Instructional Council
Monday August 4, 2014, 11 am – 12:30 pm, Boardroom
Notes

Present: Keith Snow-Flamer, Ron Waters, Julia Peterson, Mark Renner, Johanna Helzer, Joe Hash, Erin Wall, Rory Johnson, Marla Gleave, Alison Stull, Tracey Thomas, Connie Carlson, Crislyn Parker-Support

1. ADT Message
   - Keith drafted a message to faculty regarding ADTs.

2. Initial Ideas on Discipline Organizers: Removed from agenda.

3. Dean/Faculty Calendar:
   - Johanna created tabs in the dean/faculty calendar workbook. Each tab is for a separate activity. This is a work in progress. Johanna will update and send out the revised document.
   - Curriculum Discussion:
     - Curriculum will require faculty to submit revisions and proposals to their Dean prior to submission to the curriculum committee.
     - Suggestion is to clarify assessment through the timeline. For accreditation, the Dean’s role in assessment must be determined.
     - Change verbiage to “initiate assessment conversions” rather than “determine.”
     - Evaluations: Working backwards from due dates.
   - Suggestion: add another column in the curriculum tab for reporting back to inform Deans what was approved, tabled and/or denied. Keith will discuss with Shereen initially how we can improve the process
   - Discussion to provide SAM fees supplies requisitions to deans, to order at the start of the semester.

4. Mendocino and Del Norte:
   - 20 sections being offered in Ft. Bragg through Mendocino City College. CR will include our degrees and certificates in the catalog, (we receive the FTES for them).
   - Deans will check classes that may have been deactivated (district wide). Students still have CR catalog rights.
   - See if there could be other late start classes for Del Norte.

5. Agenda for VP/Dean/Senate Meeting:
   - Keith will add agenda items about the calendar, Curriculum and ADT message.
   - Finalize the convocation schedule. Crislyn will set meeting with Deans and Connie for Tuesday, August 5.

6. 2014-15 Focus:
   - Improved district-wide coordination district-wide for all aspects of planning, enrollments, student support
   - Expand DE to build/allow district-wide programs. DE has a goal to submit Substantive Change DE programs by the end of fall 2014.
   - Implementation of student support initiatives across areas.
   - Integration of SSSP into instruction. CR reports to the Chancellor’s Office, in 2015-16, how everything is tied into Student success
• Build non-credit certificates, pathways to careers and AB 86 categories.
• Building persistence.
• Expand CTE Program expansion through Distance Ed.
• Co-enrolling non-credit and community ed courses. We currently co-enroll credit and non-credit in DN - cross-listing reading and English courses. The same can be done with non-credit and community ed classes.
• Clarify credit, non-credit, not for credit and community ed (convocation session).

7. Other/Future Agenda Items
• Building Deans into the DE process for a coordinated district-wide approach to scheduling DE.
• Faculty/Calendar
• CR Diversity courses
• Review new curriculum form and the materials section of the form

Next meeting: August 11, 2014, Boardroom

Adjourn