

**INSTRUCTIONAL COUNCIL  
MINUTES  
September 25, 2008; 3:00 p.m., Board Room**

**Present:**

Kathy Berry	Frank Rapp	David Zielinski	Taylor Ruhl
Melani Guinn	Lianna Zhao	Gonzalo Huerta	Suzanne Gretz
Val Rodgers	Robin Ying	David Drury	

**Absent:**

Efrain Silva

**Guests**

Toni Pfister	Carol Lee	Becky Green	Dawn Chun	John Lau
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**Recorder:**

Linda Amidon

The following discussion and action took place:

- Kathy presented three versions of program review checklists reflecting programs in order (1) alphabetically, (2) by organization (i.e., subject code in Banner), and (3) by divisions. Following discussion of the pros and cons of each version, the committee agreed to utilize the checklist with programs in alphabetical order.
- The committee discussed and agreed to the following program review schedule for the next three years. Discussion regarding the type of data needed ensued (i.e., data such as grade distribution, success rates, retention rates, FTEs/FTEf ratios, fill rates). Kathy Berry and Dawn Chun will work on the package of data to be sent to the divisions.

<u>2008 – 2009</u>	<u>2009 – 2010</u>	<u>2010 – 2011</u>
<ul style="list-style-type: none"> <li>•Social Sciences (ANTH, GEO, POLS, HIST)</li> <li>•Physical Education (EWS, HE)</li> <li>•Agriculture</li> <li>•Nursing (RN and LVN)</li> <li>•Auto Technology</li> <li>•Auto Body</li> <li>•Welding</li> <li>•Academic Services/Instruction</li> <li>•Distance Education</li> </ul>	<ul style="list-style-type: none"> <li>•AJ/CSI</li> <li>•HVAC</li> <li>•Science (ASTR, BIOL, CHEJ, ENGR, ENV5, GEOL, PHSC, PHYS)</li> <li>•English (Basic Skills Reading, Basic Skills Writing)</li> <li>•Library Technician</li> <li>•Fire Science</li> <li>•Music</li> <li>•Technology</li> <li>•Building Construction</li> <li>•Child Development</li> </ul>	<ul style="list-style-type: none"> <li>•ESL</li> <li>•English (Transfer Level)</li> <li>•Business</li> <li>•EMS Paramedic</li> <li>•Allied Health Professions</li> <li>•Behavioral Science (ADS, PSY, SOC)</li> <li>•Computer Science</li> <li>•Math</li> <li>•Art</li> <li>•Foreign Languages (FREN, SPAN, AMSL)</li> <li>•Philosophy</li> <li>•Humanities</li> </ul>
		<ul style="list-style-type: none"> <li>•Religious Studies</li> <li>•Speech</li> <li>•Theater Art</li> <li>•Communications</li> <li>•Electrical Wiring</li> <li>•Electronics</li> <li>•Electrical Trades (Apprenticeships)</li> </ul>

- John Lau presented a report reflecting an analysis of budgets vs. actual expenditures for fiscal year 2007 – 2008, as of September 22, 2008. The report included savings and favorable variances for areas under the categories of classified salaries, fringe benefits, supplies, services, and capital outlay. John expressed concern that this year's budget does not indicate what was spent last year and there is a lot of carryover of funds. Overload and adjunct pay is over the amount spent last year. He stated that overload budgets will no longer be carried over from year to year; instead divisions will have to enter the overload budgets. There was a significant amount of unspent supplies budgets, which the Business Office absorbed. Restricted carryover lottery monies were used to fund supplies for 2008 – 2009. Kathy briefly explained the reasons for the budget variances.
- Kathy directed members to use their IELM carryover budgets by the end of October.
- Kathy reported that she is currently working with IT on a tool to calculate the cost of a class to assist in enrollment management.

