MODESTO JUNIOR COLLEGE
JOINT MEETING OF
STUDENT SERVICES AND INSTRUCTION COUNCILS
September 20, 2016

Members, Instruction Council | Representing | Present | Absent
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Brenda Thames, VP Instruction | Chair | √ | 
Robert Stevenson, Professor - Arts | Co-Chair | √ | 
Michael Adams, Professor, Mathematics | Academic Senate | √ | 
Kathleen Ennis, Professor – Librarian | Academic Senate | √ | 
Deborah Lafranchini, Professor, Child Development/Family Life | Academic Senate | √ | 
Nita Gopal, Professor, English | Academic Senate | √ | 
Tonya Robinson, Professor, Nursing | Academic Senate | √ | 
Al Smith, Professor, History | YFA | √ | 
Michael Sundquist, Dean, Arts, Humanities and Communications | Dean | √ | 
Don Borges, Dean, Agriculture & Environmental Sciences | Dean | √ | 
Jillian Daly, Dean, LLA & LLC | Dean | √ | 
Martha Robles, Dean, Counseling and Student Learning | Dean | √ | 
Maria Mondragon, Student | ASMJC | √ | 
Stephanie Pierce, Student | ASMJC | √ | 
Santiago Uvina, Program Specialist | CSEA | √ | 
Julie Trejo, Financial Aid Technician | CSEA | √ | 
Joseph Akpovi, Professor – Logistics | Academic Senate | √ | 
Amanda Schnoor, Professor - AG | Academic Senate | √ | 
Vacant, Professor, PRHE | Academic Senate | √ | 
Vacant | CSAC | √ | 

GUESTS

RECORER
Amanda Cannon, Accreditation/Assessment Process Specialist | Recorder | √ |

I. CALL TO ORDER
Brenda Thames called the meeting to order at 3:09 p.m.
Quorum established.

II. ACTION ITEMS
a. Approval of Agenda

Action Item:
New Curriculum and Financial Aid was added as a topic under “Other”.
Approved by consensus.
b. Approval of minutes from the meetings held 9/6/16

**Action Item:**

Moving forward, minute takers will not refer directly to individuals in narrative unless motions are being made.

Kathleen Ennis moved to approve minutes.  
Seconded by Don Borges  
Result: Unanimous approval

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### Business

#### III. NEW BUSINESS

**A. Faculty Hiring Schedule**

10/3/16: an electronic notification will go out from the VPI to the deans requesting finalized lists of confirmed retirements and request replacement positions.

10/14/16: Retirement/Replacement lists due to the Instruction Office.

10/18/16: Replacement list presented to Instruction Council.

10/27/16: Forms requesting growth positions due to Instruction Office.

11/4/16: Request for growth positions discussed in Instruction Council.

11/15/16: Discuss results.

The following verbiage, approved by the IC on 4/19/16 and Academic Senate on 4/28/16 will be added to the 2016-2017 Hiring Prioritization document.

“If the September 30th announcement deadline is not met, the vacated position will be considered and acted upon by Deans’ Cabinet. The administrative process will include analysis of a completed Faculty Hire Proposal Form and will reflect consideration of the Instructional Outlook Report priorities. The faculty co-chair of the Instruction Council will participate in the administrative discussions. Deans’ Cabinet will forward positions on a consent agenda to the Instruction Council.”

After October 1st of each year, a standing agenda item for replacement positions will be added to Deans Cabinet agenda per the 2016-2017 Hiring Prioritization Document.

The group discussed that although IC efficiently identifies and forwards recommendations for hiring prioritization, job announcements trickle through over an extended period of time. Brenda Thames will forward these concerns to District Council.
Action Item:
Mike Adams moved to approve the 2016-2017 Hiring Prioritization Document.
Seconded by Kathleen Ennis
Result: Unanimous approval

Action Item:
Jillian Daly moved to approve the timeline for hiring prioritization.
Seconded by Kathleen Ennis
Result: Unanimous approval

IV. CONTINUING BUSINESS

V. DISCUSSION ITEMS

B. Guiding Principles Document

This document was created in 2013 to discuss the philosophy on how we do business. It allows a discussion regarding how the Council defines quorum as well as how to replace members as they rotate out. Review the document and we will add it to the continuing business section of our next agenda.

C. Hiring Prioritization Process/Document

Discussed previously under Faculty Hiring Schedule.

D. Instruction Council Charge – Sub Committee

This work group is tasked with looking at the charges and will report back to the council.

VI. INFORMATIONAL ITEMS

E. EMP Update

Charrettes are scheduled for the LLA & LLC divisions. SME has not made arrangements at this time. A summary of the feedback collected thus far is ready to be sent out in survey form. The work group is asking the institution to reflect on the feedback and provide comments. Our Strategic Plan was presented at College Council and will be finalized shortly. The council would like to have a copy of the power point presentation given by the EMP work group.

F. Enrollment Data

An enrollment informational team will need to be created to address the enrollment management charge of the IC. It would be helpful if the institution understood how FTES were calculated for the entire year. Brenda will inquire with the Vice Chancellor if there is a document the council can see. We will add this item to the continuing business section of our agenda.
VII. OTHER
   A. New Curriculum and Financial Aid

   The ACCJC has made very clear that a substantive change must be submitted before a new program
   degree or certificate can be offered to students or eligible for financial aid. Courses are still available
   for students to take but they cannot apply for awards or certificates. The council would like to know if
   it’s allowable to put Chancellor’s Office approved programs in the catalog with verbiage indicating
   “pending ACCJC approval”. Brenda will inquire and report back. It appears that this is a Curriculum
   Committee issue of not being able to list program approval dates as of the CCCCQ approval but only
   after the ACCJC substantive change approval date.

VIII. REPRESENTATIVE REPORTS
   A. College Council
      n/a
   B. Student Success & Equity
      n/a
   C. Other

IX. ADJOURNMENT
   The meeting was adjourned at 4:38 pm.

Next meeting: October 4, 2016, Library 55, 3:00-5:00pm.