Instruction Council

Members: Mike Adams, Mark Anglin, Jeff Beebe, Shelley Circle, Lorena Dorn, Eric Fischer, Julie Hughes, Kimberly Kennard, Eileen Kerr, Susan Kincade (Chair), Deborah Laffranchini, Mike Morales, Brian Sanders, Rob Stevenson (Co-Chair), Michael Sundquist, James Varble (ASMJC), Francisco Villasenor (ASMJC), Pat Wallace

AGENDA
September 17, 2013
Yosemite 213, 3:00 – 5:00 p.m.

I. CALL TO ORDER

II. ACTION ITEMS
   a. Approval of Agenda
   b. Approval of Minutes

III. CONTINUING BUSINESS
   a. Distance Education: Course Review Flowchart – Second Reading
   b. Distance Education Online Course Design Rubric – Second Reading

IV. NEW BUSINESS
   a. Faculty Hiring Process

V. INFORMATIONAL ITEMS
   a. Program Review Reading Party – Curtis Martin
   b. Instructional Council Charge Changes
   c. Educational Master Plan – Discussion/Report
   d. Accreditation

VI. COUNCIL AND CONSTITUENCY UPDATES
   a. College Council
   b. Accreditation Council
   c. Student Services Council
   d. Resource Allocation Council
   e. Facilities Council
   f. Academic Senate Report
   g. Student Report
   h. Classified Staff Report
   i. Other College Business

VII. OPEN COMMENTS FROM THE PUBLIC

VII. ADJOURNMENT
I. Call to Order
R. Stevenson called the meeting to order at 3:11 p.m.

II. Action Items
   a. Approval of Agenda
      B. Sanders moved and K. Kennard seconded a motion to move continuing business and the program review reading party to the top of the agenda. Hearing no other changes, the agenda was approved unanimously.

   b. Approval of Minutes
S. Circle moved and D. Laffranchini moved to approve the minutes of April 23, 2013. S, Kincade noted a change to Item IV. b. Hearing no other changes, the minutes were approved unanimously as corrected.

**Business**

**III. Continuing Business**

a. **Distance Education: Course Review Flowchart – Second Reading**

b. **Distance Education Online Course Design Rubric – Second Reading**

B. Sanders moved and Mike. Sundquist seconded a motion to approve the Distance Education: Course Review Flowchart, and the Distance Education Online Course Design Rubric documents. M. Adams brought everyone’s attention the last few items of the Rubric, page 5 under Student Assessment. He expressed concern that people may object if they feel strongly one way or the other and felt that it may limit academic freedom. R. Stevenson asked if it does indeed limit academic freedom. Mike Smedshammer, Instructional Design Coordinator, was in attendance and explained that the rubric is to be used as a guideline for the new online faculty member to assist them in developing their course and give suggestions for best practices.

S. Circle asked if a faculty member had to come onto the campus for five office hours per week to satisfy the student contact hours. S. Kincade stated that student contact hours are in discussion and will be addressed when the sections on Distance Education are negotiated with YFA.

D. Laffranchini asked what can be done when some faculty in a discipline do not keep office hours and those who do are left to take the walk-in students who are looking for assistance. Discussion began and R. Stevenson, while recognizing the importance and validity of the topic, brought the council back to the agenda and the discussion at hand. R. Stevenson checked in with M. Adams to ensure he was satisfied with M. Smedshammer’s answer. He stated that he was.

B. Sanders asked if the rubric will be used to help evaluate the online faculty. It was clarified that the documents were to be used to guide new online faculty as they developed their online courses. R. Stevenson suggested that the DE committee bring the deans together for an abbreviated online training like the faculty go through. This will help them to offer assistance to faculty as they develop their courses and give them insights as they evaluate online faculty. S. Kincade added that the deans will be receiving training.

Hearing no further discussion, the documents were accepted unanimously.

M. Smedshammer asked the group to note the portion of the DE plan (pg. 15) that will be affected by the adoption of the Flowchart and Rubric as they are process changes. R. Stevenson congratulated M. Smedshammer on his recent appointment to the permanent position of Instructional Design Coordinator.

**IV. New Business**
a. Faculty Hiring Process

R. Stevenson shared that a faculty hiring process has been approved by the Academic Senate. S. Kincade noted that Jill Stearns and James Todd have reviewed the document and noted some items that need to be revisited. It will go to College Council for a first reading. The IC is heavily featured in the document as the process will begin in IC. A template was also developed, but not included in the documentation provided to the council. R. Stevenson will send the template to the group. A flow chart was reviewed. He would like everyone to review the document and the template and come to the next meeting ready to sketch out what the process will look like. He noted that the September 30 deadline for announcing retirement will be an issue if there is further review of the document. It was suggested that the College Council be asked to extend the deadline this year if further discussion is required.

S. Circle asked about Item 1 and where that information would come from. R. Stevenson explained that in the first year, that information would not be available as it will be based on a report developed at the end of the year (Item 11). The report will be based on input from the Academic Senate and College Council, Curricular action and the IC. E. Kerr and K. Ennis asked what information will be used during this first year. It was determined that we will be jumping into the middle this year and basing decisions on the best information we can gather. The benefits of announcing retirements by the deadline where discussed as well as the potential consequence of announcing after the deadline. If a retirement is announced before the deadline, filling of the position will be considered a replacement and remain with the division. If announced after the deadline, filling of position will be considered a growth position. There was further discussion of where the document fell within the final approval process. S, Kincade asked what the intent was for today.

M. Adams moved to request the College Council to relax the timelines in a reasonable manner to allow time for the process to be thoroughly done in the first year only. The wording of the motion was discussed and an amended motion was developed. M. Adams amended his motion to read: The Instruction Council requests of the College Council, a one-time only relaxation of the timeline for 2013-14 academic year announcements of retirement and subsequent process. D. Laffranchini seconded the motion. There were no objections to the amendment. The motion passed with 11-aye votes and 1-nay vote.

Rob asked for ideas for establishing a process for ranking hiring requests. S. Circle asked for clarification of the definitions of replacement positions, growth positions and emergency positions. They were defined as:

Replacement: A faculty member announces their intent to retire by the deadline. The rehire of the position will stay within the division. The division can make the recommendation to hire a replacement faculty member either in the same discipline or in another discipline within the division.
Growth: One component of growth will occur when a faculty member announces their intent to retire after the deadline. The rehire of the position is no longer guaranteed to remain within the division and becomes a growth position. It can be considered for filling a position determined most needed in any division subject to college-wide consideration.

Emergency: If a retirement occurs or a need arises for faculty after the October deadline of division ranking and forwarding lists to the Instruction Council and Deans and the position is necessary. If approved, a 1 Year Temporary hire would occur.

She is wondering if there is an advantage to having replacement over growth. The process was described as the IC will have the responsibility of denying a replacement position when appropriate and ranking the growth positions. It is expected that denial will be used sparingly.

If there are rubrics that have been used in the past, they should be brought forward as historical documents. The group will have to decide if they will create a new rubric, use an old one or not use a rubric at all. A. Bethel will forward the templates. There was discussion about how the decisions were made in the past and talk of how it is not an easy decision to make, but you try to make the best decision that you could. The need for transparency was discussed. Susan reminded the group that decisions of the IC will be a recommendation only. We need to have open and honest discussion at this council.

Emergency hires will be a 1-year temporary full-time. B. Sanders added that where growth positions are concerned, we need to be mindful of what we want to look like as we grow and include conversations about increased library support or instructional support staff.

S, Kincade would like to recommend that we approve the document so that it can move forward. Mike Adams found the template for the hiring requests and Rob reviewed it with the group.

S. Kincade moved to recommend the hiring prioritization document and accompanying template. K. Kennard seconded the motion. Hearing no further discussion, the motion passed unanimously. R. Stevenson believes there is a timeline to get the document before the board before the Accreditation folks come.

Informational Items

b. Program Review Reading Party – Curtis Martin

C. Martin introduced himself to the group. He has been doing program review for six years. On Thursday, a document for how Program Review will be set up will be reconfirmed in the Academic Senate. It has been updated slightly. Instruction Council will play a key role in the acceptance and review of Program Review. The council will hear presentations from programs. It is hoped that we will all get to know programs more intimately. We did Program Review last year and need
to close the loop on it before moving onto the new process. A Program Review Reading Party is scheduled for Friday, September 27 from 8 a.m. – 1 p.m. to read and comment on submitted Program Reviews. He encourages all members of the IC to attend.

c. **Instruction Council Charge Changes**
   R. Stevenson welcomed Kathleen Ennis as Library faculty added to the group. S. Kincade clarified that we can make recommendations for changing our charge in the spring. Documents and processes for the IC charge changes should be included.

d. **Educational Master Plan – Discussion/Report**
   A group met over the summer, but after discussion with Brenda Thames and Jill Stearns, it was determined that a Strategic MJC Master Plan must be created before an EMP can be completed.

e. **Accreditation**
   S. Kincade reported that the Accreditation documents are being finalized. The council met last week. There were two open forums, the president will see the final document tomorrow and the board will see it next week for approval at their next meeting. It will be mailed out on October 12.

V. **REPRESENTATIVE REPORTS**

a. **College Council**
   D. Laffranchini reported that the Engaging all Voices governance document was approved. She noted that a 3% growth in FTES is needed. The bottleneck is math and online is desired by our students. We are about 300-400 FTES short and if trend continues will be about 1000 short by the end of spring. We have more sections, but they are not full. Repeatability is causing issues. The Diversity Committee is planning an event.

b. **Accreditation Council**
   S. Kincade reported that Planning Agendas were distributed and must be addressed over the next year.

c. **Student Services Council**
   B. Sanders reported that the meeting was cancelled.

d. **Resource Allocation Council**
   No report.

e. **Facilities Council**
   No report.

f. **Academic Senate Report**
   Covered in earlier items.

g. **Student Report**
No report.

h. Classified Staff Report
No report.

i. Other College Business
S. Circle reported that the Calendar Committee has asked that Maymester begin a week early so we can capture FTES. Susan elaborated that we are taking all extraneous dates off of the Academic Calendar and adding only the dates that are binding to us. There will be another informational calendar where we can list other important dates. We want the flexibility to be able to schedule classes as needed to serve our students and also to count FTES.

VI. OPEN COMMENTS FROM THE PUBLIC
K. Ennis added that she found it was alarming that three times in the last week she has heard in the community that you cannot get into classes at MJC. Susan answered that she will be working with the PIO to advertise classes.

VII. ADJOURNMENT
S. Kincade moved and E. Kerr seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 5 p.m.

Next meeting: October 1, 2013, 3 p.m., Yosemite 213
**Hiring Prioritization**

Faculty hiring prioritization is a key process aimed at strengthening our college, engaging our community needs and fostering student success.

The hiring prioritization process described below draws on past practices and accounts for the current governance structure and participation across constituent groups. Because hiring prioritization cannot be reduced to one rubric, the process will be multi-faceted, and decision-making will consider qualitative and quantitative data from **program review**, legal mandates, and student educational goals that come from large and small programs across transfer, technical education, academic services and basic skills areas. This process also relies on collegial consultation with the Academic Senate.

