

Academic & Career/Technical Programs & Instructional Support Council

April 22, 2010

2:00-3:30pm

Heritage

AGENDA

- I. Clarification of Roles

- II. Review Survey

- III. Action Plan

- IV. Clean up – Move from Council to Committee

Academic and Career/Technical Programs
and Instructional Support Council
Meeting Minutes

April 22, 2010 * 2:00pm – 3:30pm * Heritage

Council Members

Present: Tucker Amidon, Ernie Arellanes, Hayley Ashby, Stephen Ashby, Linda Braiman, Monica Delgadillo-Flores, Kelly Douglass, Bernard Fradkin, Joanie Gibbons-Anderson, Chip Herzig, Anita Kinser, Janet Lehr, Marilyn Martinez-Flores, Virginia McKee-Leone, Jesse Mejia, Paul Moores, Ron Pardee, Patrick Schwerdtfeger, James Seals, Diane Solorzano, Ron Vito, Charles Wyckoff

Absent: Su Acharya, Debbie Barrozo, Henry Bravo, Ed Bush, Dave Dant, Shelly Dawson, John Grenfell, Judy Hill, Howard Lin, George Jiang, Joonhee Kim, Ellen Kime-Hunt, Juliana Leung, Norma Lopez, Richard Mahon, Mike Meyer, Brit Osgood-Treston, Rogelio Ruiz, Takashi Suzuki, Darlene Willie

Meeting Commenced: 2:09PM

Dr. Pat Schwerdtfeger chaired the meeting.

I. Clarification of Roles

Dr. Pat asked the council members to please bring a copy of the strategic plan to each meeting. In the plan itself, we are in transition, our council is up on the leadership council, and has work to do in the short run to finish ranking equipment. We actually have in the new plan two separate entities with similar titles, this council deals with strategic issues, the committee deals with ranking and unit plan issues. Dr. Pat is recommending for this cycle, that we work together in tandem.

II. Review Survey

Handout

We still have to elect a faculty co-chair; Hayley and Richard Mahon were prior to the split both approved by the Senate, we will have to address this at the next meeting at

Richard Mahon is not present. Stephen Ashby will review the by-laws that pertain to election of the faculty co-chair.

The question was raised about where original strategies came from. Dr. Pat responded: what you see has been a work in progress for the last 3 years. The strategies were developed in the planning process. The SPC during a retreat brought in an outside consultant and developed this list of goals and strategies; it took several iterations to get to this point. All of the work from the past years along with the strategic initiatives has been incorporated in this new plan.

Dr. Pat reviewed the rankings; a number of council members expressed concern about the outcome of the recent survey, the language and how it is to be interpreted by this Council.

What we have to do now is to develop action plans for the top three or four, what we have to do identify the strategic initiative, develop timeline and tell who is in charge and the outcome identify the resources needed to accomplish this task. Instructional and Library have collapsed and combined functions; however we still need to address the accreditation issues, for that we will be moving into subgroups which will be hammering out some of the issues.

This Council is charged with the following goals:

Academic & Career/Technical Programs & Instructional Support shall:

- **Promote academic, career & technical, and basic skills educational programs**
- Explore, evaluate, and implement academic technology for student learning; provide training to the college community regarding instructional technology
- Assess current instructional services provided by the library and other learning support services and make recommendations for their improvement
- Review comprehensive program reviews
- Integrate recommendations from comprehensive program reviews into the preparation and implementation of the Educational, Facilities, and Technology Master Plans
- Further develop and implement the instructional component of the College Master Plan
- Assist in the development and implementation of the Mid Range Financial Plan.
- Utilize recommendations from comprehensive program reviews to inform planning, decision-making, and policy development at the college
- Advance the implementation of college goals

Adopted March 1, 2007 Amended March 25, 2010

After discussing the charge of the Council, members will break out into subgroups to clarify the wording in the strategies:

Values

Hayley Ashby
Tucker Amidon
Kelly Douglass
James Seals

Student Access and Success

Marilyn Martinez-Flores
Diane Solorzano
Joanie Gibbons-Anderson
Monica Delgadillo-Flores
Charlie Wyckoff

Responsiveness to Community and Culture of Innovation

Bernie Fradkin
Anita Kinser
Paul Moores

Resource and Organizational Effectiveness

Ron Vito
Jesse Mejia
Linda Braiman
Janet Lehr

Ranking Committee for Instructional and Non-Instructional Equipment:

Finish work from last year - ranking instructional and non-instructional equipment requests

Virginia, Chair (Organizer)
Stephen Ashby
Richard Mahon
Monica Delgadillo-Flores
Ernie Arellanes
Ron Pardee

Diane Solorzano
Joanie Gibbons-Anderson
James Seals

Using the areas of focus, the subgroups will clarify the language in the strategies and will report out at the April 29th meeting.

Areas of Focus

Basic skills
Transfer
CTE
Student Services

Linda Braiman – would like to know if the commentary given to Norm Godin regarding the Strategic Plan will be made available. Dr. Pat will speak to Norm regarding this.

Meeting Adjourned: 3:35PM