

**Modesto Junior College
Instruction Council
February 24, 2015**

Members	Representing	Present	Absent
Susan Kincade, Vice President of Instruction	Chair		√
James Todd, Professor-Anthropology	Co-Chair/Academic Senate	√	
Michael Adams, Professor-Math	Academic Senate	√	
Mark Anglin, Dean of Agriculture & Environmental Sciences	Dean		√
Jeff Beebe, Professor-Automotive Technology	Academic Senate		√
Jillian Daly, Dean of Literature, Lang Arts/Library, Learning Center	Dean	√	
Kathleen Ennis, Professor – Librarian	Academic Senate		√
Eric Fischer, Professor-Water Polo Coach	Academic Senate	√	
Julie Hughes, Admission & Records Specialist	CSAC	√	
Kimberly Kennard, Professor-Human Services	Academic Senate		√
Deborah Laffranchini, Professor-Child Development/Family Life	Academic Senate	√	
Wendy Long, Administrative Specialist	CSEA		√
Tyler Menane, Student	Student		√
John Mendes, Professor-Plant Science	Academic Senate		√
Martha Robles, Dean of Counseling and Matriculation	Dean	√	
Al Smith, Professor – History	YFA		√
Michael Sundquist, Dean of Arts, Humanities & Communication	LTAC	√	
Paige Tengeluk, Student	Student		√
Vacant	Academic Senate-Lit and Lang		√
Vacant	CSAC		√
Carolyn Hart, Executive Assistant, President's Office	Recorder	√	

SUBSTITUTE

Name	Member Substituting for
Brenda Thames	Susan Kincade

I. The meeting was called to order at 3:12 p.m.

Action Item

II. Action Items

a. Approval of Agenda

Agenda accepted as presented.

b. Approval of Minutes

Action Item:

This item was tabled until the next meeting as a quorum was not met.

III. Continuing Business

a. Faculty Hiring Prioritization

Process Improvements Presentation M. Sundquist

M. Sundquist reported that he took information from the work group and more information from Brian Greene in an effort to create a list of topics and capture what the council wants to happen in the work group. The work group drafted language in changes to process in hiring prioritization which Mike presented as follows:

- **Streamline Ranking Process** – Instead of one large list of ranked faculty positions, they would be ranked down into three categories. Instructional, Non-instructional and categorically funded. A more concise definition of mandate was requested. It would be reconciled with the president and executive team how best to leverage categorical funds available to us. Not all categories would probably be funded. The work group felt this process would work out well in leveraging dollars and meeting FON number. There were questions and discussion regarding whether categorical positions would count towards FON.
- **Standardize Presentations** – A list of required standardized data would be developed. A data elements study session for Instruction Council members should be held so there would be a clear understanding of how to interpret the data. It was noted that for the most part, everyone has a basic understanding regarding data but there is some confusion. Jillian Daly suggested using Nora Seronello's expertise for data elements. James Todd suggested asking the deans' cabinet what they would like to make a standard chart. This could be a small work group and it could start with the deans' cabinet. Mike will take the data element discussion to deans' cabinet. Limit presentations to five per division and 15 minute total time limit. Jillian Daly reported that last time it seemed to go pretty smoothly and everyone seemed to know what the rules were. Debbie Laffranchini clarified that it was 5 minutes per presentation position and 15 minutes max per division last time.
- **Establish Timelines Early** - Mike said that there was a suggestion that IC establish guidelines and prepare a prioritization packet to include dates for deadlines and meetings, instructions, rubrics and forms for applying and presenting, and the instructional outlook report that details the state of the college community. The report helps guide decision making. James Todd suggested that the IC chairs do this, adding that the form needs a little work.
- **Potpourri** – There is a request to improve the scoring tool. This was not called a rubric in the beginning and do we want to call it a rubric? Jillian Daly added that sometimes position proposals are judged by the effectiveness of the person who presents at the IC meeting. Eric Fischer stated that you really have to look through the presentation and see what the true merit of the position is. James suggested revisiting the rubric and sending it to the

Senate. He requested that Mike Sundquist talk about standardization of the rubric in the deans' meeting. Deborah Laffranchini suggested a column for current year's needs. Revising language for faculty separations (retirements/resignations/other) was listed as necessary. Mike Sundquist stated regarding emergency hire requests, we have all kinds and it is hard to anticipate how it will be resolved. His thought is that we should leave it up to the conversation between the deans and the VP to resolve. Jillian Daly requested a timeline for the emergency hiring request and approval process. James Todd stated that people need a process in place for emergency hire requests. Mike suggested that emergency hire requests be placed on an IC agenda for discussion. James agreed. Jillian stated that emergency requests include positions vacated by mid-year retirements, death of faculty member, and other unplanned separations. James Todd recommended October 15 by the deadline for mid-year retirement notification.

- **Process** – The workgroup meets and drafts a proposal, bringing back to IC. IC reviews and suggests edits. The work group convenes again, finalizing draft language. IC meets and implements the new process elements. Stakeholders are informed of changes. James Todd suggest this comes out of a report from IC and agendized as something we can discuss and suggest edits, then it goes back to IC and Senate making suggestions and finalizing. This would ultimately flow through College Council and the president.

b. Program Review

James Todd reported that Curtis Martin has been meeting with a group to refine program review. The refinements are more for non-instructional folks who want to do a program review. The college needs to have a day we can review program review and give comments to people. James will prepare a list so we can have those people come and do a program review day. As we go through program review we should think about what we need to change to go to a new system. It needs to be talked about in deans' cabinet about all the areas we don't have scheduled and how we get administrative areas in the schedule.

IV. New Business

a. IC Representative – College Council

Deborah Laffranchini agreed to return as the IC representative on College Council for the remainder of the spring semester starting with the March meeting.

V. Informational Items

None.

VI. REPRESENTATIVE REPORTS

a. College Council

James Todd reported that College Council had a good presentation from Dave White, CEO of the Stanislaus County Workforce Alliance. College Council needs an Accreditation Council representative.

b. Accreditation Council

No report.

c. Student Services Council

Brenda Thames reported that Student Services is finalizing a recommendation for new pre-assessment and reassessment which College Council will review.

d. Resource Allocation Council

RAC allocated monies for IELM.

e. Facilities Council

No report.

f. Senate Report

James Todd reported that members will be attending the designing for success conversation on Friday. There are 4 more Senate meetings left for the semester.

g. Student Report

No report.

h. Staff Report

No report.

VII. NEXT AGENDA

- a. Minutes – January 27, 2015/February 24, 2015
- b. Program Review
- c. Institutional Set Standards

VIII. ADJOURNMENT

Meeting adjourned at 4:40 p.m.

Next meeting: March 10, 2015, 3 – 5 p.m., LB10