The following process also aims to incentivize faculty to formally announce their impending retirements by September 30 to be effective the following year, so that the best pools of applicants can be sought by the district. While not a guarantee that a specific position will be filled, early retirement announcement would guarantee that a position would remain in the division in the hiring prioritization process.

**Hiring Prioritization Process Task Force:**

Nancy Backlund, Professor, *Business, Behavioral and Social Sciences*
Paul Cripe, Professor, *Science, Math and Engineering*
Lorena Dorn, Dean, *Counseling*
Jennifer Hamilton, President-Elect, *Academic Senate*
Cece Hudelson, Dean, *Business, Behavioral and Social Sciences*
Korey Keith, Vice President, *ASMJC*
Martha Robles, Dean, *Matriculation, Admissions and Records*
Michael Sundquist, Dean, *Arts, Humanities and Communication*
James Todd, President, *Academic Senate* (Chair)
**Hiring Prioritization Process:**

1) Early in the year, the Instruction Council provides an Instructional Outlook report that outlines the guiding principles, goals, and opportunities for college instruction for the year. This report would affirm college goals and give a sense of the educational (or instructional) landscape.

2) **Replacement positions.** When faculty formally announce their retirement by September 30, to be effective before the end of the academic year, divisions may submit a replacement position application to the Instruction Council by mid-October. A replacement application may also be submitted in the event of an untimely death or medical exigency during the previous academic year. The application consists of a Faculty Hire Proposal Form accompanied by all applicable quantitative data, qualitative information, program review, and any other necessary documentation. Divisions will use participatory governance processes, including program review, for prioritizing replacement positions. The advantage of this process is that all replacement positions will remain in their respective divisions and the lead time can result in a strong applicant pool.

3) **Growth positions.** By mid-October, divisions will meet and construct a prioritized list of growth faculty hires for their division through their participatory governance process and reliance on program review. Positions that are not retirement replacements will be forwarded from the division to the Instruction Council with a Faculty Hire Proposal Form accompanied by all applicable quantitative data, qualitative information, program review, and any other necessary documentation. These hire proposals will be considered growth positions.
4) Once divisions have prioritized their position lists, the results and/or applications are forwarded to the Academic Senate and Deans Cabinet for discussion and input.

5) By early November, after the Academic Senate and Deans Cabinet have had time to consider the positions, the Instruction Council will invite all Deans to meet and discuss the college-wide Hiring Prioritization List. The positions to be considered must first be those designated as replacement, followed by the division-ranked growth positions. Members of the Instruction Council will vote on hiring prioritization and make recommendations to the College Council.

   a. Hiring prioritization will be conducted through analyzing all qualitative and quantitative data presented in each application, weighing the positions in terms of the IC’s Instructional Outlook report, and considering factors including the size of programs, legal mandates, and the instructional breadth and services of the college. The ranking of positions should be based on a broad account of college needs, community and workforce needs, and student success.

   b. Replacement position applications from divisions should be honored. If a specific replacement application is not recommended by the Instruction Council, the position will still remain in the division. The top-ranked growth position from a division with replacement hiring rights would typically be utilized as the replacement candidate.

6) By November 15, the District announces the number of hires to be allocated.

7) By November 30, and through collegial consultation, the College Council reviews the Hiring Prioritization List and number of positions to be hired and makes a recommendation to the President.

8) In December, after receiving the recommendations from College Council and input from the Academic Senate, the President forwards the positions to be hired to the Chancellor and Human Resources.

9) Upon completion of the hiring process the names for positions to be hired are placed on the agenda of the YCCD Board of Trustees.

10) With collegial consultation, the YCCD Board approves hiring of faculty.

11) No later than April 30, the Instruction Council will write a report of hiring for the year. In order to facilitate continuous quality improvement in institutional decision-making, this report will make transparent any rubrics
and/or formulas used in prioritization and will include a reflective evaluation of the process. This Hiring Feedback Report will inform the following year’s instructional outlook. In the spirit of continuous quality improvement, the Hiring Feedback Report will be made available so that the Academic Senate may conduct a formal review of the Hiring Prioritization process to recommend improvements before the next cycle.

Collegial Consultation.

Hiring prioritization is intrinsically connected to many of the academic and professional issues designated as “rely primarily” or “mutually agree” items in Title V Section 53200 and YCCD Board Policy 7-8049. If the Academic Senate has concerns with the process of Hiring Prioritization, or concerns with the ranking results and number of positions, the Academic Senate will reserve its right to follow the process of collegial consultation articulated in Board Policy 7-8049. The Academic Senate will work with the College Council and collegially consult with the President to come to agreement on any issues regarding hiring prioritization, and if necessary, make alternative recommendations to the YCCD Board of Trustees.

Emergency Hire Proposal

If a retirement occurs or a need arises for faculty after the October deadline of division ranking and forwarding lists to the Instruction Council and Deans, the Hiring Proposal Form must be marked “emergency.” Divisions must use their participatory governance process to make a recommendation based on program review to hire. Divisions must complete a Faculty Hiring Proposal Form, accompanied by all applicable data, and forward it to the Instruction Council. If approved, the Instruction Council would recommend the position to the Academic Senate for a one-year temporary position. The Academic Senate would collegially consult with the President for final approval. The one-year position is not guaranteed to become tenure-track the following year, as the full-time vacancy would be subject to the entire hiring prioritization process.
Instruction Council

Members: Mike Adams, Mark Anglin, Jeff Beebe, Shelley Circle, Lorena Dorn, Kathleen Ennis; Eric Fischer, Julie Hughes, Kimberly Kennard, Susan Kincade (Chair), Deborah Laffranchini, David Lopez (ASMJC), Mike Morales, Brian Sanders, Al Smith, Rob Stevenson (Co-Chair), Michael Sundquist, Pat Wallace

**AGENDA**

October 1, 2013

Yosemite 213, 3:00 – 5:00 p.m.

I. CALL TO ORDER

II. ACTION ITEMS
   a. Approval of Agenda
   b. Approval of Minutes

III. CONTINUING BUSINESS
   a. Faculty Hiring Prioritization Process

IV. NEW BUSINESS
   a. Amendments to the 2012-2017 DE Plan, Area II, Faculty Support

V. INFORMATIONAL ITEMS
   a. Instructional Council Charge Changes
   b. Accreditation

VI. COUNCIL AND CONSTITUENCY UPDATES
   a. College Council
   b. Accreditation Council
   c. Student Services Council
   d. Resource Allocation Council
   e. Facilities Council
   f. Academic Senate Report
   g. Student Report
   h. Classified Staff Report
   i. Other College Business

VII. OPEN COMMENTS FROM THE PUBLIC

VII. ADJOURNMENT
Modesto Junior College
Instruction Council
October 1, 2013

Members Representing Present Absent
Susan Kincade, Vice President of Instruction Chair √
Rob Stevenson, Professor-Art Co-Chair/Academic Senate √
Michael Adams, Professor-Math Academic Senate √
Mark Anglin, Dean of Agriculture & Environmental Sciences Dean √
Jeff Beebe, Professor-Automotive Technology Academic Senate √
Shelley Circle, Professor-English Academic Senate √
Lorena Dorn, Dean of Counseling and Student Services Dean √
Kathleen Ennis, Professor – Librarian Academic Senate √
Eric Fischer, Professor-Water Polo Coach Academic Senate √
Julie Hughes, Admission & Records Specialist CSEA √
Kimberly Kennard, Professor-Human Services Academic Senate √
Deborah Laffranchini, Professor-Child Development/Family Life Academic Senate √
David Lopez, Student ASMJC √
Mike Morales, Professor-Plant Science Academic Senate √
Brian Sanders, Dean of Science, Math & Engineering Dean √
Al Smith, Professor – History YFA √
Michael Sundquist, Dean of Arts, Humanities & Communication LTAC √
Pat Wallace, Instruction Office Specialist CSEA √
ASMJC Rep (Vacant) ASMJC √
CSAC Rep (Vacant) CSAC √
Amy Bethel, Executive Secretary, Instruction Office Recorder √

SUBSTITUTE
Name Member Substituting for
None

I. Call to Order
The meeting was called to order by S. Kincade at 3:05 p.m. She introduced History Professor Al Smith, YFA representative replacing Eileen Kerr.

Action Item

II. Action Items
a. Approval of Agenda
R. Stevenson moved and S. Circle seconded a motion to approve the agenda. The motion passed unanimously.
b. Approval of Minutes
K. Ennis moved and R. Stevenson a motion to approve the minutes of September 17, 2013 as amended. The motion passed unanimously.

III. Continuing Business

a. Faculty Hiring Prioritization Process
S. Kincade stated that the Faculty Hiring Prioritization document was approved at the September 17 IC meeting. It was then forwarded to the College Council where it was approved with the suggestion from IC to change the timeline one-time only this year. Today the IC will begin to develop a method for implementing the Faculty Hiring Prioritization Process.

R. Stevenson stated that he forwarded copies of rubrics used in past years to the IC for historical purposes only and emphasized that they will no longer be used moving forward. S. Kincade asked for the pleasure of the group for furthering the discussion. M. Adams suggested discussion but also that a sub-committee be formed to draft a process. K. Ennis began the discussion by stating that she was happy to see the template for requesting faculty as it gives Library Services and Counseling a greater opportunity to make their case without having to compete on the same field as fully instructional divisions. S. Circle added that with the 5-year hiring freeze we have experienced, that everyone has a story to tell as we have been five years without rehiring faculty. M. Adams asked about the flowchart and its origin. It was determined that B. Sanders probably authored the flowchart. There was discussion of some of the points on the flowchart were well liked and some that were not.

D. Laffranchini asked about the process if someone missed the deadline for announcing retirement, but due to illness chose to retire or unexpectedly passed away. There was discussion and it was determined that in instances like that, it would be considered an Emergency and a 1-Year Temporary hire would be made. There was further discussion of what would occur in the second year when full-time replacements were being determined. No finite answer was determined. R. Stevenson noted that the prioritization process is a living document, but has not yet “lived.” As we are working through the document for the first time, attention should be paid to the nuances and the way it works. Suggestions for revision to the document may come out of working through the process in the first year.

The question of when all of the positions would be in front of the IC so that they can begin prioritization was raised. M. Anglin added that there are 11 positions that are filled as 1-Year Temporary positions from retirements from 2012-13 and noted that those positions would be part of the consideration for prioritization. It was determined that those positions will be considered replacement positions going into the 2013-14 process. Replacement positions should not cost any additional dollars as the funds are already available. Growth positions are the ones that will add additional cost.
It was determined that ranking will begin at the November 26 meeting. Divisions will send their replacement positions and their ranked growth positions to the IC. Over the next month, the IC process must be developed. It will be the job of the IC to determine how to best rank the information that comes to the IC. Faculty, Deans, community support can be considered. Recommendations from IC will be forwarded to the Academic Senate, College Council, College President and YCCD Chancellor.

