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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on August 29, 2005 in Room F106.

Members Present: Burak, Cárdenas, Chiriboga, Custeau, Haber, Mendoza-Bautista, Monroe, Preibisius, Ramos, Reed, Santana, Sessom, Taccone, Weedon, Wilson, Wolfe, Zink, Ford

Members Absent: Charter, Babylon, Riley, Nette, Fralick, Carmona, Sherwood



<b>Agenda Item</b>	<b>Discussion</b>
<i>1. Approve Minutes</i>	The minutes of May 2, 2005 were approved. An editing change was submitted by M. Mendoza after the vote.
<i>2. Question &amp; Answer for new Chairs/Coordinators</i>	There was a group discussion on this matter. Some helpful hints were shared with the new Chairs & Coordinators.
<i>3. Department Updates</i>	<p><i>Art</i> - Debra Babylon (A. Taccone reported)</p> <p>A. Taccone distributed a handout of the updates from the Art Department for 2004-05.</p> <p><i>Automotive Technology</i> - Jim Custeau</p> <p>J. Custeau updated the group on the following information for the Automotive Technology area:</p> <ul style="list-style-type: none"><li>• ASEP has a possible 35 students enrolled</li><li>• ASEP graduation was held on 8/2 and 21 students graduated</li></ul>

- ASSET: ½ way through 9<sup>th</sup> class
- Duane Camp retiring this semester
- Cancelled one class

#### ***4. Enrollment Status***

The group debriefed on their enrollment status for Fall 2005.

J. Custeau mentioned the challenge with Saturday classes and that the 2<sup>nd</sup> class meets after the drop date. M. Wolfe assured J. Custeau that as a member of the Late Add Committee they recognize the issue and make accommodations. M. Wolfe also mentioned that there is a conflict with classroom availability on the 1<sup>st</sup> Saturday of classes. The on-line committee will address at an upcoming meeting.

C. Chiriboga took the opportunity to explain the new procedures established over the summer for Supervised Tutoring to include:

- Training Tutors
- Collecting attendance either manually or with Red Canyon
- Instructor of Record referral trail
  - In addition to swiping card, need to have the student write down what instructor is referring them to the tutoring lab
  - Indicate in syllabus or referral to supervised tutoring

#### ***5. Marketing Brainstorming***

The group went through some ideas for increasing enrollment. C. Chiriboga explained that Instruction is looking at possibly adding classes in the 1<sup>st</sup> and 2<sup>nd</sup> 8-week sessions. In addition, the college is exploring the possibility of offering classes at the local high schools.

C. Chiriboga instructed the group to e-mail her if they think of any other ideas for additional marketing efforts.

#### ***6. Intersession***

S. Haber wanted to know what the college's direction was on intersession. C. Chiriboga indicated:

- Keep as is
- Three-week schedule
- Emphasis on GE

#### ***7. On-Line Updates &***

Standards of Good Practice Manual: C.

## ***Info***

Chiriboga informed the group that the manual was now posted on the web.

Tech Support for Online: Due to the recent departure of Rik Barnes, Deanna Thompson and hourly contract employee Brian Josephson have been trained with Jodi Reed's assistance to be available for faculty online help. In addition, they are available to assist with the design of the class.

ED214 - Developing an Online Course: Jodi Reed briefed the group on this course being offering as a 3.0 unit class.

## ***8. Updates***

Academic Senate: Jan Ford reported that a special meeting was held of the Academic Senate to discuss the role of Shared Governance.

Academic Master Planning (new form): C. Chiriboga and S. Haber, Co-Chairs of AMP briefed the group on the new form (Classroom Equipment Request) to be used when upgrading existing equipment for smart classrooms and other types of facilities in department areas.

Accreditation: C. Chiriboga updated the group on the status of Accreditation and informed them the 1<sup>st</sup> Steering Committee Meeting will be held Friday. An accreditation budget has been established to include SLOs allocations. Recorder to e-mail the allocation amounts to the Chairs & Coordinators.

AMP Presentation - Sign-Up Sheet: The presentation sign up sheet was passed around to the group.

