Instructional Council
Friday July 25, 2014, 9 am – 10:30/11:00am SS 104

Notes

Present: Keith Snow-Flamer, Marla Gleave, Tracey Thomas, Sheila Hall, Pru, Joe Hash, Julia Peterson, Connie Carlson, Erin Wall, Ron Waters, Crislyn Parker-support

1. Counselor Day (Hall)
   - Discussed Counselor Day draft agenda. Based on this discussion, day may be extended
   - Feedback requested from IC members:
     o Non-credit options, especially non-credit ESL courses
     o Determine summer bridge dates for Summer Bridge, 2015
     o Vocational counselors have been invited; Pru Ratliff will contact Department of Rehab, Cal Works, ETD
     o Faculty present to discuss ADT’s and transfer degrees-add emphasis
     o Opportunity for branding; showcase new ideas
     o Provide opportunity for high school principals and counselors to provide feedback about dual enrollment
     o Reminder, the focus is on CTE (CTE funded grant)
     o Deans: introduce themselves and provide a brief description of their areas, and possibly the ADTs
     o Suggestion this year’s schedule takes off from last year’s program
     o Offer tours following completion of the main program
     o Condense tour locations to fewer rooms to allow for better time efficiency, and offer tours twice so attendees can attend more than one
     o Include tour of athletics?

2. Marketing Materials (Hall):
   - Current marketing materials are great, but not accurate
     o Credit offering needs clarification
     o Non-credit pathways also need to be included
     o Integrate multiple flyers, emphasize the benefits of individual courses
     o Suggestion that all academic promotional materials be vetted through the IC, or deans, for accuracy

3. Accreditation Matrix (Snow-Flamer)
   - Based on cabinet discussion to keep the process flowing and timely:
     o Add responsible employees for each area with one coordinating person (deans, directors)
     o Include dates/time-frame for group discussion on status of each area
     o Include in committee’s mission what standard(s) the committee goals address

4. Del Norte Instructional Issues (Gleave)
   - Offer more Del Norte specific marketing
   - Issue: observation that welding course(s) taught in DN became more of a personal interest course than instructors completing objectives and goals of the course.
   - The ceramics lab will become a smart room, but ceramics continues to be a community interest. Julia is looking at other areas to use for ceramics; if we offer ceramics for seniors under noncredit, we receive FTES.
• The business community is interested in CTE courses; i.e. payroll to bookkeeping initially. Community would like a rotational offering of certificate/degrees that can be completed in two years.

5. Enrollment (Snow-Flamer)
   a. TLU Allocations/Additional FT Faculty:
      o Summer 2014 carry-over is at 190
      o Fall projection is 1850 (projections do not include non-credit)
      o Hit 1900 for spring and frontload summer 2015 to count both summers in the 2014-15 year (spring summer sequence?)
   b. Areas of Focus for Spring Schedule (ADT, BT Del Norte, Saturday classes)

6. ADT Support Ideas (Snow-Flamer)
   • Keith asked the Senate to send a message to faculty about ADTs, to inform them that administration:
      o Won’t use the 4021 process or enrollment decline on ADT courses
      o Will guarantee a seat in sequenced course(s), to increase completion of ADTs
      o Clarify ADT degrees don’t always guarantee junior-transfer status, but are university specific.
      o Currently 5 ADTs are approved and being marketed. We will not include ADTs not yet approved by the Chancellor’s Office in the catalog
      o Current ADTs must be included in Program Review and assessed by spring 2016. We will not include ADTs not yet approved by the Chancellor’s Office in the catalog.

7. SSSP/SEP/Basic Skills/DE Substantive Change Plans (Snow-Flamer):
   • Keith will send email regarding all plans and updated times
   • Seven plans will be submitted to Chancellor’s office and ACCJC in October. The senate will be included for the first and second reading.

8. Noncredit Course Update (Peterson)
   • Math 272/276 is open and an email was sent to students. READ 260 up to 34 students; a second section may be added. The show percent is less than 50%. DN will offer READ 260 and ED 225; possibly ESL. 12 new curricula designed for fall 2014.
   • Non-credit certificates: CR receives a 50% increase in apportionment for certificated courses. Non-credit certificates are not programs, but an incentive for students to complete numerous classes. Students receive a “stackable” credential. Credit certificates are programs; noncredit certificates ARE NOT.
   • Keith will clarify this at the August 6 co-president meeting. Faculty non-credit compensation negotiation has been completed.

9. Physical and Life Science Move-Out:
   • Electrical for new buildings should be completed, so machines can be moved. Keith will discuss with Lee the reality of the new buildings being completed.
   • Once everything is out of the old building, it will be locked.

10. Area Report-outs
    • Marla: questions on the process of getting tabled curriculum back into the process; after a curriculum meeting, can non-approved or tabled curriculum be sent to Deans/directors. Keith will ask Shereen about process.
    • Tracey: Science Night is Friday, October 24, 5p – 9p.
• No success in identifying faculty for BIO 6 and 8 on DN campus. Search for replacement faculty won’t start until fall.
• Purchase of a modular lab for DN is approved. Effective spring 2015 chemistry will be required for nursing program. Chemistry classes in DN will be available by fall 2015
• Sheila: immersed in Student Success plan. Pieces are going out to work groups, advisory committees and staff. She needs a process to hire a new evaluator and updating forms.
• Pru: Talk to Pru if anyone has ideas on grants;
• Joe: Sports auction fundraiser is August 5th.
• Two issues, Joe would like to mention which fold in with branding: The marquee needs to be fixed or removed. 2. Twice in one week Joe heard from a student in the Eureka dorm, and an employee from DN, who had spoken with an IT tech to inquire when computers would be resolved, and received the reply “when it’s done – we’ll get to it when we get to it.”
• Erin: Creative arts – new carpet being installed. Building is being cleaned up and some areas redone. There is still no Wi-Fi in creative arts and it needs to be installed, since the funds coming from student fees.
• Ron: also promised Wi-Fi last year, as was Joe and it has not been done for either.

11. Assessment Tracking Updates: N/A

12. Other/Future Agenda Items:
   • *Future agenda items:* A process for marketing: 1) who in charge of ensuring accuracy for information going out to the community; 2) who/how to manage internal coordination
   • Look at standard II and review each standard and substandard for assignment accuracy
   • Discussion that marketing for Mckinleyville and Arcata doesn’t list reasons *why* these are good classes. Keith will discuss with Paul DeMark on Monday; and maybe move some to late start.

*Next meeting: July 28, 2014, Boardroom (All meetings will be in the boardroom, unless otherwise noted; currently July 21 and August 18 are the two exceptions.)*

Adjourn