S. Kincade displayed the Faculty Hire Proposal Form templates on the screen and next steps were discussed. **R. Stevenson moved to create a taskforce to create a pilot document to bring back to the IC by next meeting.** **M. Adams seconded the motion.** K. Ennis added that she felt a rubric should be developed letting the divisions know how the council will be reviewing their data. M. Sundquist added that if we are going to accept stories that a limit be placed on the length of the written narrative. R. Stevenson stated that deans should discuss and agree on a size for the story. M. Sundquist stated that requests should identify program strengths and tell the story the best you can. R. Stevenson noted that the Instruction Council must be able to look at the requests and determine what is best for the college, putting aside any interest in their own divisions.

S. Circle asked if the IC will have access to information that will help determine what the college needs. S. Kincade stated that when the deans were determining who to rehire, consideration was given to what the students most need to get through their programs, fill rates, and other areas that demonstrated need for the course. Similar information will be made available to the IC. Volunteers for the taskforce were requested. Amy will set the first meeting. Taskforce members are:

- Mike Adams
- Mark Anglin
- Jeff Beebe
- Shelley Circle
- Lorena Dorn
- Kathleen Ennis
- Julie Hughes
- Kim Kennard
- Mike Morales (dependent upon meeting times)
- Mike Sundquist

S. Circle also noted that the information from the divisions will be different than what IC will look at as far as filling college needs. Deans and IC reps will be responsible for educating their areas.

**Hearing no further discussion the motion passed unanimously.**

**IV. New Business**

a. **Amendments to the 2012-2017 DE Plan, Area II, Faculty Support**
R. Stevenson moved to revise the 2012-2017 DE Plan, Area II, Faculty Support to reflect the changes that were approved at last meeting. S. Circle seconded. The motion carried unanimously.

V. Informational Items
   a. Instructional Council Charge Changes
      This item was addressed in an earlier meeting.
   
   b. Accreditation
      S. Kincade reported that she attended an ALO meeting last week. Recommendations for changes to the standards for the next full accreditation report were shared. A major change will be that printed copies will no longer be required to be sent. Reports will be submitted electronically. The MJC Accreditation link was sent to the YCCD community today and the Board of Trustees will receive their draft copies. It is on the agenda to be accepted by the BOT. After acceptance, copies will be sent to the ACCJC the following day. The visiting team will be here November 14th and possibly the 15th as well. There will be two team members, but we do not yet know their names. S. Kincade is still working on the Substantive Change Report. Margo Guzman will be assisting in the team room with IT needs. SSC 203 will be the team room. Heather Townsend is coordinating the details of their visit.

VI. REPRESENTATIVE REPORTS
   a. College Council
      No report.
   
   b. Accreditation Council
      S. Kincade reported that the Accreditation Council met. Timelines for submission to the Board of Trustees and the commission, the upcoming site visit, and the report responding to the Planning Agenda items that is due in a year was discussed.

   c. Student Services Council
      L. Dorn reported the Student Services Council met and discussed changes to priority registration due to legislative changes. Proposed changes for groups receiving priority registration will go to College Council.

   d. Resource Allocation Council
      No report.

   e. Facilities Council
      M. Anglin reported that the Facilities Council met two weeks ago. He reported that current projects were reviewed and that North Hall is under discussion.

   f. Academic Senate Report
      D. Laffranchini reported that core unit values were discussed. 80% of students need remedial math and English. A study session will be held inviting folks to share how it is handled in their areas. C. Martin did a presentation on Program Review.
g. Student Report
No report.

h. Classified Staff Report
P. Wallace reported that CSEA met last week. Negotiations are complete and a ratification vote will be held soon.

i. Other College Business

VII. OPEN COMMENTS FROM THE PUBLIC
K. Kennard noted that she is concerned that there are no student representatives in attendance. R. Stevenson stated that we have just received that name of our student representative from ASMJC. David Lopez is our student representative, but was unable to attend today’s meeting.

VIII. ADJOURNMENT
The meeting was adjourned a 4:38.

Next meeting: Tuesday, October 15, 2013, Yosemite 213
Instruction Council

Members: Mike Adams, Mark Anglin, Jeff Beebe, Shelley Circle, Lorena Dorn, Kathleen Ennis; Eric Fischer, Julie Hughes, Kimberly Kennard, Susan Kincade (Chair), Deborah Laffranchini, Mike Morales, Brian Sanders, Al Smith, Rob Stevenson (Co-Chair), Michael Sundquist, David Lopez (ASMJC), Pat Wallace

AGENDA
October 15, 2013
Yosemite 213, 3:00 – 5:00 p.m.

I. CALL TO ORDER

II. ACTION ITEMS
   a. Approval of Agenda
   b. Approval of Minutes

III. CONTINUING BUSINESS
   a. Faculty Hiring Prioritization Process & Workgroup Report

IV. NEW BUSINESS

V. INFORMATIONAL ITEMS
   a. Accreditation

VI. COUNCIL AND CONSTITUENCY UPDATES
   a. College Council
   b. Accreditation Council
   c. Student Services Council
   d. Resource Allocation Council
   e. Facilities Council
   f. Academic Senate Report
   g. Student Report
   h. Classified Staff Report
   i. Other College Business

VII. OPEN COMMENTS FROM THE PUBLIC

VII. ADJOURNMENT
I. Call to Order

R. Stevenson called the meeting to order at 3:18 p.m.

Newly appointed ASMJC Representative, David Lopez was in attendance. Introductions were made around the room.
II. Action Items
   a. Approval of Agenda
      J. Beebe moved and S. Kincade seconded approval of the agenda. Hearing no changes, the agenda was approved as submitted.

   b. Approval of Minutes
      M. Adams moved and S. Circle seconded a motion to approve the agenda. K. Ennis noted that she had not been included on the list of members and as a result, not marked as present at the last meeting. There were no further corrections. The minutes were unanimously approved as amended.

III. Continuing Business
   a. Faculty Hiring Prioritization Process & Workgroup Report
      A draft of the Hiring Prioritization Process was distributed to council members for their review. M. Sundquist reported that the workgroup met on Friday. M. Anglin, S. Circle, L. Dorn, K. Ennis, J. Hughes, K. Kennard and M. Sundquist were in attendance. A draft process and scoring form were developed using the newly adopted Academic Senate Hiring Prioritization document as a guideline. He further reviewed the contents of the draft. R. Stevenson asked for a decision from the council as to how to proceed from here. B. Sanders stated that moving forward with this process is critical to being able to complete faculty hires in a timely manner as retirements are currently being submitted. B. Sanders moved to accept the document for discussion. K. Ennis seconded. The discussion resulted in the following assumptions to be generally agreed upon by the council:

      - There should be clear delineation between replacement and growth positions.
      - Replacement positions appear on a consent agenda with the assumption that in the absence of unusual circumstances, replacements will be sent forward as submitted.
      - Mandated hires will not be scored, but a check box added to the form allowing deans to indicate that a position is mandated. If checked, presentations for mandated, replacement positions will be heard first to verify that they are indeed mandated and if so, be sent forward as submitted.
      - Replacement positions do not need to be ranked in years when budgets are not reduced. However, conditional plans will be in place for years when, due to budget cuts, there are not enough dollars cover all qualified replacement positions.
• On the occasion there are not enough dollars to fund all replacement positions, positions will be ranked using the same process as used when ranking growth positions.

  ▪ “Creative strategies” and “shenanigans” will not be allowed to circumvent the process. It was agreed that as a body charged with prioritizing faculty hiring proposals, it is within the Council’s purview to address concerns with the dean if it should ever appear that the process is not being followed in good faith.

  ▪ Individuals will need to break their own ties when ranking positions. The point value was increased to 20 per category, up from 5 points originally proposed. Individual rankings will be submitted to the Instruction Office for compilation.

  ▪ In this first year, the IC would limit the number of submission to up to 5 positions per division, subject to discussion and agreement at the Deans’ Cabinet.

  ▪ The length of presentation time is limited to 5 minutes per division and written proposals will be limited to 2 pages.

There was further discussion of the process flow as the proposals come from Deans’ Cabinet and Academic Senate to the Instruction Council. R. Stevenson noted that the IC may not be comfortable with a first reading of this draft if there is uncertainty of the process flow. S. Kincade reminded the council that the IC is only a recommending body, as is the Deans’ Cabinet and Academic Senate. In the end, so is the College Council, making recommendations to the President who then will make recommendations to the Chancellor and Board of Trustees.

There was discussion of how many growth positions should be prioritized each year. B. Sanders suggested that the number be established on an annual basis dependent upon the number of anticipated growth positions that will be funded. M. Morales expressed concern that smaller programs be considered equitably and that all disciplines need to know that their voices will be heard.

S. Kincade reported that due to issues with the 50% rule, faculty cannot submit their retirement paperwork until April. As a result, once priorities are determined and job announcements go out, they will be sent with the caveat that all positions are dependent upon funding. This protects everyone in case a faculty member changes their mind and decides not to retire or should there be a reduction in funding from the state.
A. Smith moved and J. Beebe seconded a motion to refer the document back to the workgroup for additional wordsmithing and incorporation of other suggestions raised at today’s meeting. The motion passed unanimously.

Susan thanked the workgroup for their hard work in creating the draft.

IV. New Business
   None

V. Informational Items
   a. Accreditation
      No report.

VI. REPRESENTATIVE REPORTS
   a. College Council
   b. Accreditation Council
   c. Student Services Council
   d. Resource Allocation Council
   e. Facilities Council
   f. Academic Senate Report
   g. Student Report
   h. Classified Staff Report
   i. Other College Business
      No report.

VII. OPEN COMMENTS FROM THE PUBLIC
   None.

VIII. ADJOURNMENT
   The meeting was adjourned.

Next meeting: Tuesday, October 29, 2013, Yosemite 213
Instruction Council

Members: Mike Adams, Mark Anglin, Jeff Beebe, Shelley Circle, Lorena Dorn, Kathleen Ennis; Eric Fischer, Julie Hughes, Kimberly Kennard, Susan Kincade (Chair), Deborah Laffranchini, David Lopez (ASMJC), Mike Morales, Brian Sanders, Al Smith, Rob Stevenson (Co-Chair), Michael Sundquist, Pat Wallace

AGENDA
October 29, 2013
Yosemite 213, 3:00 – 5:00 p.m.