## ***9. Other***

Upcoming Events: The upcoming events were mentioned at the end of the meeting.

***Meeting Adjourned at  
2:25p***



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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on October 3, 2005 in Room F106.

Members Present: Babylon, Burak, Cárdenas, Carmona, Charter, Chiriboga, Custeau, Fralick, Haber, Mendoza-Bautista, Monroe, Nette, Preibisius, Ramos, Reed, Riley, Santana, Sessom, Sherwood, Taccone, Weedon, Wilson, Wolfe, Zink, Ford

Members Absent: Babylon, Nette, Wilson  
Guest: Beth Appenzeller, Dean of Admissions & Records



<u>Agenda Item</u>	<u>Discussion</u>
<i>1. Approve Minutes</i>	The Minutes were approved as submitted M/S/A with two abstentions.
<i>2. Department Updates</i>	<p><i>Business &amp; Professional Studies</i> - Mary Sessom</p> <p>Mary Sessom reported that the Business Office Technology area is closer to a totally on-line AA certificate degree. Accounting 176 course is articulated with Grossmont and ROP. The paralegal area is working on their interim report for the American Bar Association. She anticipates more blended and on-line classes to be offered. In an effort to adapt to the changing needs of the community she anticipates including classes on Homeland Security and the Patriot Act.</p> <p><i>Child Development</i> - Kristin Zink</p> <p>Kristin Zink reported that, together with the</p>

Child Development Center, she is working collaboratively with other colleges and agencies in the community. For example, the Child Development Program and Center are hosting a conference on October 8<sup>th</sup>, "Building the Bridge between Preschool and Kindergarten". This event is being cosponsored by San Diego City College Child Development Program and the County of San Diego First 5 Commission. Other collaborative events on our campus will be an informational meeting for the Preschool for All Initiative, sponsored by the First 5 Commission, and a Professional Growth Advisor training and a CARES orientation, both sponsored by the YMCA CARES project. CARES is an incentive program designed to promote and support longevity in the early childhood field.

The TANF grant has been a collaborative effort and the following has resulted:

- 17 students enrolled through CalWorks
- 10 working at the Child Development Center
- 3 earned their Associate Teaching Permit

#### *Communication Arts - Chuck Charter*

Chuck Charter distributed a handout highlighting each area in his department. In addition, a flyer explaining the difference among the three different centers - Tutoring, Math and Reading and Writing will be distributed to all faculty for their information.

### ***3. Enrollment Status***

C. Chiriboga went through the handouts pertaining to FTES Comparison and the District Enrollment Comparisons generated from Dana Quittner's office.

### ***4. Schedule Debut***

Beth Appenzeller, Dean of Admissions & Records distributed a flyer on the upcoming Schedule Debut scheduled for November 8 from 10-1. She explained the department tables will now be located along the main pathway from the student parking area. She also indicated it was no longer necessary to have an infomercial tent. In an effort to reward the students the free lunch coupons, she reported the use of a card that will be signed by department staff

when the student engages in dialogue with that department table.

C. Cristina reported that a joint letter from Jan Ford, Academic Senate, Vangie Meneses, Acting Vice Present of Student Development & Services and herself had been sent to all faculty explaining the schedule debut and requesting their assistance in getting the word out to all students.

**5. Colleague (Datatel)**

Larry Sherwood, Interim Assistant Dean of Learning & Technology Resources, updated the group on the anticipated simulation scheduled for the Student Services portion of the software for sometime in November. L. Sherwood fielded questions from the group and suggested he notify Dennis Simms to attend an upcoming Instructional Council meeting to explain the simulation in more detail and to answer questions from the group. L. Sherwood will follow-up on scheduling Dennis Simms.

**6. AMP Presentation Schedule/Update**

The group reviewed the presentation schedule handout. The group also went through the handouts on the AMP WSCH data for their areas.

L. Sherwood indicated that the Technology Plan Committee will be funding the No. 1 priorities and has a meeting scheduled on the upcoming Wednesday to discuss the release of the funds.

