



C U Y A M A C A  
· C O L L E G E ·  
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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on August 28, 2006 in Room F106.

Members Present: Burak, Charter, Chiriboga, Custeau, Fralick, Haber, Monroe, Nesta, Preibisius, Ramos, Reed, Riley, Sherwood, Setzer, Taccone, Weedon, Wilson, Wolfe, Zink, Ford

Members Absent: Debra Babylon, Kathryn Nette, Mary Sessom, Maria Mendoza-Bautista, Patricia Santana

Guest: Cindy Morrin



<u>Agenda Item</u>	<u>Discussion</u>
<i>1. Approve Minutes</i>	The minutes were approved. M/S/A
<i>2. Department Updates</i>	<p>Art - <i>Al Taccone, Dean for Debra Babylon</i></p> <p>A. Taccone highlighted the following upcoming LRC Art Exhibitions:</p> <ul style="list-style-type: none"><li>• Fall - Debra Babylon's Student Work - Thursday, November 9 to Thursday, December 7</li><li>• Spring - Student Fine Art Exhibition - Thursday, April 19 to Wednesday May 16, 2007<ul style="list-style-type: none"><li>• Open Reception on Thursday, April 19 from 4-6p</li><li>• Award Ceremony at 5p outside the LRC</li></ul></li><li>• An art history adjunct instructor, John Abel, was included in an invitational Painting Exhibits in early summer of 2006 at the Earl * Birdie Taylor Art Gallery in the Pacific Beach Library</li><li>• Debra Babylon's works are included in juried exhibits at the Tag Gallery in Santa Monica, CA from August 15 through September 2 and the Long Beach Arts "Driven to Abstraction Exhibition" being held from August 19 through September 22.</li></ul>

Auto - *Jim Custeau, Coordinator*

J. Custeau distributed a handout on the highlights for his department to the group.

**3. *New Scheduling  
Formats/Ideas***

All three of these agenda items were combined into one discussion.

**4. *First Six Hours***

**5. *Enrollment Status***

C. Chiriboga reported that enrollment was up, and distributed a handout on FTES analysis. D. Riley stated that SDSU started classes this week and that some of these students may be trying to crash classes and to make accommodations for them.

The effort of the 1<sup>st</sup> six hours was commendable. M. Wolfe reported that students can hand carry an add card to A&R next week, they have five days in which to record into the system. If the approval was granted to the student via e-mail, they should attach the printed e-mail to the add card to verify the request.

S. Haber stated that not all adjuncts are informed on the census day cut-off. C. Chiriboga suggested a joint letter from the Academic Senate and her office be generated to explain the accommodation of late add students next week.

An inquiry surfaced from the group on the status of a compressed calendar. C. Chiriboga provided an update on the District process for considering a compressed calendar. The group would like to explore the possibility, and C. Chiriboga tasked L. Sherwood with exploring flex calendar options.

C. Chiriboga introduced a possible pilot program for Fall 2007 of late start with a band of classes in the GE area, and that a review of classroom availability is being done. The group continued to discuss possible ideas for a late start. C. Chiriboga suggested a workgroup be formed to explore some calendaring possibilities before the District Calendar committee meets. M. Wolfe was tasked with organizing a meeting with the following volunteers for the workgroup: Chuck Charter, Susan Haber, Donna Riley, Al Taccone, Marie Ramos, Larry Sherwood and David Detwiler.

**6. *AMP Presentation  
of New***

C. Chiriboga explained to the group the reasoning behind the Academic Master Plan committee

*Form*

introducing this new and improved form to the group.

**7. Writing Center Info**

C. Charter distributed current information on the three Centers on campus: Reading & Writing, Math and Tutoring.

**8. English Graduation Requirements for 110-120**

C. Chiriboga distributed a handout on the proposed decision by the state to increase the Math exit requirements to Intermediate Algebra and English exit requirements to ENG120. C. Charter expressed a concern of introducing a business/technical writing course. After discussion by the group, K. Zink suggested that C. Charter submit an agenda item to the Workforce Development Committee for their next meeting to discuss the change with the Vocational program faculty leaders and solicit their input on the matter. A suggestion was made for C. Charter to bring some samples to the meeting.

