I. Call to Order
Al Alt called the meeting to order at 3:07 p.m.

Action Item

II. Action Items
a. Approval of Agenda

Action Item:
Don Borges moved to approve the 9/15/15 agenda
Seconded by Mike Adams
Result: Unanimous approval
b. Approval of Minutes of 4/7/15, 4/21/15

**Action Item:**
Martha Robles moved to approve the 4/7/15, 4/21/15 minutes
Seconded by Kim Kennard
Result: Unanimous approval

**Business**

**III. Continuing Business**

a. Faculty Hiring Prioritization

i. **Growth Process Improvements – Senate Feedback, Trend Analysis**

During October we gear up for the discussion of growth positions and approve replacements. Dr. Alt stated that MJC hired the majority of growth positions last year. The required number of hires to meet this year’s FON was 12, and we hired 17. Dr. Alt states that at most we will hire one growth for fall 2016. Mr. Martin urged the committee to set deadlines for the list of replacement positions. Ms. Daly and Mr. Sundquist proposed October 13 as the deadline for submittal of the replacement list to the Instruction Office, and October 20 discussion and recommendations for hire from the Instruction Council. There were no objections to the motion. It was noted that Marc Beam was needed to supply the data for growth positions.

**Set a timeline for replacement positions**
9/30 deadline for faculty to give notice that they propose to retire this year
10/1 notice to deans to create list
10/13 list sent to VPI
10/20 replacement list goes to IC

**Set a timeline for growth positions**
10/27 forms must be sent to Instruction
11/3 growth forms discussed in IC

Dr. Alt will check with Ms. Thames to see if the Instruction Council can get the data from a researcher with standardized reporting.

The IC will create a taskforce to create a rubric to develop a scoresheet. The Institutional Outlook Report needs to be provided by the Instruction Office to guide help guide hiring decisions. Mr. Martin will ask the Instruction Office for directions on moving forward with directions on creating a rubric for growth positions.

During the spring semester the IC will begin discussion for a rubric for replacements for future hires.
ii. Non-instructional Position Process
Kathleen Ennis stated that non-instructional faculty had decided they wanted the same process for hires as instructional faculty. In previous meetings of the Instruction Council, Ms. Thames discussed the dangers of creating the separate list. No further action required.

b. Program Review
All the programs that need to do program review this semester have been informed. September 18 and September 25 have been set aside as days in which PR lead faculty can be helped out by Eileen Kerr and Brian Sanders.

Mr. Martin discussed the eLumen software. It was proposed, and accepted, that a subcommittee of the IC develop assessment and program review questions for inclusion in eLumen. Kathleen Ennis, Curtis Martin, and Kim Kennard volunteered to serve in the subcommittee.

IV. New Business
a. Educational Master Plan
Mr. Martin stated we paid a consultant to write a 221 page Educational Master Plan in 2006-2007. The EMP is a blueprint by which an institution navigates the next 8-10 years. Since the last EMP, the institution has changed dramatically. At this point, the MJC Strategic Plan is being updated by President Stearns. The Strategic Plan will help form the foundation of the Educational Master Plan. Dr. Alt argued that the institution needed to set a timeline and provide resources for the Educational Master Plan. Ms. Ennis volunteered to research educational master plans from other schools that successfully gone through accreditation site visits in the last couple years. Mr. Martin argued in favor of a pithy and effective document – the minimum required to meet the standards. Mr. Martin will request that the EMP be place on the agenda for the next meeting and on Presidents cabinet.

V. Informational Items
a. Accreditation Standards Review
Tri chair model was approved.
b. Substantive Change Proposal – DE
This report has gone to senate and College Council for feedback.
c. Substantive Change Proposal – Respiratory Care
This report has gone to Senate and College Council for feedback.

VI. REPRESENTATIVE REPORTS
a. College Council
Dr. Alt reviewed reports, hiring prioritization, and policy and procedures in preparation for our accreditation visit.
b. Accreditation Council
N/A
c. Student Services Council
Coaches and student success. First meeting.
d. Resource Allocation Council
Dr. Alt – The council reviewed budget performance, PTOL, and FTES targets. Friday they will review instructional block grant and how it was used.

e. **Facilities Council**
   N/A

f. **Senate Report**
   Ms. Laffranchini - Sub change reports reviewed, adjunct hiring discussed

g. **Student Report**
   No students present

h. **Staff Report**
   Ms. Wall stated that staff ratified salary and contract changes approved by the Board of Trustees. Salary increases ranged from 4.5 to 5%.

VII. **ADJOURNMENT**
   The meeting was adjourned at 4:30.

Next meeting: September 29, 2015, 3 – 5 p.m., Library Basement Room 55