**7. SLO Allocation by Department**

C. Chiriboga distributed a handout on the SLO Allocation funds for each department and the procedure to be followed when requesting the funds. The procedure includes submitting a PR for equipment purchases and a Special Project form for needed stipends. The amount indicated on the list is the entire amount to be disbursed during the three years of course outline adjustments for the SLOs and unexpended funds may be carried over.

**8. Questions/Answers**

No questions surfaced.

**9. Updates**

Academic Senate: Susan Haber, Vice President of Academic Senate reported the Academic Senate had passed the following resolution: *Whereas United Faculty (UF) and the Board of Trustees of the Grossmont-Cuyamaca Community College District have failed to agree upon*

*step and column; and  
Whereas this failure has been detrimental to  
the work of the Cuyamaca College faculty;  
Therefore be it resolved that the Cuyamaca  
College Academic Senate insists the Board  
release step and column immediately.*

Facilities Planning: Cristina Chiriboga reported the financial update on facility planning will be addressed at the next meeting.

Title III Stipends: Maria Mendoza-Bautista, Title III Director reported that the Title III group had received 20 stipend submissions for Title III projects and notification of the 11 awards totaling approximately \$16,000 would go out today.

Accreditation: Accreditation Steering Committee is scheduled for this Friday. The Standard groups are working hard on gathering evidence for the assigned Archive Reserve.

***10. Other***

Evaluations: Susan Haber requested the master list of all faculty being evaluated for a given semester be distributed be forwarded to the Chairs & Coordinators by e-mail.

Summer Schedule Packets: Joan Burak stated the summer schedule packets are due back to the Instructional Operations office by the end of the month.

***Meeting Adjourned at  
3:15p***



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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on November 7, 2005 in Room F106.

Members Present: Burak, Cárdenas, Carmona, Charter, Chiriboga, Custeau, Haber, Mendoza-Bautista, Monroe, Preibisius, Ramos, Reed, Santana, Sherwood, Taccone, Weedon, Wilson, Wolfe, Zink

Members Absent: Debra Babylon, Donna Riley, Kathryn Nette, Marsha Fralick, Mary Sessom, Jan Ford

Guests: Henry Eimstad, Senior Director, Interim, IS  
Dennis Simms, Information Systems



<b>Agenda Item</b>	<b>Discussion</b>
<i>1. Approve Minutes</i>	The minutes were approved as submitted. M/S/A
<i>2. Department Updates</i>	<i>Community Learning</i> - Marie Ramos  M. Ramos distributed a handout on Division III, including Community Learning. M. Ramos referenced several items in the handout.  <i>Professional Development Academy</i> - Jennifer Lewis  J. Lewis proceeded to explain to the group through a power point presentation and handouts the role of the Professional Development Academy grant.  <i>CIS/Graphic Design</i> - Jodi Reed



J. Reed explained the following:

- ◆ A lot of changes in CIS/Graphic Design areas
- ◆ Keeping up with technology and curriculum changes
- ◆ Since enrollment is shifting, developing new courses, ex: video editing class & turn into DVD, a few 1.0 unit hardware/ wireless networking for basic installation on your computer
- ◆ Web development - PHP/MySQL course - open source dynamic database-integrated web sites
- ◆ NSF grant is winding down = developing telecommunication
- ◆ Lab purchase for new building with funds from Congressional grant
- ◆ Two new full-time faculty  
Greg Differding - piloting ways of doing online rate your operating system virtually. He is also expanding Work Experience to include web design  
Tim Buckles in Graphic Design - will review curriculum

Graphic Design - expanding digital photography class, more commercial, multi-media interdisciplinary

CIS - new classes developing, different intro class, new database course to support Business in Datamanagement

*CADD Technology* - Therese Weedon

T. Weedon briefed the group on the following:

- ◆ Enrollment exceeding expectation
- ◆ Restructuring curriculum
- ◆ Installation of new lab during winter break or over the summer

### ***3. Student Learning Outcomes***

M. Wangler briefed the group on the status of Student Learning Outcomes incorporation into curriculum as follows:

1. Progress Report - outlines are trickling in ENG, ENVT, GEO, MATH, CIS, COMM, and OH (largest packet received). M. Wangler distributed the OH draft to final progress as a handout and will incorporate this example into the reference handbook for SLOs.
2. Next steps
  - a. start process

b. outlines from each discipline submitted so sub-committee can review

M. Wangler indicated he was available during Staff Development Week to attend department meetings to assist with SLOs submittals.