I. CALL TO ORDER

II. ACTION ITEMS
   a. Approval of Agenda
   b. Approval of Minutes

III. CONTINUING BUSINESS
   a. Faculty Hiring Prioritization Process & Workgroup Report

IV. NEW BUSINESS
   a. Review of Instruction Council Charge and Guiding Principles
   b. Discussion of IC Responsibilities and Timelines

V. INFORMATIONAL ITEMS
   a. Accreditation

VI. COUNCIL AND CONSTITUENCY UPDATES
   a. College Council
   b. Accreditation Council
   c. Student Services Council
   d. Resource Allocation Council
   e. Facilities Council
   f. Academic Senate Report
   g. Student Report
   h. Classified Staff Report
   i. Other College Business

VII. OPEN COMMENTS FROM THE PUBLIC

VII. ADJOURNMENT
Substitute Secretary, Instruction Office

I. Call to Order
R. Stevenson called the meeting to order at 3:17 p.m.

II. Action Items
   a. Approval of Agenda
      M. Adams moved and S. Kincade seconded a motion to approve the order of the agenda as presented. Hearing no objections, the agenda was unanimously approved.

   b. Approval of Minutes
S. Kincade moved and A. Smith seconded a motion to approve the minutes. The vacant ASMJC Rep position was shown as representing Academic Senate. After noting the correction, the minutes were passed unanimously.

Business

III. Continuing Business

a. Faculty Hiring Prioritization Process & Workgroup Report

M. Adams stated that he attended the second portion of the Faculty Hiring Prioritization Process Workgroup meeting. The draft document was reviewed and edited according to the discussion held at the 10/15/13 IC meeting. M. Anglin added that the primary charge of the second meeting was to develop separate processes for replacement and for growth positions. Verbiage was edited to hopefully make each process more clear.

K. Ennis moved to approve and M. Adams seconded a motion to approve the revised document. During the discussion, K. Ennis asked for clarification of this year’s process given that we are beginning the process late and it is our first year. It was clarified that we will be using the process without the Instructional Outlook Report. There was further discussion of how mandated positions would be handled and it was clarified that if a position is mandated, it will still be a part of the prioritization process, but would become the top ranked position in its division.

A question arose as to whether or not there can be an expedited process for mid-year replacements of positions vacated due to unforeseen circumstances such as separation from service or death of a faculty member. There was discussion and several scenarios were explored. It was generally agreed that the document has been identified as a living document and should such a scenario actually occur, the process will be applied with an eye toward handling the situation in a way that does not tie our hands. Recommendations determined to be appropriate by the Council will be forwarded to the College Council. Brian asked if there would be documentation created by the Academic Senate and Deans’ Cabinet when they did their review. The workgroup did not find details in the Academic Senate Policy defining documents. There was further discussion and several edits were made.

The document was revised to clarify the process for mandated positions and what the IC will consider when ranking the positions. Discussion moved to the process for prioritizing growth positions. Several “cut and paste” edits were recommended to make consistent changes to both processes. The responsibilities of the Instruction Council are shown below:

- Prior to Meeting One: IO distributes packets and Deans’ Cabinet and Academic Senate recommendations.
- IC members review packets for familiarity
- Meeting One: Hear presentations from divisions
- Between Meeting One and Two: Review packets to make individual rankings
• Forward to IO for compilation
• Meeting Two: Present rankings/Discuss and finalize recommendations
• Recommendations forwarded to College Council

The Hiring Prioritization Proposed Instruction Council Process-Growth Positions and the Hiring Prioritization Proposed Instruction Council Process-Replacement Positions were unanimously approved with noted changes. R. Stevenson reminded the members to share the content of the documents with their respective constituent groups.

B. Sanders noted that he would not like to lose sight of the process for late replacements and would like to see it added to a future agenda.

IV. New Business
   a. Review of Instruction Council Charge and Guiding Principles
   b. Discussion of IC Responsibilities and Timelines
      Item tabled to a future meeting. Copies of the Charge and Guiding Principles need to be sent to council members. Highlighted areas needed to be looked at by IC.  Add to future agenda.

V. Informational Items
   a. Accreditation
      S. Kincade reported that she has been in contact with Dr. Glenn Roquemore to determine their needs during their site visit. They will let us know. A meeting was held today to determine how the Assessment information will be presented. A staging will occur in Susan’s office to look at everything that will be in the team room so it can be reviewed and perfected before their visit on November 14th.

VI. REPRESENTATIVE REPORTS
   a. College Council
      D. Lafffranchini reported that increased parking fees were discussed. Daily Parking permits may be purchased online for $2. A bike route between east and west campuses is being proposed by ASMJC.

   b. Accreditation Council
      Accreditation Council did not meet.

   c. Student Services Council
      L. Dorn reported that a draft registration priority document was finalized. Guidelines for Student Success were reviewed. Lorena will send the guidelines from the Student Success Council to Amy who will forward them to the council members.

   d. Resource Allocation Council
      No report.

   e. Facilities Council
D. Laffranchini reported that some unspent funds may become available. Use of those funds will be prioritized by the Facilities Council with an eye on Measure E projects and college goals.

f. Academic Senate Report
D. Laffranchini reported that several senators were appointed to committees. Other topics discussed included: course repeatability, enrollment management, accreditation and webpage currency and clean up. FLEX will be changed to be called Professional Development and acceptable activities will have a focus on achieving student success. Course unit values were discussed.

B. Sanders commended the Senate for taking on the issues with FLEX.

g. Student Report
D. Lopez reported that the next Student Council meeting will be held on November 8th. Triple C resolutions will be reviewed at a meeting tonight for state legislation.

h. Classified Staff Report
P. Wallace reported that CSEA voted to ratify new contract language.

i. Other College Business
None.

VII. OPEN COMMENTS FROM THE PULIC
None.

VIII. ADJOURNMENT
The meeting was adjourned at 4:50 p.m.

Next meeting: Tuesday, November 12, 2013, Yosemite 213
Instruction Council

Members: Mike Adams, Mark Anglin, Jeff Beebe, Shelley Circle, Lorena Dorn, Kathleen Ennis; Eric Fischer, Julie Hughes, Kimberly Kennard, Susan Kincade (Chair), Deborah Laffranchini, David Lopez (ASMJC), Mike Morales, Brian Sanders, Al Smith, Rob Stevenson (Co-Chair), Michael Sundquist, Pat Wallace

AGENDA
November 12, 2013
Yosemite 213, 3:00 – 5:00 p.m.

I. CALL TO ORDER

II. ACTION ITEMS
   a. Approval of Agenda
   b. Approval of Minutes

III. CONTINUING BUSINESS
   a. Faculty Hiring Prioritization Process

   Hiring Prioritization
   Proposed Instruction Proposed Instruction

   b. Review of Instruction Council Charge and Guiding Principles

   engagingallvoices_8_26_13.pdf

   c. Discussion of IC Responsibilities and Timelines

IV. NEW BUSINESS
   a. Recommendations for Faculty Hiring Prioritization Policy Improvements

V. INFORMATIONAL ITEMS
   a. Accreditation

VI. COUNCIL AND CONSTITUENCY UPDATES
   a. College Council
   b. Accreditation Council
   c. Student Services Council
   d. Resource Allocation Council
   e. Facilities Council
   f. Academic Senate Report
   g. Student Report
   h. Classified Staff Report
   i. Other College Business

VII. OPEN COMMENTS FROM THE PUBLIC

VII. ADJOURNMENT
Modesto Junior College
Instruction Council
November 12, 2013

Members Representing Present Absent
Susan Kincade, Vice President of Instruction Chair √
Rob Stevenson, Professor-Art Co-Chair/Academic Senate √
Michael Adams, Professor-Math Academic Senate √
Mark Anglin, Dean of Agriculture & Environmental Sciences Dean √
Jeff Beebe, Professor-Automotive Technology Academic Senate √
Shelley Circle, Professor-English Academic Senate √
Lorena Dorn, Dean of Counseling and Student Services Dean √
Kathleen Ennis, Professor – Librarian Academic Senate √
Eric Fischer, Professor-Water Polo Coach Academic Senate √
Julie Hughes, Admission & Records Specialist CSEA √
Kimberly Kennard, Professor-Human Services Academic Senate √
Deborah Laffranchini, Professor-Child Development/Family Life Academic Senate √
David Lopez, Student ASMJC √
Mike Morales, Professor-Plant Science Academic Senate √
Brian Sanders, Dean of Science, Math & Engineering Dean √
AI Smith, Professor – History YFA √
Michael Sundquist, Dean of Arts, Humanities & Communication LTAC √
Pat Wallace, Instruction Office Specialist CSEA √
Hunter Wright, Student ASMJC √
CSAC Rep (Vacant) CSAC √
Amy Bethel, Executive Secretary, Instruction Office Recorder √

SUBSTITUTE
Name Member Substituting for
None

I. Call to Order
R. Stevenson called the meeting to order at 3:11 p.m.

Action Item

II. Action Items
   a. Approval of Agenda
   b. Approval of Minutes
R. Stevenson noted that the posting of the agenda did not occur within the 72 hour time frame to meet Brown Act requirements. Minutes will be reviewed and approved at the next meeting. The order of the agenda was acceptable and the meeting moved forward on non-voting items.
III. Continuing Business
   a. Faculty Hiring Prioritization
      R. Stevenson opened the item with a discussion of next steps. Packets will need to go out to the deans prior to the next IC meeting on November 26. There was discussion of the pitfalls of trying to get the prioritizations completed before the end of the fall semester. In order to do so, a special meeting was scheduled for December 6 from noon – 5 in the SME Conference Room. Susan will provide lunch.

      The one-year temporary positions were discussed. Those one-year temporary positions that were rehired due to retirements will be considered replacements for 2014-15. There were three growth positions that were hired as one-year temporary positions. To be considered for permanent hire in 2014-15 these three positions will need to be submitted as growth positions and go through the ranking process. This was confirmed by both Jill Stearns and James Todd via phone calls made during the meeting.

      After discussion, it was determined that each division should submit up to five growth positions. Divisions will be directed to rank their positions. Growth positions will be presented by the deans or their spokesperson at the December 6 special meeting. Presentations will be five minutes per position. As always, comments from the public will be taken at the end of the meeting. A time limit of two minutes per speaker will be established. Replacement positions will be placed on the consent agenda of the November 26 meeting.

      Each division’s list of replacement and ranked growth positions will be due to Amy Bethel in the Office of Instruction by noon on November 25. She will forward them to the IC that afternoon. S. Kincade will send an email to deans tomorrow with the form and our processes. College Council needs to approve our process before we begin to prioritize.

      Due to the length of discussions of this agenda item, the rest of the agenda was tabled.

   b. Review of Instruction Council Charge and Guiding Principles
      Tabled.

   c. Discussion of IC Responsibilities and Timelines
      Tabled.

IV. New Business
   a. Recommendations for Faculty Hiring Prioritization Policy Improvements
      Tabled.

V. Informational Items
   a. Accreditation
      Tabled.
VI. REPRESENTATIVE REPORTS
   a. College Council
      No report.
   b. Accreditation Council
      No report.
   c. Student Services Council
      No report.
   d. Resource Allocation Council
      No report.
   e. Facilities Council
      No report.
   f. Academic Senate Report
      No report.
   g. Student Report
      New student representative, Hunter Wright was introduced. He reported that the
      Fall General Assembly met. One issue that might affect MJC is their opposition
      to how quickly the ACCJC placed San Francisco City College on show cause. A
      resolution regarding drop fees did not pass. Students are not in favor of a
      system that charges drop fees. They are advocating for open source textbooks
      and for regulation changes re: syllabi. They should be made easily available
      prior to student registering for a class.
   h. Classified Staff Report
      No report.
   i. Other College Business
      None.

