Instructional Council
Friday July 25, 2014, 11 am – 12:30 pm, SS 104

Agenda

1. Counselor Day (Hall)
2. Marketing Materials (Hall)
3. Accreditation Matrix (Snow-Flamer)
4. Enrollment (Snow-Flamer)
   a. TLU Allocations/Additional FT Faculty
   b. Areas of Focus for Spring Schedule (ADT, BT Del Norte, Saturday classes)
5. ADT Support Ideas (Snow-Flamer)
6. SSSP/SEP/Basic Skills/DE Substantive Change Plans (Snow-Flamer)
7. Noncredit Credit Update (Peterson)
8. Area Report-outs
9. Assessment Tracking Updates
10. Other/Future Agenda Items

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
Instructional Council  
Monday July 14, 2014  
11am – 12:30pm, Boardroom  

Notes

Present: Keith Snow-Flamer, Joe Hash, Ron Waters, Tracey Thomas, Sheila Hall, Johanna Helzer, Julia Peterson, Marla Gleave, Crislyn Parker-support

1. Updated AP 4021  
   - Keith sent the recommendations from the AP 4021 task force committees to President Smith with suggestions on when the recommendations should be completed. Jay and Gary will meet to complete the ADT for AJ.

2. Non-Credit Negotiations:  
   - Negotiations for non-credit compensation negotiations begin this week, which will affect any possible non-credit compensations, including load calculation. Ideally, having faculty teach both credit and non-credit helps the bridge between both.

3. Update Non-Credit – Del Norte  
   - Expanding non-credit in Del Norte (particularly at the jail), starting with READ 360; then moving to work readiness, GED and other non-credit within a year.
   - A suggestion was made to work with the Coast Guard, who would like Math and Science courses. Johanna will send Keith a contact for the Coast Guard to begin discussions.

4. ADTs (color attachment will be provided)  
   - Keith will meet with George Potamianos, Shereen Cockrum and Jay Dragten on new curriculum changes regarding ADTs. He will report these changes to the Deans. It is anticipated the Chancellor’s office would like us to develop more ADT (thirteen versus nine).
     - Handout 1: ADT courses not offered in the fall: Keith asked Jay provide suggestions on which courses should be offered in spring 2015, based on approved ADTs and courses not offered in the fall. Green highlighted courses should be offered; yellow highlighted are optional and pink highlighted should not be offered in spring. Tiffany will add these to the scheduling template; Deans will make the final decisions.
     - Handout 2: shows which ADTs we should focus on next year-green highlighted require few or no courses for completion, yellow are viable; there is no need to look at pink highlighted.
     - Faculty will work with Deans on whether to develop ADTs for the TMCs anticipated but not yet available. Deans can work with the articulation officer (Jay Dragten), to ensure ADT requirements are satisfied, and/or what might be needed. Jay will be asked to enter criteria 1-4 into templates based on the green and yellow ADT priority sheet prior to finalizing.

5. Educational and Matriculation Pathway Task Forces  
   - Process in place on how to determine and judge ADTs. Faculty and Deans were asked to develop ADTs, so they will be included. Ideally, the ADT process will be a change to how we offer degrees and curriculum.
   - Five ADTs approved by the chancellors; eight others need curriculum approved before final approval from the Chancellor’s Office.
   - The 13ADTs will be included in the 2014/15 in catalog, noting which are ADTs are completed and which are pending approvals. The certified nine must be in catalog; Keith
will work with Shereen. Students will be advised to take courses in the sequence suggested for any ADT, whether it has been approved or not when establishing their comprehensive student education plans.

- Including ADT’s in program review: ADTs must include Recommendation 1 through 4 while Recommendations 5 – 7 are optional. These criteria do not need to be included in the program review process, but Recommendation 3 could be part of the criteria. Deans can look at data sets etc. Keith will discuss this with Angelina.
- Sunset Matriculation pathways and move their work into the SSPs task force. Non-credit will be included in the pathways for SSPs. The advisory committee needs non-credit and distance ed representatives.

6. Area Report-outs
   - Summer subject matter process has been determined.
   - Classrooms have not yet been assigned for the Arcata and Mckinleyville classes.
   - Fall schedule links for sites/locations? Marla meeting with Becky re BT courses at DN.
   - Julia: DN is interested in CT classes (the school district, Yurok tribe, workforce center, to name a few). Julia will provide list of interests, but BT was specific. There is a Garberville registration fair in August. ESL has more than 15 registered students.
   - Johanna- Overseeing the training summit-campus safety is this week with recaps on Friday recaps. Next week will be customer service and technology training.

7. Assessment Tracking Updates
   - Johanna and Paul Chown are creating an excel spreadsheet, to have a comprehensive list by division, of assessment process status. (Add to Monday, July 21 agenda.)

8. How to Handle Out-dated Curriculum (in the catalog)
   - Outdated curriculum is a red flag to ACCJC. We had recommendations in the past. CR Policy dictates we do not offer courses with outdated curriculum. There are several courses in the catalog attached to both full time and associate faculty: pull these classes or make exceptions?
   - Consideration in this matter includes full-time versus associate faculty: CRFO contract dictates we guarantee faculty a full load. Out of date curriculum taught by associate faculty can be pulled without contractual consequences. An argument can be made for not cancelling full-time faculty courses, unless replacement courses are available.
   - Joe suggested deans should check all curriculum for updates and ensure it is done.
   - When updated curriculum is submitted to the curriculum committee, but faculty is not present to discussed, what is the process to move this curriculum forward?

9. Update on Alternate Locations

10. Other: /Future Agenda Items: Assessment status spreadsheet - Johanna

   Next meeting: July 21, 2014, SS 104 (All meetings will be in the boardroom, unless otherwise noted; currently July 21 and August 18 are the two exceptions.)

Adjourn