- Kathy reported that KYMA has submitted a proposal to partner with IVC, which proposal includes the housing of the TV station on IVC's main campus. Kathy recommended that Melani Guinn and David Zielinski should be involved in the discussion regarding the proposal.
- Kathy reported that Dr. Gould has condemned Room 511 and the room will no longer be utilized for classes. Also per Dr. Gould's direction, Room 2131 will be used for Board meetings so the room will not be utilized for classes on Wednesday evenings. Room 1601 (formerly the Technology Training Center, which has been relocated to Room 1704), has been converted to a Financial Aid training lab but can also be utilized for online classes.
- Carol Lee announced the National University Regional Articulation Roundtable, and the Educational Workforce Development Summit (November 9). Val Rodgers stated that she and possibly other faculty from the Business Divisions would be interested in attending the summit.
- Kathy requested a volunteer to chair the Accreditation Steering Committee following submission of the October 15, 2008 Progress Report.
- Toni Pfister reported on the status of SLOs. At last count there were 160 SLOs submitted. Toni will distribute another form for phase two of the SLO process by the end of October. Val Rodgers expressed concern regarding identification of SLOs for courses taught by adjunct faculty. She asked whether the District could provide training for adjunct faculty in January and pay them for attending. Kathy stated that she and Dr. Gould are working with CTA on an MOU to include a flex day for SLO training. Kathy requested that division chairs provide her with the names of adjunct faculty that should attend training.

The meeting was adjourned at 4:07 p.m.

**INSTRUCTIONAL COUNCIL  
MINUTES  
FRIDAY, MARCH 6, 2009, 9:00 A.M.  
BOARD ROOM**

Present:	David Zielinski	Jose Lopez	Lianna Zhao
	David Drury	Melani Guinn	Suzanne Gretz
	Efrain Silva	Kathy Berry	Taylor Ruhl
	Tina Aguirre	Toni Pfister	Valerie Rodgers
	Gonzalo Huerta		
Absent:			
Guests:	Jeff Cantwell	Robin Ying	Randy Burt
	Laura Hartsock	Dennis Carnes	
Recorder:	Linda Amidon		

Reports, discussion and action included the following:

- Kathy provided a brief background on the development of the enrollment management program. She explained that with the data provided in the program the college would be able to determine targets to work towards.

Randy Burt provided a demonstration of the program and explained that it is still a work in progress. He's in the process of tying everything together and working on the tools to navigate the data. Robin Ying stated that he will get the finance department's perspective in order to develop a total cost model.

The meeting was adjourned at 10:00 a.m.

- Kathy stated that the president has requested a report on the faculty positions needed in 2009-2010 and what instruction would be willing to give up to fund these positions. She explained that Dr. Gould specifically wants to see a “what if” proposal, i.e., “if the college doesn’t have program X, these are the ramifications.” Although not on the list, the president approved the POST and EMS instructor positions and recommended that the recruitment process proceed; however, an offer of employment won’t be made until the budget crisis settles. Council members reviewed the list of 16 faculty positions that the C & I Committee prioritized on March 5, 2009, and also reviewed proposals from Learning Services (to hire a librarian) and CFCS (to offer CDEV 200 during the summer). Council agreed that a Physics/Math instructor and a Librarian are needed in 2009-2010, and members proposed that basic skills funds be utilized to hire English, ESL and math instructors..
- Kathy announced that several furniture vendors would be on campus tomorrow from 9:00 a.m. to noon in the dance room to demonstrate office and classroom furniture for the new building and for classroom modernization. She encouraged faculty to look at and try out at the furniture and suggested that the choices be narrowed down to two vendors. She also suggested that another demonstration take place in the College Center for students to try out the furniture options.

The meeting was adjourned at 4:20 p.m.

**INSTRUCTIONAL COUNCIL  
MINUTES  
FRIDAY, MAY 28, 2009  
3:00 P.M., BOARD ROOM**

<b>Present:</b>	Kathy Berry	Efrain Silva	Valerie Rodgers
	Melani Guinn	Gonzalo Huerta	Tina Aguirre
	Toni Pfister	Lianna Zhao	Dave Drury
	Taylor Ruhl	Dave Zielinski	Jose Lopez
	Suzanne Gretz		
<b>Absent:</b>	Becky Green		
<b>Guests/Visitors:</b>			
<b>Recorder:</b>	Linda Amidon		

Kathy Berry called the meeting to order at 3:08 p.m.