A. Taccone reiterated that he has open office hours on Fridays at 12 to accommodate SLOs, just bring in outlines and will work through together.

#### ***4. Strategic Plan Implementation***

C0-chairs distributed a handout on the Strategic Plan Grid 04-10 with the current year goals highlighted. K. Zink commented on Strategic planning process.

#### ***5. On Line Teaching & Learning Report***

M. Wolfe briefed the group on information generated from the On Line Teaching & Learning Committee (OLTLC). There was a concern about disseminating information to online instructors on the set up of containers prior to the start of classes. The OLTLC will publicize this process more effectively, and will offer a web-base form to make request to get organized in advance.

#### ***6. Title III/Updates***

M. Mendoza reported that she is in the process of reporting to the Department of Education on Year 2 of the Title III grant and would encourage faculty to fill out the distributed survey for inclusion in the report by November 15, 2005.

M. Mendoza informed the group of the upcoming On Course scheduled for September 15-17, 2006, and has 50 attendee spots available through Title III funding.

She also briefed the group on the stipend awards for Year 3.

#### ***7. IS Colleague Implementation Date***

Henry Eimstad and Dennis Simms from Information Systems to field questions from the group on this subject. Information Systems is planning on going live with this software in Spring 2007. The group discussed the implementation and new software options.

#### ***8. Facilities Project Time Lines***

An attachment was included with the agenda on the time lines for the current construction projects on campus.

## ***9. Updates***

Academic Senate: Susan Haber briefed the group on the following:

- ◆ The Senate passed work-to-contract resolution
- ◆ Participating in the Schedule Debut with a \$100 book raffle
- ◆ Program Review Reps as follows:
  - ◆ Marsha Fralick - VPSS
  - ◆ Nancy Jennings - VPI
- ◆ Endorsed the AMP faculty recommendations
- ◆ Endorsed Annual Implementation Plan

Other:

1. Fire drill: some instructors did not dismiss their classes - need to proceed to evacuation area
2. Clarification requested on procedure whereby adjuncts choose a Grossmont College or Cuyamaca College assignment. C. Chiriboga suggested having the adjunct faculty member decide and inform Dean.
3. It was further reported that negative comments had been made about Cuyamaca College; again, details and specific information is needed to follow up.

***Meeting Adjourned at  
3:10p***



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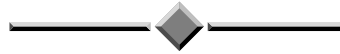
## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on February 6, 2006 in Room F106.

Members Present: Burak, Cárdenas, Charter, Chiriboga, Hannibal (for Custeau), Fralick, Haber, Monroe, Nette, Preibisius, Ramos, Reed, Riley, Santana, Sessom, Sherwood, Setzer (for Carmona), Taccone, Wilson, Wolfe, Zink, Ford

Members Absent: Babylon, Mendoza, Weedon



<u>Agenda Item</u>	<u>Discussion</u>
<i>1. Approve Minutes from 12/5/05</i>	The minutes were approved as submitted. M/S/A with 3 abstentions.
<i>2. Department Updates</i>	<p><i>Foreign Languages - Patricia Santana</i></p> <p>P. Santana reported on her department as follows:</p> <ul style="list-style-type: none"><li>• Summer study abroad to Costa Rica - join us!</li><li>• A new adjunct French instructor has been hired</li><li>• A 4<sup>th</sup> Arabic instructor has been added</li><li>• Kumeyaay - Sycuan will be offering a second semester and 2<sup>nd</sup> level of the language class</li><li>• Continuing existing collaboration with Grossmont College concerning textbook used in Spanish classes</li><li>• The adjuncts in her department are attending the monthly department meetings regularly</li></ul> <p><i>History, Social &amp; Behavioral Sciences - Susan Haber</i></p> <p>S. Haber reported on her department as follows:</p> <ul style="list-style-type: none"><li>• The cross-culture classes such as US History Black perspective, U.S. History Chicano Perspective are building in popularity</li><li>• A variety of scheduling options to expand the schedule into the afternoon are working MW 2-3:15, TTH 2-3:15 and 3-5:50</li><li>• The department offers online courses in all</li></ul>

