I. Call to Order
   J. Todd called the meeting to order at 3:11 p.m.

II. Action Items
   a. Approval of Agenda

       Action Item:
       K. Ennis moved to approve the 4/7/15 agenda
       Seconded by A. Smith
Result: Unanimous approval

b. Approval of Minutes of 1/27/15, 2/24/15, 3/24/15

**Action Item:**
K. Ennis moved to approve the 1/27/15, 2/24/15, 3/24/15 minutes
Seconded by J. Daly
Result: Unanimous approval

III. Continuing Business

a. Faculty Hiring Prioritization
   i. Process Improvements
   ii. Trend Analysis Follow-up
   iii. Non-instructional Position Question Set

M. Sundquist reviewed the changes to the process improvement document made since the last time IC met. Nora Seronello, College Researcher, has verified that three year data is available. A report will be created with all of the growth positions and the associated data. Divisions will be asked to speak to the data but will not have to include it in their slides.

Four Scoring Elements with a maximum value of 20 points each were described:
- Required Data Elements Trend Analysis Report
- Department Curriculum, Planning and Assessment
- Community Connection
- Instructional Outlook Elements

There was discussion of the scoring rubric and criteria for replacement/growth positions. Mike noted that this process will be reviewed annually. The group thanked Mike for his hard work and the quality of the document. He acknowledged the work of all those who assisted in the process.

Mike share a draft set of questions for Non-Instructional Growth Position Proposals. He would like to see them reviewed and piloted with the 2015 Faculty Hiring Prioritization process. K. Ennis would like to share it with the other Librarians and see it shared with the counselors for their input. There was discussion of what data would be acceptable. Inclusion of a reference to Student Equity was suggested. A workgroup was established to continue the review of the questions. M. Robles will lead the workgroup and other non-instructional faculty will be invited: librarians, counselors, and special programs.

There was long discussion regarding finding equal footing for non-instructional proposals. Concern was expressed that if there are three categories: instructional, non-instructional and categorical, that non-instructional will likely be overlooked at the higher levels. B. Thames reminded the group that they have the charge and obligation when ranking to put forward their best thinking for the good of the institution, including
making recommendations to fill non-instructional positions when appropriate. It was agreed that the **Instructional Outlook Report be called the Institutional Outlook Report** in order to accommodate the needs of both instructional and non-instructional faculty positions.

James asked for a straw poll of where people stood with regard to three lists v. one list. 10 preferred one list. 1 preferred three lists. After further discussion, **it was agreed that having two sets of criteria (instructional and non-instructional only) would be acceptable, but after presentations, all positions regardless of category would be synthesized into one prioritized list to be sent forward to Academic Senate and College Council.**

**Action Item:**
J. Daly moved to approve the Hiring Prioritization document with recommended improvements and forward it to the Academic Senate and College Council. Seconded by K. Ennis
Result: Unanimous approval

b. **Program Review**
J. Daly has the Library and Reading up for Program Review. They are due at the end of May. They will finish up in CurricUNET this year, but Program Review should be updated on an annual basis so it can remain current especially where budget is concerned. Stipends can be available for faculty who may be able to work in the summer months. As long as PR is done by end of summer we are ok.

IV. **New Business**
   a. **Institution Set Standards**
   J. Todd presented information on Institution Set Standards as required by ACCJC. He explained that for Accreditation, we are expected to set standards for student achievement and publish how well our students are doing. An annual report will be due to ACCJC. He further described how the numbers reported can become important to MJC as an institution and to our students as we improve them by moving our lower level students up rather than moving our top students up.

   A one sheet list of the set standards will be distributed at Institute Day. Institutional Effectiveness will be based on the set standards established this year.

   b. **Institutional Effectiveness Performance Indicators**
   Was not discussed.

   c. **Educational Master Plan**
   Was not discussed.

V. **Informational Items**
None
VI. REPRESENTATIVE REPORTS
   a. College Council
   b. Accreditation Council
   c. Student Services Council
   d. Resource Allocation Council
   e. Facilities Council
   f. Senate Report
   g. Student Report
   h. Staff Report
   No reports.

VII. ADJOURNMENT
    The meeting was adjourned at 5:02.

Next meeting: April 21, 2015, 3 – 5 p.m., Library Basement Room 10