VII. OPEN COMMENTS FROM THE PUBLIC
     None.

VIII. ADJOURNMENT
     The meeting was adjourned at 4:50 p.m.

Next meeting: Tuesday, November 26, 2013, Yosemite 213
Instruction Council

Members: Mike Adams, Mark Anglin, Jeff Beebe, Shelley Circle, Lorena Dorn, Kathleen Ennis, Eric Fischer, Elizabeth Hondoy, Julie Hughes, Kimberly Kennard, Susan Kincade (Chair), Deborah Laffranchini, David Lopez (ASMJC), Mike Morales, Brian Sanders, Al Smith, Rob Stevenson (Co-Chair), Michael Sundquist, Pat Wallace, Hunter Wright (ASMJC)

AGENDA
November 26, 2013
Yosemite 213, 3:00 – 5:00 p.m.

I. CALL TO ORDER

II. ACTION ITEMS
   a. Approval of Agenda
   b. Approval of Minutes of 10/29/13 and 11/12/13

III. CONTINUING BUSINESS
   a. Revisions to the Faculty Hiring Prioritization Timeline
   b. Review of Instruction Council Charge and Guiding Principles
      engagingallvoices_8_26_13.pdf
   c. Discussion of IC Responsibilities and Timelines

IV. NEW BUSINESS
   a. Recommendations for Faculty Hiring Prioritization Policy Improvements

V. INFORMATIONAL ITEMS

VI. COUNCIL AND CONSTITUENCY UPDATES
   a. College Council
   b. Accreditation Council
   c. Student Services Council
   d. Resource Allocation Council
   e. Facilities Council
   f. Academic Senate Report
   g. Student Report
   h. Classified Staff Report
   i. Other College Business

VII. OPEN COMMENTS FROM THE PUBLIC

VII. ADJOURNMENT
I. Call to Order
R. Stevenson called the meeting to order at 3:11. He introduced and welcomed new member, CSEA Representative, Elizabeth Hondoy to the Council.

II. Action Items
a. Approval of Agenda
   J. Beebe moved and D. Lafranchini seconded a motion to approve the agenda. Hearing no changes the agenda was approved as submitted.

b. Approval of Minutes of 10/29/13 and 11/12/13
S. Kincade moved and M. Adams seconded a motion to approve the minutes of 10/29/13 and 11/12/13 as submitted. S. Circle suggested one clarification and noted one correction. Hearing no other changes, the minutes were approved as amended.

**Business**

**III. Continuing Business**

**a. Revisions to Faculty Hiring Prioritization Timeline**

S. Kincade noted that the timeline agreed to at the November 12 IC meeting was determined to be too aggressive. She further explained that replacement positions will go forward, but that growth positions will be discussed in January rather than December, allowing more time for thoughtful conversations within the divisions.

The timeline for replacement positions is now as follows:

- **Deans’ Cabinet Discussion** November 25
- **Faculty Hire Proposal Forms**
  - due to Amy Bethel December 2 by noon
- **Amy Distribute Forms to AS and IC** December 2 after noon
- **Academic Senate Consent Agenda** December 5
- **Instruction Council Consent Agenda** December 6
- **College Council Agenda** December 9

The December 6 Special IC meeting has been shortened to 2 hours as growth positions will not be discussed at this time. Lunch will still be provided.

**b. Review of Instruction Council Charge and Guiding Principles**

S. Kincade explained that this topic was brought forward so that the Council could see where they were and where they are headed. It will help to explain to the Accreditation Commission what we do and how we operate.

She reviewed the responsibilities of the Council. Many of the plans listed will be created/reviewed simultaneously with other councils.

There was discussion of how program viability will tie into strategic planning. S. Circle mentioned that when she was a senator, a program viability document was created by the Academic Senate. M. Adams clarified that it was never approved by the Board of Trustees, so the older document still serves as the program viability document. R. Stevenson asked how S. Kincade saw program viability and the IC interact. She thinks an open mind should be kept as the document is created and that the Academic Senate should be involved as well.

R. Stevenson asked the timeline for Program Review. S. Kincade answered that Curtis Martin and James Todd are working on a document that should be available in January or February. After the document is presented, it is hoped that the process will continue and the opportunity for a department to present
their Program Review will be available. Program Review will be on a five-year cycle now rather than each area having to do PR each year.

S. Circle asked about the EMP and if it was still on our docket. Susan answered that it was and that the college will need to create the Strategic Plan first so we can make sure our EMP is in line with the Strategic Plan. College goals, vision, mission will be used as well as data to create our EMP. There was discussion of the definition and expected involvement of the IC in budget development.

It was agreed that self-evaluation and Review of Guiding Principles will be added to the agenda for December 6.

c. Discussion of IC Responsibilities and Timelines
K. Ennis asked if there was a visual of the IC timeline. Currently there is not, but S. Kincade stated that she expects that one will be developed once we had clarified it.

IV. New Business

a. Recommendations for Faculty Hiring Prioritization Policy Improvements
B. Sanders brought forward the item. Discussion was held concerning those who separate from the District for unforeseen, serious circumstances, i.e., a death or serious illness. He requested that in such a situation, that the position be treated as a replacement. Using the current process, these positions would be considered emergencies and a one-year temporary person might be hired for the current year, but would then be considered a growth position subject to the hiring prioritization process for the following year. Lively discussion ensued.

The fact that the new process was made to include incentives for early announcement of retirements was discussed. M. Sundquist noted that he likes the incentive created by asking faculty to announce their retirement. It gives the division an opportunity to plan for replacements. He does not think it is too much to ask that people announce by the end of September. Pros and cons for each side were shared. Susan stated that prior to this process being developed there was no incentive or guarantee for replacements within a division. This process gives an advantage that did not exist before to the divisions for being able to keep positions within their divisions. She added that she thought the purpose of this topic was to discuss what would happen in the event a person left unexpectedly and for reasons beyond their control. She would like to see the emergency language changed to state that in the event of an involuntary separation that a one-year temporary may be assigned and the position will be considered replacement in the next hiring cycle.

Mark stated that after he had heard the discussion that he feels that the only positions that should and could be cleanly considered as replacement are those who met the deadline for announcing retirement.
R. Stevenson asked if the group felt that a motion could be made. S. Circle asked if the document should be sent back to the Academic Senate to consider suggested changes since the document came from them originally. R. Stevenson answered that IC could make a recommendation for change, but we have not been asked to do so. Further, he recommended that council members take some time to consider what has been said today. Next steps were discussed. It was decided that we should go through the cycle one time and make changes if needed after going through it and evaluate it at the end.

V. Informational Items
None.

VI. REPRESENTATIVE REPORTS

a. College Council
Council did not meet. No report.

b. Accreditation Council
Council did not meet. No report.

c. Student Services Council
No report.

d. Resource Allocation Council
H. Wright sits on the RAC. He reported while the council met, there was nothing new to report.

e. Facilities Council
S. Kincade reported that prioritization of the remaining Measure E projects was discussed. Healthy conversation occurred and a prioritized list of projects was developed.

1. Entry on Road 2A on West Campus (signal light project)
2. West Campus Parking
3. Loops will be developed so that entrance and exit will be easier
4. Ag Storage Building
5. Move of MICL into El Capitan
6. West Campus Loop Road #3 (by Transportation)
7. Science Outdoor Education Center
8. Brink Entry
9. West Campus Loop Road #5 (Blue Gum/Carpenter)
10. East Campus Roads and Walkways
11. West Campus Loop Road #4 (Facilities Op/SCC)
12. Parking on GVM site
13. Painting on East
14. Painting on West
She noted that the Facilities Council meeting was opened by reviewing their charge and the Engaging all Voices document as a reminder to all members of how they are to represent their constituent groups.

f. Academic Senate Report
D. Laffranchini reported that topics discussed included:
- 50% law task force
- Accreditation site visit and James Todd’s assessment of how the meetings with the team went
- No at-large senator has been appointed yet
- A field trip policy has not been developed yet
- Facilities Council report was given.
- Student Services reported that Early Alert is still in use
- Instruction Council report was given
- Student Senate met today
- Faculty Professional Development Committee discussed Credit/No Credit, Student Success Initiative and General Ed

g. Student Report
H. Wright reported that ASMJC is excited to know that west campus parking, loops and stop lights are high on the Facilities priority list. They are currently in process of filling two vacant VP positions: Legislation and Communications. The UBSUC Conference was held a week or so ago and went well.

Cram Night is December 5. Hunter invited members of the Instruction Council to participate if they could. Korey Keith is the Executive VP in charge of the planning. Food will be served. D. Laffranchini plugged Cram Night and stated that 80% of her students who attended cram night passed her final exam with an A grade.

The Legislation Committee is working to make internal improvements. He added that next semester there will probably be more to report as spring is usually their busier semester.

h. Classified Staff Report
P. Wallace reported that CSEA met last week. They received District Council and MJC and CC council reports. She also reported that a classified seniority roster was recently created by classified staff. It has been years since there has been one and it has been long needed. Nominations for officers are open.

i. Other College Business
None.

VII. OPEN COMMENTS FROM THE PUBLIC
None.

VIII. ADJOURNMENT
Al Smith moved and S. Circle seconded a motion to adjourn. The meeting was adjourned at 4:50.

**Next meeting:** Special Meeting, December 6, 12 – 2 p.m., SCC Conference Room
Instruction Council

Members: Mike Adams, Mark Anglin, Jeff Beebe, Shelley Circle, Lorena Dorn, Kathleen Ennis, Eric Fischer, Elizabeth Hondoy, Julie Hughes, Kimberly Kennard, Susan Kincade (Chair), Deborah Laffranchini, David Lopez (ASMJC), Mike Morales, Brian Sanders, Al Smith, Rob Stevenson (Co-Chair), Michael Sundquist, Pat Wallace, Hunter Wright (ASMJC)

AGENDA
December 6, 2013
SME Conference Room SCC, 12:00 – 2:00 p.m.

I. CALL TO ORDER

II. ACTION ITEMS
   a. Approval of Agenda
   b. Approval of Minutes

III. CONSENT AGENDA
   a. Faculty Hires – Replacement Positions
      1 – Ag and Env Science  General
      2 – Allied Health       Nursing & Nursing
      1 – Arts/Hum/Comm      Photography
      4 – Bus/Beh & Soc Sci  Business Admin, Economics, Geography & Sociology
      1 – Counseling         Counselor (Some instructional responsibilities)
      4 – Lit & Language Arts English, English, ESL, & Reading
      1 – SME                Anatomy/Physiology
      2 – Special Programs   Counselor (non-instructional faculty)

IV. CONTINUING BUSINESS
   a. Revisions to the Faculty Hiring Prioritization Timeline
   b. Review of Instruction Council Charge and Guiding Principles

V. NEW BUSINESS
   a. IC self-evaluation for continuous quality improvement of processes

VI. OPEN COMMENTS FROM THE PUBLIC

VII. ADJOURNMENT
Modesto Junior College
Instruction Council
Special Meeting
SCC Conference Room
December 6, 2013
12 – 2 p.m.

