

**Modesto Junior College
Instruction Council
September 30, 2014**

Members	Representing	Present	Absent
Susan Kincade , Vice President of Instruction	Chair	√	
James Todd , Professor – Anthropology, Academic Senate President	Co-Chair	√	
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 & Language Arts and Library/Learning Resources	Dean	√	
Lorena Dorn , Dean of Counseling and Student Services	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	√	
Tyler Menane , Student	ASMJC		√
John Mendes , Professor – Animal Science	Academic Senate		√
Al Smith , Professor – History	YFA	√	
Michael Sundquist , Dean of Arts, Humanities & Communication	LTAC	√	
Paige Tengeluk , Student	ASMJC	√	
Pat Wallace , Instruction Office Specialist	CSEA	√	
Melissa Beach , Administrative Secretary, Instruction Office	Recorder	√	

SUBSTITUTE

Name	Member Substituting for
None	

GUESTS

Name
None

I. Call to Order

Action Item

II. Action Items

a. Approval of Agenda

Action Item:

J. Todd moved to approve the agenda.
Seconded by K. Ennis.
Result: Unanimously approved. 1 abstention.

b. Approval of Minutes

Action Item:

K. Ennis moved to approve the agenda.

Seconded by J. Daly.

Result: Unanimously approved.

Business

III. Continuing Business

a. Faculty Hiring Prioritization – Process Review (facilitation by J. Todd)

J. Todd distributed the Faculty Hiring Prioritization document created last year by taskforce members and approved by the IC. IC needs to report out: how well the process went, lessons learned, etc. The document needs to be revisited and quickly revised to rectify some of the issues that arose last year prior to direction being given to the deans to begin the process for this year. The Instructional Outlook Report needs to be created and should give a sense of the educational landscape and is supposed to be what has been guiding the process. Data and Program Review need to be reviewed and consistently applied to the prioritization process.

Today is the deadline for faculty to let deans know if they are retiring or leaving so plans for replacements can be made. There was discussion that the more notice that can be given, the better.

Scenarios suggested for review and solution:

- Someone retires but takes time off using banked leave effecting and impacting the college.
- Do a one semester safety net.
- Add section on mid-term retirees. Should it state that people need to give two semesters notice, no matter what?
- Emergencies need to be handled on a case by case basis.
- Recommendations/options need to be brought back to the next meeting and deal with any retirees we have this year. Determine emergencies on case by case basis.

Timeline for November:

Monday, November 10, Noon

Thursday, November 13, 2 – 5 p.m.

Friday, November 21, 12 – 5 p.m.

Requests due to Amy Bethel

Special Meeting: Replacements

Special Meeting: Growth Presentations,
include lunch

*Due to the timing of regular scheduled meetings and College Council deadline of 11/23, special meetings will be scheduled in November.

There was discussion for creating provisions for unforeseen, unanticipated events.

Examples include:

- Someone passing away or other catastrophic event occurs.
 - Who can declare emergency? Dean, VPI, President, President with Academic Senate President?
 - Student's best interest should be at forefront.

- Losing a position because incumbent takes a job elsewhere.
 - Internal promotion
 - Leaves MJC

J. Todd requested a motion to solidify the discussion just held.

Action Item:

D. Laffranchini moved to make November 10 the deadline for divisions to submit their Replacement and Growth Rankings and Applications to the Office of Instruction; to update process documents to reflect that internal promotion can constitute a permanent faculty replacement position; and to update process documents to consider issues of mid-year retirements or other separation from the college.

Seconded by K. Ennis.

Result: Unanimously approved.

b. Enrollment Management (presentation by S. Kincade)

S. Kincade shared a PowerPoint presentation on Enrollment Management explaining what it is, what it looks like and how we go about getting started. She shared that Enrollment Management is viewed differently with different groups such as Instructional Deans, President's Cabinet, Human Resources, Student Services, IT, Budget, etc. This presentation will be posted on our IC webpage.

