Instructional Council  
Monday April 7, 2014  
11:00--12:30  
SC 207  
Revised Agenda

- Draft Associate Faculty Assignment Process

- AP 4021 Task Forces for Business Technology and Administration of Justice
  - Need four Deans or Directors not connected to the program—two for each task force
  - Need two representative appointed by the President/Superintendent—one for each task force

- Assessment
  - Clarify role of Deans/Directors

Instructional Council  
Monday March 31, 2014  
11:00--12:30 SC 207  
Summary Notes
Present: Keith Snow-Flamer, Joe Hash, Erin Wall, Alison Stull, Ron Waters, Tracey Thomas, Jeff Cummings, Julia Peterson, Crislyn Parker-support

1. Call to Order: Approve 3/24/14 Notes

2. Instructional Equipment and Library Materials Resource Requests
   - All block grant requests were evaluated based on the Resource Request Rubric eight criteria.

2.a. ANTH Block Grant Request: Agreed to allot a portion of the $38,000 requested pending final budget rebalancing. Tracey will work with Justine to determine the final purchases.

2.b. (Humanities) Block Grant Requests: These requests were previously approved; however, several changes have occurring requiring a revision of the final allotment.

2.c. HPE Block Grant Requests: Spin bikes were previously allocated $3,000

2.d. PHIL Block Grant Request: Agreed to fund pending final approval from IT. $800.00

2.e. Library: Agreed to fund. The instructional council appreciates Ruth’s level of detail in putting this together! Agreed to fund the $27,647.60

2.f. Physics: Agreed to fund pending approval from IT, $993.00

• Discussion: in the future, we need to determine a way to embed training in the resource request process, to broaden to the district and bring it to the Innovation Training Center.

3. AP 4021, Appendix A, Program Review discussions

3.a. Paramedic Program: Discussion to offer the program annually. Currently runs every year. Decision is to offer the program annually, and it does not need to go through the AP 4021 process. However, bringing the issue to IC is appreciated so all the connections are made between divisions.

3.b Languages Program: French, German, Japanese suspended during last year’s RIFs; Bringing back French, but agreed to inactivate German and Japanese. This program does not need to go through the AP 4021 process since it was German and Japanese are “programs” per se—Languages is a program.

3.c. AJ Program Revitalization: Program has a strong advisory committee but declining enrollments. Jeff and Ron support the Gary Sokolow’s (fulltime faculty member in AJ) recommendation to move this program to the AP 4021 process for revitalization, suspension or discontinuance.

3.d. Business Tech: Program has declining enrollments, FTES consistently below district averages. It was agreed to put it through the AP 4021 process.

3.e. Meteorology: has consistently low enrollments, hasn’t been offered and course outlines are outdated. It was agreed to inactivate.

• Discussion: There was discussion, when considering moving programs offered every other year, to yearly, of providing data to show the viability of program and to determine a benchmark level of enrollment that will support offering the program annually.

• Discussion if a course doesn’t satisfy degrees or certificates but is an elective, the choice to deactivate it lies with the faculty and the Dean and/or Director.
4. Other Discussion Items:
   - How to monitor programs to be sure none are “discontinued” by the course scheduling process.
   - Prior to submitting programs to AP 4021, look at all components and determine whether to invest in the discipline and improve internally; exhaust all other choices first.
   - Bringing programs to the Instructional Council allows opportunity for discussion, offering ideas, solutions, and an opportunity to work with faculty to improve.
   - Programs looking to offer over 50% online will go to the senate; the next step is to have the programs approved.
   - Keith sent a SARTCO request for an assessment coordinator with less release time for the 2014-15 academic year and requesting Angela provide an update on what she sees are gaps in the assessment process.
   - WIA grant approved allowing bus passes and childcare for non-credit students.

5. Future Agenda Items