

Academic & Career/Technical Programs
& Instructional Support Council

AGENDA

May 13, 2010

2:00pm – 3:30pm

Hall of Fame

- I. SPEC Retreat
- II. Action Plan
- III. Working Session

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

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2:00pm – 3:30pm
Hall of Fame

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

Members Absent: Su Acharya (e), Debbie Barrozo, Dave Dant (e), Shelly Dawson, Monica Delgadillo-Flores, John Grenfell, Judy Hill, Lin Howard (e), George Jiang (e), Joonhee Kim, Ellen Kime-Hunt (e), Juliana Leung, Norma Lopez, Richard Mahon, Brit Osgood-Treston, Ron Pardee, Rogelio Ruiz (e), Takashi Suzuki, Darlene Willie

Meeting Commenced: 2:10pm

Tom Allen needs a report out from each sub-committee from last year on what their committee accomplished in 08/09. If you have done so already, please forward your meeting minutes and agendas to Tish Chavez to be posted on the internet.

Instructional Program IIA (J. Gibbons-Anderson)

- Discussed goals and who they would be assigned to
- Redefined goals and strategies at SPC retreat
- Discussed committee's role, the committee felt it was not their duty to rank but to review all requests
- Ranked and prioritized instructional equipment requests the recommendations went to the Financial Resources Committee for funding.
- A lot of time was spent figuring out the charge and where this committee fit in, the educational master plans was outdated and inaccurate
- Joanie stepped down as faculty co-chair in 08/09
- Richard Mahon served as faculty co-chair in 09/10

Institutional Mission & Effectiveness (M. Martinez-Flores/S. Mills)

- Ensured the loop was closed
- Created a process for evaluating
- Created timelines
- Revised Mission

- Repository of data elements needed
- Created a common rubric
- Merging of Program Review and Assessment
- Made a recommendation to the district for CCSSE and incorporated the faculty portion
- Worked with research to create a local survey of student satisfaction

Technology Resources (J. Lehr)

- Developed a draft Technology Plan, adapted and aligned with the State Chancellors Goals

Library Resources (H. Ashby)

- Defined charge
- Created a matrix for tracking agenda items
- Ranked Program Review requests
- In response to the first retreat the committee chose three goals related to their subcommittee that could be monitored
- Update on the status of faculty learning communities
- Extended hours of operation for student support

Human Resources (R. Vito)

- Ron Vito served two years ago
- Prioritized classified positions
- Will provide the minutes to Tish
- Made recommendation to the District on PT/Hourly, how to hire, diversity in the workforce and adjusting hiring procedures

Action Plan (S Mills) – Handout

This is a list of data the District will be able to provide by Monday. We have asked to get as much data as possible prior to the retreat.

Values (T. Amidon, K. Douglass, J Seals) - Handout

The group revised values, making most of the changes recommended by the council. Dr. Pat moved to accept the revised values for the Council. (M/S/C) Amidon/Kinser
Discussion: Since the faculty voting members have not been selected by the Senate, the Council approved the Values by consensus.

Working Session/Action Plans/Discussion (P. Schwerdtfeger) Handouts

There is a concern from the Council that we do not have enough experience or the knowledge of other departments to adequately complete the action plans. Kelly Douglass reminded the council that the charge of this council is to promote, to report and to assess, not to create. There is a concern that by creating action plans it the council will be dictating how departments should spend their money. For example, how can this body determine the benchmarks for counseling? We need to narrow the focus

and determine how to contribute to a larger goal. Kelly suggested using a narrative benchmark instead of a number benchmark. Dr. Pat did not see a problem with this, the same suggestion of narrowing the focus is being discussed in the Accreditation Steering Committee. Some additional suggestions were to add the question 'what are your goals as they relate to the master plans' can be added to the instructional unit plans; consider resources when adding in more hours, etc.

Dr. Pat - We may need to come back to this, we will need to zero in on a couple of goals. We don't have to do everything at once if we focus a small number we can show that the process is working and we are moving in the right direction.

Meeting adjourned: 3:38pm

Minutes submitted by: Denise Terrazas