- disciplines of the department except Anthropology
- On-line is growing, but the department does not add if they surmise it will negatively impact on-campus instruction
- Added an Intro to Political Science to online offerings this semester
- Title III grant stipends have been awarded to 3 recipients in her department
- The department had a very profitable discussion on grade inflation when it held its meeting during staff development week

### ***3. Enrollment/FTES Status/State Budget***

C. Chiriboga reviewed the distributed handouts with the group. She reported that we are -4.5% down in units and chasing a goal of 75 FTES. She also referenced the recent state budget release and how it relates to the district budget allocation of funds.

The co-chairs opened for discussion ideas for Enrollment Strategies. The following were expressed:

- Free shuttle between the two campuses (to run every 15 or 30 minutes)
- A targeted calling campaign of full-time students and the necessary required classes for them that are available the 2<sup>nd</sup> 8-weeks of class
- New Student Orientation during Staff Development Week being offered
- Balancing of on-line offerings: more Humanities, possibly English, Anthropology 130 and Science
- Tap the K-12 teacher population for their Professional Development requirements through the County of Education
- Exchange dialogue with the home-schooling association and the small private schools for unavailability of AP classes that can be offered through Cuyamaca
- Designate an administrator to handle inquiries from the high school class offerings concerning, books, admissions, etc.

### ***4. Class Absence Concern (prior to Holiday)***

After a discussion on the matter it was determined that a work group would be established of Kristin Zink, Chuck Charter and Pat Setzer to formulate a letter to all faculty concerning the importance of convening classes prior to a holiday or 4-day weekend.

### ***5. Dynamic Schedule***

Chuck Charter directed the discussion on this matter for the groups input concerning the Dynamic scheduling. After a brief discussion the

following was brought forward:

Larry Sherwood to work with IS on internal software changes that would better serve our students; J. Reed and L. Sherwood will bring up concerns at ITC. Including the following:

- A key, or pop up for determining what the acronyms stand for on the Dynamic Schedule (e.g. Posc)
- Change Dynamic Schedule to list classes in time sequence order for example:
  - MW9:30
  - TTH 9:30
  - MW11:00
  - TTH 11:00, etc.
- Change WebConnect word on front page of Website to Registration and instead of Dynamic Schedule rename Open/Close Classes

## **6. Construction**

### **Highlights**

### **7. Updates**

C. Chiriboga referenced the distributed handout.

Academic Senate: Jan Ford, Academic Senate President, briefed the group on the following:

- Work of the Application Rank Committee will be discussed at the next Senate meeting
- The senators will be looking at proposed changes to several in Board policies. These changes were first presented at District Education Council (DEC). The senate process involves 2 readings in the senate (for information and action) before recommendations are taken to Innovation & Planning Council (IPC). From IPC recommendations are made back to DEC and submitted to the Board for approval.
- The Senate is composing a letter to Wendell Cutting
- An Ad Hoc Senate Committee has been formed with Tony Zambelli as the chair, to handle issues concerning the part-time faculty work room

Academic Master Plan/Budget: Susan Haber, co-chair for Academic Master Planning reported the following:

- The Committee has finished hearing all the department presentations
- The department activities have been ranked
- A memo with the department priority summary sheets will be sent to all Chairs & Coordinators for them to be included in their budget

L. Sherwood added that the Technology Plan requests will have a spreadsheet of their priority rankings

Hiring, etc.: C. Chiriboga informed that group that CADD, PDC and BIO will be filling faculty

positions for the 06-07 academic year.

Non-Credit Instructors: Marie Ramos relayed that Community Learning is in need of instructors, and to please contact her directly. M. Ramos will forward an e-mail to the group indicating the areas that are in need of support. A suggestion was for her to contact K-12 teachers to fill slots in Music and Art.