**9. Updates**

Academic Senate: Jan Ford updated the group on the following:

- The district ad hoc committee to investigate discipline equivalency will be meeting soon to discuss streamlining the process including changes to the current forms that are used
- A college ad hoc committee initiated by the Senate has been approved to review the current process of pre-requisite challenges for students in an effort to make the process more user friendly for students. The ad hoc committee will report its findings and recommendations to the Senate
- The Senate will be reviewing its constitution and bylaws to determine if changes need to be made

Title III: C. Chiriboga reported on behalf of Title III as follows:

Stipend Applications: Tabled until next meeting

The On Course workshop has 8 slots available. Information will be disseminated to the instructors that the Office of Instruction will work with them on accommodating a day absence.

Accreditation: C. Chiriboga reported the Steering Committee will hold their first meeting on 9/1.

**10. Other**

Expectations re Holiday/Exam Letter to Faculty:  
The recorder to forward the letter from last

semester to the Academic Senate President, Jan Ford, for review and updating, and will forward a final version for printing and signing to the recorder.

Gate Closures: Removed from the Agenda.

Bookstore: S. Haber expressed a concern on the bookstore's miscalculation of ordering the correct number of books for her class-HIS109/#0962, and now she has to wait until mid-September to receive additional books for those students who are in need. In addition, she and several other members of the group determined that the mark-ups on the books for purchase is a burden to the students and would like to invite Mike Gilchrist to a future Instructional Council meeting to discuss. K. Zink suggested the group e-mail any of their concerns to her so she could follow up with Mike Gilchrist.

Online class finals schedule: C. Charter inquired as to when final exams should be given for on line classes. C. Chiriboga indicated in accordance with the final exam week schedule.



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 T H E F U T U R E

**INSTRUCTIONAL COUNCIL**  
**MINUTES OF MEETING**

A regular meeting of the Cuyamaca College Instructional Council was held on October 2, 2006 in Room F106.

Members Present: Carmona, Charter, Chiriboga, Custeau, Ford, Haber, Mendoza-Bautista, Monroe, Nesta, Preibisius, Ramos, Reed, Riley, Santana, Sessom, Sherwood, Setzer, Taccone, Weedon, Wolfe, Zink, Ford

Members

Absent: Babylon, Burak, Nette, Fralick, Wilson  
 Guest: Kari Wergerland, Co-Chair On-Line Teaching & Learning  
 Jennifer Abel, High School Outreach Coordinator



<u>Agenda Item</u>	<u>Discussion</u>
<i>1. Approve Minutes</i>	The Minutes were approved. M/S/A with 1 abstention.
<i>2. On Course</i>	M. Mendoza-Bautista shared with the group the On Course presentation that was presented at the recent Governing Board meeting. M. Mendoza detailed the event to the group and expressed her hope for a continued momentum and to share the event with other colleagues.
<i>3. Department Updates</i>	<p><i>Business &amp; Professional Studies - Mary Sessom, Chair</i></p> <p>Mary Sessom updated the group as follows:</p> <ul style="list-style-type: none"> <li>•The Real Estate area will be including online classes</li> <li>•Experiencing similar enrollment patterns</li> <li>•Several closed classes this semester</li> <li>•Experimenting with offering different classes</li> <li>•Working on the new BUS/CIS building</li> <li>•All the requested computer hardware for the BOT has been funded through VTEA</li> <li>•Submitted the 2<sup>nd</sup> interim report to the American Bar Association (ABA)</li> <li>•The department is down 2 full-time faculty including a lead for the accounting area</li> </ul>

### *Child Development* - Kristin Zink, Chair

Kristin Zink updated the group as follows:

- The program is doing well
- Add the phrase "Campus Lab School" to the name of the center when we are talking about the Center to emphasize its role in the instructional program
- More and more transfer students
- Two mini certificates of proficiency now being offered - recreation leadership, and early childhood intervention certificate
- The total of CD online classes is 6: 125, 131, 148, 149, and 299 (Parent Ed) and 299 (Principles of Family Development) Both of the 299's will be submitted for a permanent number this semester.

