. The proposed position is vague in nature, would anchor in Spanish alongside classes in another romance language. It would be difficult to find someone with minimum qualifications in two languages.
- Do not want the romance languages to be lost. English has a lot of course offerings.
- Difficult to find adjuncts in the romance languages.
- Fill rates, 109% to 88%, are declining as the number of Spanish sections increase.
- Speak to the criteria of the Instructional Outlook Report.
- Not a strategic choice. What program is this fulfilling?
- From an advising/counseling perspective, student need is in English and mathematics.
- To grow a program, build demand by first using adjuncts and then hire full-time.
- Math and English serve all general education patterns.
- The position should be referred back to the division in light of the Instructional Outlook Report priorities.

Action Item:

J. Hamilton moved that the position of Instructor of Spanish and Romance Languages be pulled and sent back to the division for reconsideration in light of the Instructional Outlook Report priorities and the evidence presented in the memorandum presented by Dr. Jennifer Hamilton to Instruction Council.

Seconded by D. Borges

Result: Approved, with one abstention (J. Daly)

IV. Continuing Business

- a. **Self-Evaluation and Review of Instruction Council Charge:** Co-chair Rob Stevenson received six comments from council members:

1. We updated the hiring prioritization process. Done
2. We implemented an off-cycle replacement process. This lead to successful hires. It worked.
3. Decided to meet with the Student Services Council as a co-meeting once in the spring semester. EMP workgroups could use this meeting to report back to both councils at the same time. J. Hamilton will bring a draft of spring IC meetings with EMP mapped into the meetings along with self-evaluation, guided pathways, and visioning. It will be placed in the IC Canvas shell.
4. Integrated the Instructional Outlook Report (IOR) into our hiring prioritization process and asked that the IOR be designed earlier to be part of our process from the beginning of the year. It then was for the first time this year. It was nice to have a set of goals to write to.
5. Set the goal of integrating EMP workgroups into our practice as a way of meeting our charge. (see 3 above)
6. Requested a Canvas shell to post documents in a shared and secured location. Done. We are using it extensively.

V. New Business

- a. **Discuss Data Sets for Proposals:** The rubric uses the hiring prioritization process. There was consensus to use a link to the area's program review data. Power point presentation for IOR presentations will be uploaded into the IC Canvas shell before the meeting date. An updated information email with remaining deadlines will be sent to the deans.

VI. EMP Workgroup Reports: This was tabled to a future meeting

VII. Other

- a. The Instruction Council meeting scheduled for 10/31/2017 will be cancelled as the meeting date for IOR position presentations is scheduled for 11/3/2017 from 12-3 pm and is within the same week.
- b. There was consensus that any council member sending a proxy for the November 3, 2017 meeting, the proxy must be present for all presentations, the proxy will also vote on behalf of that council member at the 11/14/2017 Instruction Council meeting.
- c. **Adjournment**

Action Item:

Meeting adjourned by consensus.

The meeting was adjourned at 5:10 pm.