Staff Development Week: Susan Haber informed the group of the doors being locked in the back of the F Building keeping her from accessing to the F106 conference room on Thursday night. Several other members indicated a time that the doors were locked at inconvenient times. The group reported several facility issues as follows:

- Please have the back doors (by mailroom) opened at 6:30 on M-S
- Please do not lock back doors (by mailroom) until after 10pm M-Th
- Please do not lock back doors (by mailroom) until after 5pm on Sat
- There is a gut truck (roach coach) that visits the construction site by the gym in the morning and honks the horn for an extended period of time while classes are going on - please discuss with construction contractors

These items will be sent to Arleen Satele, Vice President Administrative Services for her action.



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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on March 6, 2006 in Room F106.

Members Present: Burak, Cárdenas, Charter, Chiriboga, Fralick, Haber, Mendoza-Bautista, Monroe, Nesta, Nette, Preibisius, Reed, Santana, Sherwood, Setzer (for Carmona), Taccone, Wilson, Wolfe, Zink, Ford

Members Absent: Debra Babylon (on medical leave), Donna Riley, Jim Hannibal, Marie Ramos, Mary Sessom, Therese Weedon



<u>Agenda Item</u>	<u>Discussion</u>
<i>1. Approve Minutes</i>	The minutes were approved as submitted. M/S/A
<i>2. Department Updates</i>	<p><i>Humanities &amp; Performing Arts</i> - Pat Setzer</p> <p>Pat Setzer distributed a handout to the group highlighting the activities of the department.</p> <p><i>Math</i> - Eric Preibisius</p> <p>Eric Preibisius briefed group on the following for his department:</p> <ul style="list-style-type: none"><li>o Cuyamaca College is hosting the Senior High School Math Field Day - 100 to 120 students expected from 11 different schools</li><li>o Offering 2 sections of on-line statistics - one in the 2<sup>nd</sup> 8-weeks</li><li>o Experimenting with Offering one TTH Math 90 and one MWF Math 110 class for Fall for student interest</li><li>o Offering a Workshop call AfterMath, through</li></ul>



Title III for Math 90 students on Friday mornings from 9-12

- o MathXL program is a supplemental to basic skills math courses. The software makes the entire textbook available to student on line so they can work from home
- o Scott Eckert was granted a stipend from Title III for web support of Math 90
- o Scott Eckert was a presenter at the upcoming AMYTCC conference last November

#### *Ornamental Horticulture* - Brad Monroe

Brad Monroe distributed a handout to the group on the annual summary of activities for his department.

### ***3. Enrollment Strategies Follow-Up***

C. Chiriboga distributed a flyer of the list of 2<sup>nd</sup> 8-week classes that will be offered. In addition, L. Sherwood indicated that there is a link on the website to these classes. He also distributed a handout for review by the group on how they would like the dynamic schedule of these classes to appear. A decision was made, and L. Sherwood will include on the website.

### ***4. SLO Updated by Discipline***

A handout of the progress by department of Student Learning Outcomes was distributed.

### ***5. Faculty Evaluation Schedule***

Susan Haber had a concern about the faculty evaluation schedule. M. Wolfe directed S. Haber to contact her with any concerns, or questions in this area.

### ***6. Updates***

#### Academic Senate:

- o Academic ranking not determined yet
- o Looking at designated board policies for updating - will forward recommendations to ITC and the Board
- o College Hour approval for Fall and Spring is being reviewed, please let her know the best times. M. Wolfe indicated 9:30, 11, 2 or 6
- o Looking at an action item on the Science Tech Mall - will report to IPC
- o Greg Gomez is the on-line counselor
- o Pre-Requisite Task Force is looking at process and possible changes - will report back after meeting
- o At the recent senate meeting there was a concern about the climate of faculty

- A special senate meeting is schedule for 4/9 to approve the curriculum packet

Accreditation:

- Survey results are in and being utilized for the sub-committee evaluation component
- In the process of doing draft read arounds
  - critiques will be forwarded to appropriate team members

Task Force Assignments:

- Pat Setzer distributed a draft of the intended letter to send to full/part time faculty concerning convening classes prior to a holiday weekend. The group discussed and made some minor alterations. Pat Setzer will e-mail to Recorder for finalization and all Chairs & Coordinators will sign off on this letter
- Larry Sherwood updated the website as follows:
  - WebConnect word was changed to Registration
  - a link to 2<sup>nd</sup> 8-week classes
  - any ideas for website or revising send them through Instructional Technology Council