Members | Representing | Present | Absent
---|---|---|---
Susan Kincade, Vice President of Instruction | Chair | √
Rob Stevenson, Professor-Art | Co-Chair/Academic Senate | √
Michael Adams, Professor-Math | Academic Senate | √
Mark Anglin, Dean of Agriculture & Environmental Sciences | Dean | √
Jeff Beebe, Professor-Automotive Technology | Academic Senate | √
Shelley Circle, Professor – English | Academic Senate | √
Lorena Dorn, Dean of Counseling and Student Services | Dean | √
Kathleen Ennis, Professor – Librarian | Academic Senate | √
Eric Fischer, Professor-Water Polo Coach | Academic Senate | √
Elizabeth Hondoy, Program Technician | CSEA | √
Julie Hughes, Admission & Records Specialist | CSAC | √
Kimberly Kennard, Professor-Human Services | Academic Senate | √
Deborah Laffranchini, Professor-Child Development/Family Life | Academic Senate | √
David Lopez, Student | ASMJC | √
Mike Morales, Professor-Plant Science | Academic Senate | √
Brian Sanders, Dean of Science, Math & Engineering | Dean | √
Al Smith, Professor – History | YFA | √
Michael Sundquist, Dean of Arts, Humanities & Communication | LTAC | √
Pat Wallace, Instruction Office Specialist | CSEA | √
Hunter Wright, Student | ASMJC | √
Amy Bethel, Executive Secretary, Instruction Office | Recorder | √

SUBSTITUTE

Name | Member Substituting for
---|---
None | 

GUEST

Name
Francisco Banuelos
Patrick Bettencourt
Cece Hudelson
Pedro Mendez

I. Call to Order
The meeting was called to order at noon.
II. Action Items
   a. Approval of Agenda
      R. Stevenson moved and S Circle seconded a motion to approve the agenda. The motion passed unanimously.

   b. Approval of Minutes
      Approval of the minutes of 11/26/13 was tabled to a future meeting.

III. Consent Agenda
   a. Faculty Hires – Replacement Positions
      R. Stevenson opened the item and asked if we are still backfilling categorical positions with fund 11 dollars. EOPS is not backfilling; DSPS is due to federal and state mandates. Some funds have been restored by the state, but not at a sufficient level to fully fund. Some counseling positions were hired as fund 12 and will migrate to fund 11. The question was asked in the hopes that there might be additional funds for growth.

      Discussion commenced with moving forward with the recommendation to hire replacement positions as presented by the deans to the council. There was no opposition. Requests to Announce can now be submitted to the Office of Instruction. Pending College Council approval, the hiring process will begin. The deans in attendance were reminded that in the future, the Faculty Hire Proposal Forms needed to be completed in no less that 10 point font.

IV. Continuing Business
   a. Revisions to the Faculty Hiring Prioritization Timeline Process
      Contrary to what was thought, the Faculty Hiring Prioritization Timeline Process has not yet been approved by the College Council. It will be presented and approved prior to the Instruction Council’s review of growth positions. Requests for growth positions are due on January 22. Should a dean miss the deadline, their growth positions will not be considered.

      Next year’s timeline should be established now and shared broadly. Deans need to be aware and proactive in getting their growth positions ready.

      For 2014-15, there may only be one or perhaps no growth positions. There was renewed discussion about the number of presentations that should be heard given that there may only be so few growth positions. It was decided:
      - Five positions will be submitted per division
      - Two positions per division will be presented per division
      - Presentations will be limited to five minutes per position
      - If additional positions become available, additional presentations will be allowed
Divisions will work on Institute Day to finalize their growth lists and get them to Amy Bethel by January 22. Amy will forward lists to Academic Senate and College Council. Presentations at Instruction Council will be heard at a special IC meeting to be held on Friday, January 31 from noon – 5.

b. **Review of Instruction Council Charge and Guiding Principles**
   Item was tabled until a future meeting.

V. **New Business**
   a. **IC Self-Evaluation for Continuous Quality improvement of Processes**
      Item was tabled until after the January 31 meeting. Waiting until the faculty hiring prioritization process, is complete will allow the Council to evaluate how it functions while working on a large, critical project.

VI. **Open Comments from the Public**
   None.

VII. **Adjournment**
   The meeting was adjourned at 1 p.m.

**Next meeting:** January 31, noon – 5 p.m., Yosemite 213
Instruction Council

Members: Mike Adams, Mark Anglin, Jeff Beebe, Shelley Circle, Lorena Dorn, Kathleen Ennis, Eric Fischer, Julie Hughes, Kimberly Kennard, Susan Kincade (Chair), Deborah Laffranchini, David Lopez (ASMJC), Mike Morales, Brian Sanders, Al Smith, Rob Stevenson (Co-Chair), Michael Sundquist, Pat Wallace, Hunter Wright (ASMJC)

AGENDA
January 28, 2014
Yosemite 213, 3:00 – 5:00 p.m.

I. CALL TO ORDER

II. ACTION ITEMS
   a. Approval of Agenda
   b. Approval of Minutes of 11/26 and 12/6/2013

III. CONTINUING BUSINESS
   a. Revisions to the Faculty Hiring Prioritization Timeline
   b. Review of Instruction Council Charge and Guiding Principles

IV. NEW BUSINESS
   a. Credit Course Repetition Guidelines

V. COUNCIL AND CONSTITUENCY UPDATES
   a. College Council
   b. Accreditation Council
   c. Student Services Council
   d. Resource Allocation Council
   e. Facilities Council
   f. Academic Senate Report
   g. Student Report
   h. Classified Staff Report
   i. Other College Business

VI. OPEN COMMENTS FROM THE PUBLIC

VI. ADJOURNMENT
I. Call to Order
S. Kincade called the meeting to order at 3:10.

Action Item

II. Action Items
a. Approval of Agenda

Action Item:
R. Stevenson moved to approve agenda
Seconded by B. Sanders
Result: Unanimously approved

b. Approval of Minutes
III. Continuing Business

a. Revisions to the Faculty Hiring Prioritization Timeline
The Special IC meeting to hear presentations for Growth Positions has been changed to February 7, noon -5 p.m. in Yosemite 213. Deans do not have to stay for the entire meeting and a schedule will be developed. Deans can send a spokesperson. B. Sanders will not be in attendance and will send an annotated PowerPoint. The presentations will be audio taped to assist him in ranking the positions.

Divisions are to submit five proposals and present on two for up to five minutes per position. Only presented positions will be ranked. Ranking discussions will be held on February 25th at the regular meeting. Amy Bethel will complete the ranking numbers and send them out prior to the meeting.

We do not know at this time if we will have any growth positions.

b. Review of Instruction Council Charge and Guiding Principles
The IC is conducting a preliminary self-evaluation. The council reviewed their Charge, Responsibilities and Guiding Principles.

Action Item:
Al Smith moved to include changes to the second sentence in Item 4) to read: Thus our recommendations will continually consider the alignment between quality of instruction, student learning and...
Seconded by H. Wright
Result: Unanimously approved

There was discussion of merging the Charge, Responsibilities and Guiding Principles into one document and including the Guiding Principles in the Engaging All Voices. S. Kincade explained that the request for the change would need to go through the review of the Engaging All Voices which will begin in April.

S. Circle asked if there was to be a Distance Ed Committee representative on the IC Council. Changes to membership will be considered in April when the Engaging All Voices document is reviewed.

IV. New Business
a. Credit Course Repetition Guidelines
H. Wright had asked that the item be placed on the agenda. He shared that a student came into the ASMJC office and voiced a concern that repetition guidelines have changed over the last few years. The most recent change has created a struggle for both him and his professor. Hunter added that he read through the guidelines and in so doing, came to better understand the students concern. He was concerned that there seemed to be inequity between students participating in competitive sports who could repeat courses, where those in a guitar class, for example, could not do so as easily. It was confirmed that he understood the guidelines correctly. M. Sundquist, Dean of Arts, Humanities and Communication, explained that the guidelines have come to us from the state and we are trying to align our offerings with the state guidelines. He would be happy to meet with any student who has questions regarding repeatability.

The guidelines were displayed on the screen. Susan explained the guidelines for competitive, academic areas of study i.e., speech, football, Ag mechanics, etc. can be repeated. In the case of guitar, it has always been the case that a student could take courses within a “family,” the term has now been changed to be courses and related content. The number of times a course can be repeated has now been limited. Activities Courses, such as Swimming for Fitness must be offered by Community Education using a Pay as you Go Model. The state will no longer subsidize a student taking the same class over and over.

Hunter requested that the college find a way to make it clearer to the students the cycle that classes are offered so they can better plan for completing their general education work as quickly as possible.

He added that more counselors are needed to assist students in completing their Educational Plans and asked that there be a method developed to allow students to follow those plans until they finish. He talked about the difficulty in meeting the 15 to Finish, but shared that it is even more difficult when it is unknown when needed courses are offered. L. Dorn shared that it will soon be possible for students Educational Plans be developed electronically. This should resolve some of the issues as students will be able to know what classes are needed before they register for the first time.

V. REPRESENTATIVE REPORTS
 a. College Council – D. Laffranchini

Discussions included:

- The newly revised Time, Place and Manner Policy.
- Retention and success rates are improving.
- What the college will look like in 10 – 20 years.
- Ways of increasing FTES so we can meet our growth targets and as a result, increase our funding.
- All road improvements will be combined and moved up to the top of the list of priorities for Measure E projects. Remaining money will be used to fund as many remaining prioritized projects as possible. A civil suit should be resolved soon which may cause some additional funds to be released.
- Parking fee increase is moving ahead.
- Grant exploration to increase 2 + 2.
• Using consultant on Title V Grant in Jenni Abbot’s absence.
• Outreach to high schools is increasing and there will be a New Student Day where students will be on campus March 8 and April 12.
• In a report out from RAC we may have a carryover at the end of the year.

b. Accreditation Council – S. Kincade
• Results of the ACCJC visit should be received by February 7. President Stearns will share the results campus-wide and the website will be updated.

c. Student Services Council – L. Dorn
• A small team put together to do outreach and dispel the myths that we don’t have classes. They will help the new students complete the steps to be ready to enroll.
• There will be a college-wide retreat late in February to discuss the Student Success Initiative. There are many things identified in the Student Success Initiative that the Instruction Council should be involved in.

d. Resource Allocation Council – H. Wright
• The budget is being worked through but is not currently ready for public reading.
• Hiring of the new Vice President for College Administrative Services is in process and will be completed and on the March Board Agenda.

e. Facilities Council
• See College Council Report above.

f. Academic Senate Report
• The Academic Senate will hold its first meeting of the semester this Thursday.

g. Student Report – H. Wright
• ASMJC has several vacant Senate positions and that several have been recently filled.
• He is working on creating a combined student rep report.
• ASMJC will support Prop 13 reform that will affect businesses, but not residential taxes.

h. Classified Staff Report – P. Wallace
• CSEA met on Thursday.
• A new treasurer was selected.
• It was reported that there would likely not be growth positions and that we need to be cautious in hiring replacement positions.