### *Communication Arts* - Chuck Charter, Chair

#### ASL

150 students, friends, and faculty members attended a recent deaf awareness symposium at Balboa Park. ASL is offering a level 4, with a new instructor, Vadja Kolombatovic.

#### ESL

A. Munoz taught a program in Mexico this summer to teach English teachers and is working to bring the student teachers to Cuyamaca College to take classes.

#### Comm110

A new class, COMM110, Introduction to Mass Communication is being offered this semester. It is the first blended communication class the department has taught and we hope to offer it as an online class in the spring.

#### Forensics

Forensics is a district squad and it is working well. In the spring, Nancy Jennings will be faculty head of the squad.

#### R&W center

The center is anticipating new software to be installed. The center is making an effort to reach out to other disciplines to have their students come and get assistance with writing papers. Approximately, 10% of students who came for assistance are working on papers for classes other than English, and the center is hoping for an increase with assistance with writing. The state has given the college an additional \$15K for tutoring in the writing center, and the center is in the process of making a decision on allocation

The Coyote Express' first issue will be coming out shortly. Four years of back copies have been placed on line through Coyote Express website. The Coyote Express is working with ASCC to distribute the newspaper and are in the process of ordering new racks.

#### English & Reading

There has been an increase in the number of bridged classes being offered - nearly doubling the classes from previous years. An effort is being made to expand bridge offerings with other disciplines such as ENG120 and Hum 110.

The graduate requirements are changing and students will soon need to successfully complete ENG120 (instead of ENG110). There was a faculty lead discussion at the recent Curriculum Committee meeting to include academic policies for this requirement. The intention was brought to Instructional Council so each program will think how it affects its majors.

#### ***4. High School Outreach***

Jennifer Abel, High School Outreach Coordinator, gave a quick update to the group:

If anyone is interested in having a group of incoming freshman students come by their department for 3-5 minutes on what their discipline can offer them, let her know. The outreach program is currently promoting the 2<sup>nd</sup> 8 week classes. A new strategy called "inreach" is being used. The idea is to get students involved with PDC classes and give them tours of the campus. To help with this new strategy if departments would forward any flyers or possibly a class you are promoting to her office, she can handout to these students during this "inreach" workshop. The High School Counselors lunch will be highlighting vocational education programs, and will be discussing having college-level classes offered at area high schools.

Outreach is planning an information session for students the Saturday before classes start in the spring on January 20.

#### ***5. O-Line Course Process/On-Line Course Incentive***

Kari Wergerland, On-Line Teaching & Learning Subcommittee Co-Chair explained that the Committee is trying to oversee the growth of on-line classes and opened the discussion to the group on the process. Chuck Charter had a question about the online incentives. K. Wergerland indicated that if you submit a blended class for approval through the Curriculum process it will automatically be approved

for a full online course.

C. Chiriboga further explained the recent United Faculty language that included incentive to first time instructors teaching an online course. The online incentive includes a double LED compensation and it is retroactive to any instructor who taught an online class for the first time starting in academic year 2005-2006 including summer 2006. C. Chiriboga distributed a handout that outlined the Online Course Incentive language.

J. Ford interjected that if a faculty member developed a product, and asked then is the product part of the district or just for the individual. There was a discussion on intellectual property rights.

C. Chiriboga explained that full-time instructors can use the double LED to:

- Bank
- Extra Pay
- Reassigned Time

Part-time instructors can only be compensated with extra pay.

K. Wergerland distributed the Online Teaching & Learning Practices Handbook to help those instructors who may be considering doing an online class for the first time. J. Reed instructed the group to go and talk to online instructors and how to make the process different, easier, step-by-step or break up a 3.0 class into modules. Please let K. Wergerland or J. Reed know by e-mail if you have any suggestions, ideas, etc. K. Wergerland indicated there were resources available for new online course instructors. L. Sherwood suggested logging onto turnitin.com for 508 compliance.