Reports, discussion and actions included the following:

- Kathy reported on the latest update from the state regarding the budget: The news is bleak as noted by Chancellor Jack Scott in his May 20 letter to the CIO's and a May 27 report from the Community College League of California regarding the impact of the proposed budget cuts on IVC. Kathy explained that the data in the report meant a proposed cut of \$760,000 to PE (no list of courses or programs was provided), which would leave \$90,000 to run the program. The CCCCIO's will conduct a mass protest of the state's proposed cuts and have recommended that the State Academic Senate also protest the cuts. Kathy stated that IVC administration and board will formally respond to the state's proposal, and she recommended that Jim Mecate, Athletic Director, contact the Commission on Athletics. The president and vice presidents will meet tomorrow to develop strategies. Kathy and David Drury, PE Division Chair, will also meet to discuss the impact on the PE program further.
- Council reviewed a draft of the 2009-2010 tentative budget. As a result of the latest news regarding the state budget, it will be necessary to trim the 2009-2010 budget further. Kathy suggested that divisions begin notifying faculty regarding overload limits. Council also reviewed a memo from Carlos Fletes, Director of Fiscal Services, to Executive Council that reflected percentage allocations of the tentative 2009-2010 budget to the President's Office (9.42%), Academic Services (60.16%), Business Services (19.59%), and Student Services (10.83%).
- Kathy presented a copy of a page from the Enlighten enrollment management program for Council's review. She explained that the program does not take class caps into consideration. Before cutting the fall schedule, she would like for instructional faculty and representatives from Student Services to try out the enrollment management tool. Council requested another demonstration of the Enlighten program.

**INSTRUCTIONAL COUNCIL  
MINUTES  
THURSDAY, JUNE 4, 2009, 3:55 P.M.  
BOARD ROOM**

Present:	David Zielinski	Jose Lopez	Lianna Zhao
	David Drury	Melani Guinn	Suzanne Gretz
	Efrain Silva	Kathy Berry	Taylor Ruhl
	Tina Aguirre	Toni Pfister	Valerie Rodgers
Absent:	Gonzalo Huerta		
Guests:	Carol Lee		
Recorder:	Linda Amidon		

Reports, discussion and action included the following:

- Kathy provided a summary of a conference call between the California Community Colleges CEO's and the Chancellor's Office: The CEOs are generally opposed to the Legislature directing the programs that should be cut, and the CEOs have developed a proposal that will allow colleges to make such decisions. The CEOs have specifically and formally expressed opposition to the directive that community colleges cut PE programs and are guardedly optimistic that this issue will be resolved.
- In response to the Legislature's directives made as a result of the budget crisis, Kathy asked division chairs to focus on maintaining transfer, basic skills and CTE courses when developing schedules. CTE classes should be offered in winter only if grant funded. Transfer Director Carol Lee recommended that Math, speech, and freshman English courses should be maintained for winter and summer. Divisions were also asked to begin reviewing their programs to determine those that need to be terminated or suspended. Kathy stated that the budget crisis has indirectly forced the college to change its mission since the college can no longer meet every need without funding.
- Although Kathy previously directed that divisions reduce courses and thus their budgets by 10%, she acknowledged it wasn't feasible for the English and math divisions to do so. The primary goals are to maintain viable programs and an enrollment cap of 7,200. John Lau, CBO, and Kathy have been working on identifying FTEs targets and running various scenarios. Divisions should keep the following in mind when reviewing budgets for possible reductions: contract load plus 6 or 12 units of overload and 30 students per class (35 students is preferable). She requested that the divisions submit budget reductions to her by 1:00 on Friday June 5. In the meantime, Kathy will be working with IT on a precision enrollment management report for fall and spring.
- There is a rumor that the college will be cancelling the summer session, and Kathy urged the divisions to do what they could to dispel this rumor and the rumor that instructors cannot accept students over cap. The fill rate for the spring term at census was 94%.

➤ Travel budgets will be consolidated under the budgets of each vice president. A form will be developed in which faculty and staff must justify the travel. Allowable travel includes travel required under a program and travel related to accreditation.

➤ Kathy reported that the following faculty positions are currently being recruited:

Physics  
Librarian  
Microbiology  
Math (2)  
ESL/English  
Math Lab

➤ Kathy announced her impending medical leave absence. The instructional deans will cover instruction on a rotating basis in her absence.

The meeting was adjourned at 4:35 p.m. There will not a meeting next week.

**INSTRUCTIONAL COUNCIL  
MINUTES  
THURSDAY, AUGUST 13, 2009, 3:00 P.M.  
NURSING LEARNING CENTER**

Present:	David Zielinski	Taylor Ruhl	Tina Aguirre
	Carol Cortez-Ramirez (SME Div)	Rhonda Ruiz (BSS Div)	Melani Guinn
Absent:	Lianna Zhao (SME Div)	Val Rodgers	David Drury
	Gonzalo Huerta	Efrain Silva	Suzanne Gretz (BSS Div)
	Jose Lopez		
Guests:	Laura Hartsock	Carol Lee	
Recorder:	Linda Amidon		

Tina Aguirre, Associate Dean of Nursing Ed/Health Tech/EMS, chaired the meeting as Acting Vice President for Academic Services in the absence of Kathy Berry, who is on medical leave.