This statement raised the question of how FTES can be increased without growing faculty ranks. It was also noted that at a recent job fair, representatives from other schools said they had already hired quite a few faculty after the
passage of Prop 30. In answer to why we had not done so, S, Kincade answered that MJC has been working on correcting several deficiencies.

i. **Other College Business**
   None

**VI. OPEN COMMENTS FROM THE PUBLIC**
None

**VII. ADJOURNMENT**
The meeting was adjourned at 4:52.

**Next meeting:** February 7, 2014, 12 – 5 p.m., Yosemite 213
Instruction Council

Members: Mike Adams, Mark Anglin, Jeff Beebe, Shelley Circle, Lorena Dorn, Kathleen Ennis; Eric Fischer, Julie Hughes, Kimberly Kennard, Susan Kincade (Chair), Deborah Laffranchini, David Lopez (ASMJC), Mike Morales, Brian Sanders, Al Smith, Rob Stevenson (Co-Chair), Michael Sundquist, Pat Wallace, Hunter Wright (ASMJC)

SPECIAL MEETING AGENDA
February 7, 2014

Yosemite 213, 12noon-4:00p.m.

I. LUNCH (provided)

II. CALL TO ORDER (12:30p.m.)

III. ACTION ITEMS
   a. Approval of Agenda
   b. Approval of Minutes

IV. NEW BUSINESS
   a. Division Presentation of Growth Positions
      1. Speech Replacement Position
      2. Allied Health/Family and Consumer Sciences
      3. Arts, Humanities and Communications
      4. Business, Behavioral and Social Sciences
      5. Career Technical Education and Public Safety
      6. Counseling and Student Services
      7. Literature and Language Arts
      8. Physical, Recreation and Health Education
      9. Science, Math and Engineering
     10. Agriculture and Environmental Sciences

V. RESEARCH REQUESTS DISCUSSION

VI. OPEN COMMENTS FROM THE PUBLIC

VII. ADJOURNMENT
## Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Kincade, Vice President of Instruction</td>
<td>Chair</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Rob Stevenson, Professor-Art</td>
<td>Co-Chair/Academic Senate</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Michael Adams, Professor-Math</td>
<td>Academic Senate</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mark Anglin, Dean of Agriculture &amp; Environmental Sciences</td>
<td>Dean</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Jeff Beebe, Professor-Automotive Technology</td>
<td>Academic Senate</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Shelley Circle, Professor – English</td>
<td>Academic Senate</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Lorena Dorn, Dean of Counseling and Student Services</td>
<td>Dean</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Kathleen Ennis, Professor – Librarian</td>
<td>Academic Senate</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Eric Fischer, Professor-Water Polo Coach</td>
<td>Academic Senate</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Julie Hughes, Admission &amp; Records Specialist</td>
<td>CSAC</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Kimberly Kennard, Professor-Human Services</td>
<td>Academic Senate</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Deborah Laffranchini, Professor-Child Development/Family Life</td>
<td>Academic Senate</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>David Lopez, Student</td>
<td>ASMJC</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mike Morales, Professor-Plant Science</td>
<td>Academic Senate</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Brian Sanders, Dean of Science, Math &amp; Engineering</td>
<td>Dean</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Al Smith, Professor – History</td>
<td>YFA</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Michael Sundquist, Dean of Arts, Humanities &amp; Communication</td>
<td>LTAC</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Pat Wallace, Instruction Office Specialist</td>
<td>CSEA</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Hunter Wright, Student</td>
<td>ASMJC</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Vacant</td>
<td>CSEA</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Amy Bethel, Executive Secretary, Instruction Office</td>
<td>Recorder</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### SUBSTITUTE

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Substituting for</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

### GUESTS

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Adams</td>
</tr>
<tr>
<td>Patrick Bettencourt</td>
</tr>
<tr>
<td>Marianne Franco</td>
</tr>
<tr>
<td>Greg Hausmann</td>
</tr>
<tr>
<td>Cece Hudelson</td>
</tr>
<tr>
<td>Bill Kaiser</td>
</tr>
<tr>
<td>Erik Maki</td>
</tr>
<tr>
<td>Pedro Mendez</td>
</tr>
<tr>
<td>Cheryl Mulder</td>
</tr>
<tr>
<td>Martha Robles</td>
</tr>
<tr>
<td>Nancy Sill</td>
</tr>
</tbody>
</table>

### I. Lunch – 12-12:30 p.m.
II. Call to Order
The meeting was called to order by R. Stevenson at 12:33 p.m.

III. Action Items
  a. Approval of Agenda

  Action Item:
  S. Circle moved to accept the agenda as presented.
  Seconded by S. Kincade.
  Result: Aye-16, Nay-1. Motion carried to accept the agenda and incorporate the time limit on questions as requested.

  M. Adams suggested placing a time limit of five minutes per division for questions. Questions will be withheld until the end of both (if applicable) presentations. Discussion ensued.

  b. Approval of Minutes

  Action Item:
  S. Circle moved to accept the minutes as presented.
  Seconded by M. Sundquist.
  Result: Unanimously approved.

IV. New Business
  a. Division Presentation of Growth Positions
  Presentations will be held to five minutes. S. Kincade will act as timekeeper and will give one minute notices as the time winds down.

  1. Speech Replacement Position
  R. Stevenson explained that this replacement position was added at this time as a result of the untimely death of Charles Mullins, Speech Professor, in November of 2013. President Jill Stearns and the Academic Senate are in support of filling this position as a replacement for 2014-15. The position is currently being filled on a one-semester temporary basis as called for under the Emergency Guidelines for Hiring.

  Action Item:
  S. Kincade moved to recommend support of the agreement between the President and the Academic Senate to fill the vacated Speech position as a replacement for 2014-15.
  Seconded by A. Smith.
  Result: Unanimously approved as amended.
A friendly amendment was added that this is a one-time memorandum of understanding to fill a known need until it can be codified in the hiring prioritization process.

2. **Allied Health/Family and Consumer Sciences**  
   **Faculty Position: Child Development**  
   Presenter: Patrick Bettencourt, Dean, Allied Health/Family and Consumer Sciences  
   See SharePoint link below for visual presentation.

   Q. How many child development majors are there?  
   A. We do not have solid information just yet. Patrick showed data elements from his presentation that gave an indication of the number of students enrolled in Child Development programs.

   Q. Have jobs analyses been conducted to see if there are jobs available for students going through the program?  
   A. With new mandates for Transitional Kindergarten, the programs will grow as AA or AS in Child Development must be in hand to continue teaching in the first year. Within four years, they will have to have a Bachelors’ Degree. All who teach Transitional Kindergarten will need to have 24 units of Child Development.

3. **Arts, Humanities and Communications**  
   **Faculty Position: Speech (Communications Studies)**  
   Presenter: Barbara Adams, Speech Professor  
   No visual presentation was used. See notes below.

   Barbara distinguished that this is a separate growth position in addition to the replacement position described Item 1 above.

   Point one: Speech Comm 100 and 102 have waitlists each semester for Area A1 Requirement, IGETC Area 1C Requirement for transfer CSU only. It is required for many other programs and there is the potential to create a bottleneck for students. The department name will be changed to Communication Studies to promote the idea that public speaking is not the only skill taught. Communication is a skill desired by almost every employer. There are challenges finding part-time faculty. Sac State and Stan State do not have Communications programs making it hard to find a local, qualified adjunct pool. Two sections were cancelled this semester because there were no faculty to teach the classes. Barbara is the Curriculum Committee Co-Chair and that responsibility takes her out of the classroom.

   Point two: Todd Guy serves as the forensics coach and has to travel with the team as we have not had a forensics director since 2002. The forensics team has grown from 12 students to over 30.

   Point three: Our mission is to serve our students and the community. Communication courses teach students critical thinking skills; prepares them
for the workforce; and allows them to succeed at other institutions. Communications skills are one of the most common job skills required by employers. They want to make sure their employees are good communicators. Barbara asked that the IC consider qualitative data as well as quantitative.

**Faculty Position: Director of Choir**
Presenter: Erik Maki, Director of Bands
No visual presentation was used. See notes below.

The last full-time choir director resigned in 2008; and due to budget restraints, no replacement was hired. A great part-time choir director stepped in and has done it since. He has done it for seven years and can no longer continue to do so. Steve Stroud has stepped in and is trying to keep the program alive and viable. The choir position is a valuable spoke in wheel that is music. Music is a specialty field. We need an expert in choirs to help fill the needs of our students. For 85 years, MJC had a choir director and sometimes two. All music professors have some knowledge of all areas of music, but there is no choir specialist. Without the specialist, we do not attract that segment of music students. Choir students also take other music courses and we are losing those students. Music programs currently have fill rates of 106%. Retention and success rates are within 2-3 points of the college average. The music program is productive and successful, but the full-time position is needed to remain so.

Q. What were the rankings of the two positions?
A. Speech was ranked #1 and Director of Choir was ranked #2.

Q. How many sections of Speech are offered? How does Todd accommodate Forensics?
A. Todd carries a full load which includes the Forensics (Speech 105). 160 sections of speech are offered each year.

Q. In job description is the Forensics Director/Choir Director identified?
A. Yes

**4. Business, Behavioral and Social Sciences**
**Position: Administration of Justice**
Presenter: Greg Hausman, Administration of Justice Professor
See SharePoint link below for visual presentation.
 Ranked #1 by Division

**Position: Accounting**
Presenter: Nancy Sill, Accounting Professor
See SharePoint link below for visual presentation.
 Ranked #2 by Division
Q. Is there more you would like to add?
A. Cece Hudelson referred to slides giving additional information for the BBSS division.

Q. How is the adjunct pool?
A. It has been difficult to find coverage for one full-time Accounting Professor who became ill.

Q. Are there minimum service levels of employment that need to be maintained in the AJ field?
A. There are thresholds that must be met and there may be additional hires as the economy improves.

5. Career Technical Education and Public Safety
   Position: Auto Tech
   Presenter: Pedro Mendez, Dean of Career Technical Education/Public Safety, Workforce Training and Community Education
See SharePoint link below for visual presentation.

Q. Is this attached to a certificate or something that the students can graduate with or do they need to move on to different training?
A. They actually can earn a baseline certificate that is equivalent to the ASC segment. The department just recently went through a PLO review that led to changes in curriculum to strengthen relationship to the ASC segment.

Q. Related to enrollments, what are the top and bottom trends described on the slide?
A. Top trend is for program. Bottom trend is for the college as a whole.