## ***6. Schedule Format Forum Debriefing***

C. Chiriboga briefed the group on the recent Schedule formatforum. Several suggestions and ideas surfaced during the forum as follows:

- Do a student survey to see how students pick classes,
- A marketing consultant for input,
- Possible exclusion of some pages on policies issues to see if they can be printed by alternative means

No decisions have been made at this point, and any change would take place at the earliest in the Fall 2007 schedule of classes.



M. Wolfe explained to the group the change in process for submitting the "notes" for online listings in the schedule. A template will be sent to the Chairs & Coordinators where they will type in their desired language and Instructional Operations will cut and paste this information into the schedule. It will not be necessary to include section numbers that will be handled by the Office of Instruction.

A few items surfaced in this discussion. J. Reed would like to look at adjusting the online schedule on website. S. Haber was concerned about final exam schedule, and will e-mail those concerns to M. Wolfe for her to review. P. Santana suggested that perhaps the schedule be streamlined to list general headings and then list the disciplines under each. For example: Foreign Languages and then list each language individually under that heading, French, Spanish, Arabic, etc. and to have a cross reference. C. Charter indicated there was a discussion on ads in the schedule at the forum. C. Chiriboga explained that the number of ads has increased, and the issue will be reviewed by experts who will advise on adopting graphics criteria, etc. The follow-up to the forum was to have further dialogue with student services on alternative methods for marketing.

***7. Annual Implementation Plan***

The 2005-2006 Annual Implementation Plan was distributed to the group.

***8. Part-Time Faculty Hiring and Employment Services***

This item was tabled.

***9. Updates***

Academic Senate: Jan Ford updated the group on the following:

At the last Senate meeting the Senate took action to recommend to IPC the district and college mission statements under consideration with no changes in the district mission statement and one revision in the mission statement for the college.

Committee appointments: the lack of faculty members willing to represent the Senate by serving on committees involved with shared governance needs to be addressed at your department meetings as there are many faculty openings on committees that need to be filled. If these positions remain unfilled there will be no faculty voice in committee discussions. Currently, there are two openings on Instructional Technology Council, one from Division II and one from Division III. Tim Buckles would like to serve on this committee. Since he is from Division I the

Academic Senate seeks approval from Division II or III to have Tim Buckles represent their area. There was agreement among the faculty present that Division III would like Tim Buckles to serve as their representative on this committee.

Jan Ford, as Title III faculty liaison, asked the chairs and coordinators to report to her any types of learning communities that are taking place on campus. This information is requested to support an activity in the Title III grant.

Bookstore Questions: Tabled

Workforce Development - ENG120 Grad Requirement: K. Zink reported this subject can be revisited at a future meeting. A. Taccone, Chair of the Workforce Development committee can place on a future agenda. J. Reed did take this information back to her department and the faculty would like to develop a technical writing class. Ted Chandler will take the lead on discussing with J. Custeau and C. Charter to use grant money for this purpose. J. Custeau affirmed his interest in a technical writing comparable class for his area and inquired if the four-year colleges need to accept this as a transfer course. C. Chiriboga indicated that a it would required college articulation.

At this point an ad hoc workgroup should be identified to research course outlines from other colleges on this course and to determine what constitutes a good technical writing course. Ted Chandler and Chuck Charter have volunteered to be on the workgroup.

The best way to bring this along through curriculum is approval is to first have the Eng120 approved as the exit graduation requirement. Once submitted then a discussion can start on for the alternate class, and then sent through the shared governance approval process. However, the college does have two years to make the change. J. Reed will give the information to T. Chandler. J. Custeau will take the lead in his department and A. Taccone will follow-up with these faculty members and a memo will be submitted to the Curriculum Committee on the standards change.

Academic Calendar: M. Wolfe reported that efforts are in place to start a week later for the 07-08 academic year. It is a district wide consensus decision with all constituencies present and weighing in. A follow-up meeting is planned in

October.