Susan asked for consensus from IC members to move forward with restarting Enrollment Management Committee. She will share dates for monthly meetings and sees this group doing homework between meetings. Enrollment Management is a living thing. Susan asked the Council to study pages 19 – 21 of the PowerPoint presentation and consider the questions on page 21 as homework. The link to the presentation is shown below:

http://10.64.1.121/governance/instructioncouncil/093014em_presentation_ic.pdf.

J. Todd added that as a college, if we do not grow we are declining. Various ways of increasing our FTES are being explored and implemented, for example: late start face-to-face and online classes are still being added to the fall schedule.

L. Dorn reported that instructional faculty and Student Services staff are building the Student Equity Plan. Data can be used to develop alternate paths to success.

S. Kincade stated that we did not get approved for the Title V grant, TAC grant career training.

Action Item:

IC members share EMC representation with their constituent groups and bring back to 10/14/14 IC meeting.

S. Kincade will schedule Enrollment Management Committee meeting in early October.

M. Adams to consult Academic Senate regarding Enrollment Management Committee representation.

c. Instruction Council Annual Evaluation (update)

Waiting for College Council to come out with rubric for all council evaluations.

d. Program Review (update by J. Todd)

J. Todd reported that Program Review Assessment Day was held a week ago. The new Program Review has recommendations for improvement and student equity needs to be added. A “flow” needs to be developed. The majority can be done by October. Different groups, either dean or department member, can come to IC to give a ten minute report out per program. S. Kincade advised members to be careful and not let their data slip for 5 years, but to manage their data, to identify items for funding, and to keep assessments up to date. Additionally, CTE is on a 2-year cycle for Program Review. A draft 2-year schedule, developed by Mark Anglin is coming through the councils. J. Todd stated he needs to meet with the specialized groups like Library, Counseling. A rubric needs to be developed. Part of the process needs to include what has been learned; what are the challenges. There needs to be a way to determine if a program is in trouble, and if so put them on a path toward improvement, one that is more precautionary than punitive. Do not just talk about good and/or bad; work with programs. Part of this will be environmental data. Aim for completing rubric in the next month.

IV. New Business

a. Educational Master Plan (S. Kincade)

S. Kincade handed out Cañada College’s Educational Master Plan. After reviewing EMPs from many colleges she prefers Cañada’s for the following features:

- It is succinct, direct, shows who is responsible
- There is assessment and you wrap around and check the box off
- Linkages to plans
- Nice road map how we are connecting everything

She would like to create an Educational Master Plan workgroup by the end of this term that will come back with language. J. Todd stated he would like to be on the workgroup and suggested Student Services, General Counseling, Mike Smedshammer for Distance Ed and Library be represented as well. A. Smith is currently serving on the District EMP and Strategic Plan workgroup.

S. Kincade will come back to next meeting with recommendations and facilitate discussion of who should be on workgroup. District EMP and Strategic Plans need to be completed first; then we will have the data for the starting point of the MJC Educational Master Plan. Lengthy discussion ensued.

V. Informational Items – None.

VI. REPRESENTATIVE REPORTS

a. College Council

No report.

b. Accreditation Council

S. Kincade reported the Accreditation Mid-Term Report is complete, was sent to ACCJC and is posted on the website.

c. Student Services Council

No report.

d. Resource Allocation Council

No report.

e. Facilities Council

No report.

f. Senate Report

No report.

g. Student Report

P. Tengeluk announced the International Festival will be held Saturday at MJC East campus from 10:30-5pm. There will be a Senate meeting on Friday October 3, 2014.

h. Staff Report

No report due to lack of time.

V. OTHER

S. Kincade thanked everyone on the Council and told them how much she appreciates their hard work. She commended their collegial consultation, dedication to assure student access and success and she is very pleased with the work this Council does.

VII. ADJOURNMENT

The meeting was adjourned at 5:05pm.