Q. How many courses do the students have to take to earn their certificates?
A. Overall program is 10 – 11 courses to earn their Master Tech certificate.

Q. How many students are served?
A. Approximately 225 students are served. Two sections were added this semester and still had to turn students away. There has been an increase in enrollments in Auto Tech. The reason for this is unknown.

Q. After receiving the MJC certificate can students go directly to work as a mechanic?
A. Yes.

6. Counseling and Student Services
   Position: General Counselor (2)
   Presenter: Lorena Dorn, Dean of Counseling and Student Services
See SharePoint link below for visual presentation.

Lorena Dorn began by stating that the goal of the counseling faculty is to do their part to create a strong and healthy institution. They wanted Lorena to
share with the Council that although they do not generate a large number of FTE, they play an important role in helping students succeed and with retention and completion rates.

Q. The number of general counselors is the same as the 70’s. Are there new categories? Is that all of the counselors?
A. No, there are other categorical funded programs that employ counselors that serve only certain populations. There are 16 general counselors, but some serve as coordinators or teach Guidance classes as well.

Q. What courses are they teaching?
A. Guidance, Study Skills and College Skills.

Q. What about embedding counselors into tutoring to help with Basic Skills success and classrooms? Is this being discussed?
A. It has not been discussed specifically, but counselors are often invited into classrooms to give Study Skills and motivational presentations.

Q. How long are appointments?
A. Scheduled appointments are 50 minutes, unscheduled walk-in students are allowed 15 minutes and there are also group counseling sessions serving 10 – 15 students at a time (will increase to up to 30).

Q. Is there a need to provide different services with the new funding model or is it the same services and you are simply having to track?
A. Both. We have talked about improving ways the counselors work with various students as well as ways the college makes decisions on how students are supported.

7. Literature and Language Arts
Jillian Daly, Dean of Literature and Language Arts & Library and Learning Center, introduced the presentations for her area. Their top two positions were Spanish, ranked #1 and Reading, ranked #2. The process followed by the division was that five minute presentations were heard by the faculty and a secret ballot vote was made. There was a tie between Spanish and Reading which was broken by drawing one of the department names out of a hat. The time used for the introduction was deducted from the five minute question and answer time after the presentations.

Position: Spanish
Presenter: Marianne Franco
See notes below.
Ranked #1 by Division

Marianne used the white board to convey the following:
4 Not 3
1. Hispanic Population in Stanislaus County – 43%
2. Employment Opportunities – 4.3 million
3. Latino Students
4. Puente

Side Note: STEM Grant = $4.3 million

No new Spanish faculty have been hired since 2005. There are currently three full-time faculty in Spanish. Over time, the number of Hispanic residents in Stanislaus County has risen and will continue to do so. There are many people who come into Spanish classes so they can learn to communicate with their employees or co-workers. Many jobs require or prefer bi-lingual employees. Latino students are not transferring like we would like them to in spite of our receiving a STEM Grant in the amount of $4.3 million. Latino completion rates are the lowest of all the minorities. A Puente Program would help students to have a better chance of passing English 101 classes. In keeping with the theme of 4’s and 3’s, Marianne ended her presentation by stating that we need 4 not 3 Spanish instructors.

Position: Reading
Presenter: Chris Briggs
See SharePoint link below for visual presentation.
Ranked #2 by Division

Q. How is the Spanish department connected to Puente?
A. When they brought the Puente program here, a counselor was paired with an English 101 instructor and they worked with a cohort of students that they followed and worked closely with. We now have more classes for Spanish speakers and they teach not only Spanish, but also composition. It would be ideal to have a counselor paired with a Spanish and English instructor to help students. This would help with student success, retention and completion rates.

Q. Will the teacher be teaching primarily Reading 40, or Reading 40 and 82?
A. They would teach Reading 40, Reading 82 and Reading 184 (transferrable). Reading 40 helps students pass English 49, so they would be teaching some English 40.

Q. Are students required to drop English 49 because they are not in enrolled in Reading 40?
A. Yes.
8. Physical, Recreation and Health Education  
Position: Athletic Trainer  
Presenter: Cheryl Mulder  
No visual presentation. See notes below.  
Ranked #1 by Division

Cheryl began by explaining that it is mandated that there be a certified athletic trainer on site for all hosted games and one must travel with the football team. This is important for safety of the athletes. Bobbie Boswell is the current Athletic Trainer and is looking toward retiring soon. Cheryl assists, but she is not a Certified Athletic Trainer. MJC offers athletic training courses/sports medicine which must be taught by a Certified Athletic Trainer. If a Certified Athletic Trainer is not hired, in order for the sports teams to continue to compete, a consultant would have to be hired to fill the role during the games and the courses could no longer be offered.

Position: Assistant Football Coach  
Presenter: Bill Kaiser, Dean of Physical, Recreation and Health Education  
Ranked #2 by Division

Bill read his submission for the Assistant Football Coach growth position.

Q. Is the Athletic Trainer position mandated? And what happens if it is not hired?
A. It is in the sense that home games cannot be held unless there is an Athletic Trainer in attendance. A consultant could be brought in, but there may be liabilities if using a consultant.

Q. When will Bobbie retire?
A. December 2014 or May 2015.

Q. Will AT teach other classes?
A. Yes. PE 108, PE 111, PE 141, PE 142 and PE 143.

9. Science, Math and Engineering  
Position: Engineering  
Presenter: Brian Sanders, Dean of Science, Math and Engineering, via pre-recorded media  
See pre-recorded presentation at SharePoint link below.  
Ranked #1 by Division

Position: Astronomy  
Presenter: Brian Sanders, Dean of Science, Math and Engineering, via pre-recorded media  
See pre-recorded presentation at SharePoint link below.  
Ranked #2 by Division
B. Sanders was absent, it was agreed that questions would be submitted to him through Amy Bethel. She would receive his responses and distribute them to the Council.

Q. How did the division arrive at their rankings?

Q. Can a student actually complete the Engineering program at MJC, or do they have to transfer?

10. Agriculture and Environmental Sciences

Position: Ag Mechanics
Presenter: Mark Anglin, Dean of Agriculture and Environmental Sciences
See SharePoint link below for visual presentation.
Ranked #2 by Division

Position: Animal Science
Presenter: Mark Anglin, Dean of Agriculture and Environmental Sciences
See SharePoint link below for visual presentation.
Ranked #1 by Division

Q. You mentioned that all students become employed? Is a degree or certificate required and necessary?
A. It helps with employability when employers see that students have some training and even better if they have the certificate or degree, especially from MJC. It is hard to find someone with training, so our students are sought out.

Q. What is the benefit of having the degree or certificate?
A. Increased salary. Better chance for advancement.

Q. How did these programs get started?
A. A new instructor came in and began meeting with industry leaders to see what they needed. He was awarded grants. The basic program was improved from one that was struggling to one that is thriving. It bears witness to the fact that full-time faculty help to grow programs.

Q. What is RVT?
A. Registered Veterinarian Technician. The program is not accredited as there must be a full-time licensed veterinarian on faculty. Our students have been successful in passing the exam.

Link to SharePoint: https://sp-portal.yosemite.edu/MJC/instoffice/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2FMJC%2Finstoffice%2FShared%20Documents%2FInstruction%20Council%20Faculty%20Ranking%20Rationale%20Spring%202014&FolderCTID=0x012000C46C14EED1AA5E408A7B412E4276E19B&View=%7b5F5F7776-097D-4BE8-92DC-C2BE18CB6ACC%7d&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence
Housekeeping details:
- Over the next two weeks, review and rank the 16 positions presented.
- Amy will send ranking spreadsheet developed by M. Anglin to the Council to use if desired.
- Look to college-wide needs when scoring. We do not represent our own areas, but our constituents.
- Do not talk to other Council members regarding your rankings. The Council is subject to the Brown Act. Discussion on rankings will occur at the February 25 meeting.
- Only rank the positions for which we heard presentations.
- Division rankings do not have to be maintained as the positions are scored and ranked.
  - Reps should walk their constituency groups through the process so they are aware of how the IC is functioning.
  - Be mindful that there could be a perception of belittling or disregarding the work of the divisions if ranking orders are changed through the IC process.
  - The rankings must be explainable.
  - IC rankings are not necessarily final. Ranked positions will be forwarded to the College Council as a recommendation. College Council will review the rankings and make a recommendation to the President.
  - Amy Bethel will check past minutes to see if this issue has already been addressed.
- Individual score sheets are due to Amy Bethel by Thursday, February 20.
- Composite rankings/scores will be distributed to Council members by Amy prior to the February 25 meeting.

Concerns/Comments:
Q. Although instructed not to do so, some submissions were completed using less than 10 point font. Should points be taken off?
A. The template did not restrict people to the 10 point font. The template will be revised for next time so that font size will be restricted. This time, points will not be deducted.

Q. If there is something in the mandated box, that does not address mandated, then what do we do?
A. As a council, we need to be clearer in our communication and direction to the deans. The template will be adjusted so that the deans can better allocate the space on the page to answer particular questions in a way that will better explain their needs. For this time, we will review the entire document. A better document will be created and used next year.

Q. One did not use the template; some provided two page documents. Deans were at the December 6 meeting and heard the conversation requiring use of the template and a one-page limit. What should be done in the instances that these instructions were not followed?
A. We will address this next time and the restrictions will be enforced. We will be lenient this time as we work through the process and identify areas needing improvement.

**Improvements Identified for Next Year:**
- Revise form so that font size cannot be less than 10 point.
- Revise form to allow flexibility when allocating space to particular question.
- Require that template be used when requesting positions.
- Require one-page submission only.
- Add “Division Rank” to Growth Requests submitted for consideration by IC.
- Questions not related to the positions being presented will not be allowed. This will be codified in the process.

**Comments:**
- There is a difference between replacement and growth positions.
- Today’s presentations demonstrated need and passion that could be used to go out into the community to let them know what we do.
- It was generally agreed that much was learned about other areas today.
- This is a transparent process which has been good and different from how it was done in the past. This process should be trusted.

V. **Research Requests Discussion**
R. Stevenson asked if there was something here today that we did not address or any further information needed by the council before ranking of the presented positions could occur.

There was discussion of what data elements will be looked at to help determine how growth positions are ranked. Several were suggested. It was generally agreed that we wait and complete the process this year using the one page requests and the five minute presentations from the divisions as was agreed. Notes should be taken to determine what additional information is needed for next year. Next year, a growth outlook report will be available and used as part of the process. It was acknowledged that the Instruction Council needs to be able to compare what the division says MJC needs and what MJC says it needs.

V. **Open Comments from the Public**
None.

VI. **Adjournment**

**Action Item:**
A. Smith moved to adjourn.
Seconded by H. Wright.
Result: Unanimously approved.
Meeting adjourned at 3:52.

**Next meeting:** Tuesday, February 25, 2014, Yosemite 213, 3 – 5 p.m.