

**Instructional Council**

November 6, 2017

11:00 am – 12:00pm  
Boardroom

**Minutes**

**Present:** Angelina Hill, Joe Hash, Alison Pritchard, George Potamianos, Erin Wall, Bob Brown, Tamara Wolski, Cathy Cox, Michael Dennis, Ron Waters, Dave Bazard, Justine Shaw, Melissa Ruiz (telepresence), Angela Stewart (visiting presenter), Stephanie Burres (support)

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| 1.0 | Fall and Spring Schedule  1.1 Send all fall revisions at same time  1.2 Coordinate DE offerings  1.3 Counselor Feedback | 1.1   * Shareen would like Deans to submit schedule changes all at once, not one class or subject at a time to help with version control. * IT informed us that we cannot use Sharepoint scheduling until everyone is on the same domain. All of DN should be moving to our server by the end of the year. * Curriculum software solution will be implemented, but the scheduling software would not provide any additional simplicity. * Shareen will have the Spring schedule ready by the end of the month. * Should we include summer classes in the 2-year rotation schedule? Counseling has been utilizing the Summer schedule. If courses have been confirmed they should be included, but by not including a course in the schedule (although it will likely be offered) students may assume it’s not being offered. * Late-Spring is the best time to add the new year offerings to the 2-year schedule- it will allow the schedule to reflect departments’ program review plans. * Associate faculty availability tool has not been updated and cannot be used to for scheduling. This issue will be discussed at the Dean’s Council, HR has offered support to associate faculty and keeping this tool updated will be part of their duties.   1.2   * Cathy has developed the 2-year course rotation for DE offerings, which will include the history and business ADTs. She will pass these along to the Deans and work with individual programs to make sure the calendar is efficient.   1.3   * Counselors have provided feedback on the schedule: more chemistry, alternative math and English course times for athletes, DE and in-person courses in the same subject, and the timing of English 102. |
| 2.0 | Student Union Update | * The student union is located on a serious liquefaction zone. The west wing needs to be vacated by students immediately (cafeteria, veterans resource center, multicultural center). * The short-term plan is to relocate MCC to LRC 103, VRC to former weight room, and Cafeteria to reconstructed bookstore area. * This has been classified as a level A (top priority) for funding at the state level. The suggested location for the new building is the area between the dorms and the theatre. * Explore other options for food delivery on campus during this transition (i.e. food trucks). * The state funding does not cover the cafeteria’s kitchen. We will explore the option of holding restaurant and hotel management classes in the cafeteria’s kitchen in order to have it classified as student space. * Would it be possible to outsource some of the short term work so that it wouldn’t impede facilities and planning staff from moving forward with their work? Do we have a funding stream for this? |
| 3.0 | Coordinate Guided Pathways  3.1 Release time  3.2 Cranium Café: http://www.conexed.com/2016/03/28/oei-selects-cranium-cafe-student-services-online-advising-and-counseling/ | * A team of faculty and staff went to a Guided Pathways training in Oakland last month. * It seemed that each school that is currently implementing GP is doing it differently. What will our program look like? * Guided Pathways is supposed to be a comprehensive model for both transfer education and certificate seekers.   3.1   * We will not be hiring staff to implement Guided Pathways, but rather just put strategic faculty on release to help with the program.   3.2   * OEI has endorsed CraniumCafé as a tool for counselor to reach students. It would help support the GP initiative, but we do not have the resources to fund its implementation. * Multiple programs have included CraniumCafé in their Program Reviews. * We have to complete a self-evaluation report to analyze our readiness to implement GPs. Based on that report we will develop an implementation plan for GP. |
| 4.0 | Future Agenda Items | * SATCo for faculty evaluation to reopen evaluation to accept more student’s evaluations to reach 60%. * Grade changes, student complaints, and grievances- there is contradictory language in the AP that should be discussed. * Student recognition or honor at graduation for specific groups: first generation graduates, etc. |
| 5.0 | Program Update | * 4021 for non-credit is wrapping * There is a 4020 for a music ADT * There is a 4020 for DN-Nursing bridge program. * 4020 for elementary education ADT is in the queue. * There is a motion to develop a standing committee for the 4020 process. * BPC will be receiving interest based bargaining training. * The ACCJC preliminary report has been received. It is nearly identical to what was said in the closing session of their visit. |
| Adjourn Meeting | | |