***7. Other***

Academic Master Plan: Susan Haber, co-chair for Academic Master Planning updated the group on the yearly activities of the committee. She shared some of concern from the chairs and coordinators and referenced the memo that accompanies the ranking sheets, and highlighted areas describing the purpose of the department plans and their utilization by the college. She also shared the committee is reviewing the forms to make them more user friendly and streamlined, and the revised will be presented at the next Instructional Council meeting for feedback from the group.

Foundation Dinner Dance: Madelaine Wolfe reminded the group of the upcoming dinner dance and that she would like to have the department's items for the auction by April 1. The group suggested a link be established of the past dinner dance photos so they can access for ideas and paragraph description



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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on April 3, 2006 in Room F106.

Members Present: Burak, Charter, Chiriboga, Hannibal (for Custeau), Fralick, Mendoza-Bautista, Monroe, Nesta, Ramos, Reed, Sessom, Sherwood, Setzer (for Carmona), Taccone, Weedon, Wilson, Wolfe, Zink

Members Absent: Eric Preibisius, Donna Riley, Patricia Santana, Kathryn Nette, Susan Haber, Jan Ford, Debra Babylon



<b>Agenda Item</b>	<b>Discussion</b>
<b>1. Approve Minutes</b>	The minutes were approved with minor changes. M/S/A with 2 abstentions.
<b>2. Department Updates</b>	<p><i>Personal Development Counseling</i> - Marsha Fralick</p> <p>Marsha Fralick distributed a handout to the group highlighting the activities of the department.</p> <p><i>Science &amp; Engineering</i> - Kathryn Nette</p> <p>Kathryn Nette was not available to report on her department's activities.</p>
<b>3. AMP - Update and Proposed Process</b>	The group reviewed a draft of the updated form for Academic Master Planning. C. Chiriboga explained that this form would replace the goal sheet and will now include the criteria area for each department chair or coordinator

to weigh in on. A few revisions were suggested from the group. The revised form will be presented at the Instructional Council Retreat along with all the Academic Planning materials.

#### **4. Enrollment/FTES goals 2006-07**

C. Chiriboga distributed three handouts to the group outlining the current FTES information for the college and from the State. C. Chiriboga proceeded to explain the Enrollment and FTES goals for the college for 2006-07.

M. Wangler suggested that the college might consider another enrollment promotion by sending volunteers out to the high schools during the 2 weeks prior to their high school graduation.

#### **5. SLO Update**

M. Wangler briefed the group on the status of Student Learning Outcomes through the curriculum process. He indicated there was still ample time to submit update course outlines in time for the 4/20 Curriculum meeting. He also reiterated his availability to assist any chair and coordinator with this project.

M. Wangler has scheduled a workshop for SLOs during Staff Development week on August 15 from 9-11 for any chair or coordinator to bring their course outlines by for review. He is also available for department trainings. He further explained that the management of the stipends was up to each chair and coordinator and that any receipts that need reimbursement should have an agenda attached to confirm what was covered at the meeting.

#### **6. VTEA Changes**

A handout was attached to the agenda in reference to the VTEA - Voc Ed updates.

#### **7. Updates**

Academic Senate: Pat Setzer reported as follows:

- o Equivalencies procedures considerations from course-to-course to discipline wide
- o A Joint Academic Senate meeting is scheduled for Fall Staff Development Week
- o Reviewing Board Policies
- o April 6 approve curriculum packet to be presented at the April Board meeting

## ***8. Other***

Therese Weedon addressed the group on considering an additional faculty letter to weekend college instructors reminding them of the schedule and the best use of time. The group would like to send out at the start of the Fall semester. Kristin Zink was tasked with following through on this request.



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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on May 1, 2006 in Room F106.