1. FTES Report: A PowerPoint presentation was made which included the instructions for completing the updated FTES budget worksheet. Tina Aguirre explained that the last summary provided to the Business Office contained errors. When the worksheet is downloaded from the Enlighten program, the template will reflect real time data and includes a column to indicate the number of total sections offered that are taught by full-time faculty. Divisions should complete the worksheet per the instructions and submit a worksheet for fall 2009 and spring 2010 to Linda and Matthew by Wednesday morning, August 19.
2. Jeopardy List: The list included classes with fill rates of 70% or less. Classes with low enrollment, that are not likely to make, should be cancelled beginning next week, which is the week before the fall semester begins. The usual criteria for cancellation of classes will apply: 15 students or 50% of cap, as provided in the CTA Contract. A list of possible classes to add to the schedule was reviewed. The list included courses that meet CSU GE and IGETC requirements and also generate high FTES. Changes to the schedule should be emailed to Matthew Thale, who will notify counselors as soon as the changes are made.
3. Decentralized Printing/Copying: Tina explained the purpose of this item was to give everyone a “heads up” on a proposal being discussed by District administration: The supervision of Reprographics has been assigned to Bill Gay, Director of Community and Media Relations. It has been proposed that copying and printing projects be handled within the individual divisions and departments. If this proposal is carried out, contracts for high-volume copiers for the divisions would be negotiated. In the meantime, the District will conduct an analysis of the cost. Discussion included concerns about access by faculty to the copiers outside of regular business hours.
4. “Dirt and Safety Patrol”: A matrix developed by Tina Aguirre was reviewed. Divisions are to complete the matrix by noting problems such as broken chairs, desks, wiring for technology, etc. found in instructor offices, classrooms, division offices, labs and storage, and other instructional areas. Completed matrices should be submitted to Linda Amidon as soon as possible. Inspectors (Tina Aguirre, John Lau, Gordon Bailey, and Jeff Cantwell) will refer to the completed matrices when they begin their inspections of the instructional areas on Wednesday, August 19.
5. Reassigned Time Assignments: Unless already provided, division chairs should provide Linda Amidon with verification of the reassigned time assignments for 2009 – 2010.



6. Tenure Review Orientations: Instead of one orientation for all new faculty and division chairs, as conducted previously, individual tenure review orientations will take place this year. Tenure committee chairs should contact Mathew Thale to schedule the orientations.
7. New Faculty Orientation: Kevin Marty is heading the Academic Senate new faculty orientation committee, which will organize the orientation. Kevin will attend the faculty seniority drawing on Friday August 21 to notify new faculty about the orientation.
8. Stress and Added Pressures: It is anticipated that due to the construction taking place at the campus, the budget crisis and related concerns, higher than usual levels of stress is anticipated among faculty and staff. District administration has requested that everyone be on the alert for signs of stress within their departments. Discussion included the features of the recently implemented Employee Assistance Program, therapeutic counseling services offered, and a brief description of the process to follow (i.e., refer to supervisor and/or Human Resources).
9. Program Review: Training on the new program review template is anticipated in two to three weeks. Tina will request that Dawn Chun provide the data needed by the programs by September 4. Departments must complete their program reviews by October 15.
10. Accreditation Progress Report: The progress report is due by October 15. Final drafts of the components of the report will be completed by the Program Review Progress Report Task Group members by September 15. Task Group members include Taylor Ruhl, Valerie Rodgers, Michael Heumann, Toni Pfister, Melani Guinn, and Dawn Chun, with Linda Amidon serving as secretary. The completed progress report will be circulated to the shared governance groups for review during the last week of September.

FYI Items:

The following events were announced. Instructional deans and chairs were encouraged to attend if they had travel funds available:

1. Basic Skills Institute Workshop October 1 and 2 in San Diego (Newport in September)
2. WASC Level I and II Assessment Retreats

A reminder was also given regarding the SLO Workshop on Thursday August 20. It was noted that only full-time faculty (177-day) that were officially registered would be compensated for attending the workshop.

The meeting was adjourned at 4:35 p.m.