Members Present: Babylon, Burak, Charter, Chiriboga, Hannibal (for Custeau), Fralick, Haber, Mendoza-Bautista, Monroe, Nesta, Nette, Preibisius, Ramos, Reed, Riley, Santana, Sessom, Sherwood, Setzer (for Carmona), Taccone, Weedon, Wilson, Wolfe, Zink, Ford

Guests: Michael Wangler, David Detwiler, Jennifer Abel



<b>Agenda Item</b>	<b>Discussion</b>
<b>1. Approve Minutes</b>	The minutes were approved. M/S/A with 2 abstentions.
<b>2. Enrollment Activities</b>	<p>Jennifer Abel, High School Outreach Coordinator, updated the group on outreach activities and the responsibilities of her department. She referenced the handout that was included in the Agenda packets. There was a collegial exchange of questions and information.</p> <p>Ms. Abel was promoting the upcoming Open House scheduled for June 24, 2006 from 11-2:30-in the Gym, and would like as many faculty and staff involved as possible. Please contact her (X4422)with any questions, concerns or set-up information.</p> <p>C. Chiriboga then referenced the handout for the upcoming calling campaign, and to let Arlene Satele know if you are interested in</p>

volunteering.

### ***3. K-8 Work Group***

Pat Setzer updated the group on the K-8 Workgroup. As of this date they have not had an opportunity to meet. He is planning on convening a workgroup in Fall to include K. Zink, A. Taccone and M. Ramos. Some research needs to transpire on how to proceed and what areas should be considered for course offerings for this instructor group.

A. Taccone suggested that the group review the instructor Professional Growth Development plan that is coordinated with their Staff Development Coordinator.

C. Chiriboga suggested that once the group gets a feel of what meets the K-8 needs - then do a brochure.

P. Setzer indicated that the K9-12 development programs for high school teachers is 150 hours every 5 years. A. Taccone suggested a call be made to San Diego County of Education to retrieve a list of instructors and their record of staff development credit needed.

### ***4. SLOs Debriefing***

M. Wangler briefed the group on the status of SLOs. He has received between 25-30 outlines that will probably not get through Curriculum Committee this year, but will ready when the Committee picks up in the Fall.

He also reported that he has a meeting with the district Chancellor in an attempt to solicit additional funds for SLO development.

C. Chiriboga reminded the group that eventually SLOs on the program level need to be assessed. The question to ask in formulating these is "what would student do at the end of the program?" It would be helpful to maintain a representative sampling of student work.

### ***5. IC Fall Retreat Topics***

One suggestion was to include students in a segment concentrated on Enrollment Strategies. Perhaps ask pointed questions concerning enrollment. M. Sessom suggested that a survey be distributed to the assigned students and ask them questions such as: "why did you go to Mesa and not CC?"

S. Haber would like to see an assessment of the 2<sup>nd</sup> 8-week classes for Spring. P. Setzer asked to the status of compressed calendar. C. Chiriboga indicated a section would be provided on the AMP updates.

**6. Staff Development Updates**

D. Detwiler delivered a power point presentation on the Staff Development Committee committing to a paperless procedure for faculty.

**7. Schedule Development**

J. Burak stated that the schedule packets will be in Chairs & Coordinator mailboxes this afternoon. She suggested that the Chairs & Coordinators work with a calendar when creating their schedule.

M. Wolfe requested that the group make sure their 1<sup>st</sup> draft is as accurate as possible to avoid making extensive changes when receiving the page proofs.

The group inquired as to the secondary affects for Fall 2007 caused by the move to the Science Tech Mall. M. Wolfe would share that information with the group when it is available.

**8. Title III - On Course Highlights**

C. Chiriboga reminded the group on the upcoming On Course seminar scheduled during the Fall semester. The seminar is scheduled at USD and there are still 20 available slots . C. Chiriboga encouraged the Chairs & Coordinators to discuss with their faculty at an upcoming department meeting and see if we could enlist a few more faculty.

**9. Updates**

Academic Senate: Jan Ford, Academic Senate President, the Senate is in the process of electing Senators. A book raffle will be held at the upcoming Schedule Debut to include both Summer and Fall book purchases. She would like the Chairs & Coordinators to discuss with departments the possibility of contributed \$10 toward the fund. She added, that all the current happenings of the Academic Senate are printed in the minutes.