*10. Other*

Academic Master Plan - any questions. Tabled

Environmental Scan: Scheduled for presentation at next IC meeting.



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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

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

Members Present: Burak, Carmona, Charter, Chiriboga, Ford, Haber, Bautista, Monroe, Nesta, Preibisius, Ramos, Reed, Riley, Santana, Sessom, Sherwood, Setzer, Taccone, Weedon, Wilson, Wolfe, Zink

Members Absent: Babylon, Custeau, Nette, Fralick, Mendoza

Guest: Mike Gilchrist, Bookstore Manager  
Keren Brooks and Pamela Wright, Institutional Research  
Cindy Morrin, PDC Instructor



<u>Agenda Item</u>	<u>Discussion</u>
<i>1. Approve Minutes</i>	The minutes were approved. M/S/A
<i>2. Department Updates</i>	<i>Community Learning</i> _- Marie Ramos, Dean  M. Ramos distributed several handouts on information about Community Learning, Child Development, REBRAC, Professional Development Academy, English @ Work Grant, and Exercise Science/Health.  <i>CIS &amp; Technology &amp; Graphic Design</i> - Jodi Reed, Chair  The CIS department will be moving into the new Science Technology building in December. The GD Instructional Aide classified position has been upgraded to a

12-month position. D. Kew will be cross training with S. Braaksma on the PCs and Macs. The CIS/GD department is planning surprise celebratory pot luck to congratulate D. Kew on her year-long position. If there are any instructors who wish to be included, please forward their names to Jodi.

CIS: J. Reed briefed the group on instructor behaviors related to the current enrollment trends. The biggest challenge in CIS is in predicting the current trends in this area. The course outline revisions continue through curriculum. The CIS110 class is being changed to articulate with SDSU. Curriculum for an advanced Flash Web Animation class and revisions to Digital Photography classes are being submitted to curriculum. The SLOs for this area are being submitted.

Teachers in CIS are setting standards for trying new methods, such as testing and virtual machine technology which allows a virtual environment to be built. This innovation is being recognized by other institutions. Greg Differding and David Raney are leading the way in these areas.

T. Chandler is taking the lead on developing a technical writing class.

CISCO class will be offered in an open exit/open entry format next semester. Teachers will use video and other learning technology to make this program more successful.

C. Elder will be back next semester and will reassume responsibilities as Chair for the Department.

J. Reed will be teaching the ED 214 Developing an Online Course online and face-to-face in Spring 2007.

### *3. Environmental Scan*

K. Brooks gave a power point presentation on the Environmental Scan: Internal Environment to the group. Extensive dialogue ensued regarding implications for student achievement.

### *4. Bookstore*

M. Gilchrist briefed the group on getting the book orders in early. Once the Bookstore receives the book orders, staff can try and get the corresponding used books ordered, as well as pay the students more money during book buyback. He informed the group of a website: facultycenter.net to search within their discipline if they need help in selecting a textbook. He distributed a flyer on accessing their book order selections online.

Overall the statistics show that the Bookstore does not under order quantities of textbooks. The sell through percent for this Fall semester was only 65% - leaving 35% of the books that were ordered - unsold. One main example of running out of specific titles is if 4 instructors use the same title and 3 turn in book orders and one doesn't. The instructor who doesn't turn in an order then exhausts the supply of books ordered by the other 3.

K. Zink inquired as to how they determine how many books to order from semester to semester. M. Gilchrist stated a determination is made from previous sales histories and expected enrollment growth or decline. The goal is to order 25% more than we sold the previous semester.

L. Sherwood inquired as to the sales statistics for online purchases. M. Gilchrist indicated that online orders are the fastest growing section of the bookstore. The online orders for last Fall 2006 were approximately \$100,000.

Mike Gilchrist also indicated there was an

average 25% markup on books. He also stated that if a student wishes to return books they can do so in the 1<sup>st</sup> 2 weeks of the Spring and Fall semesters and the 1<sup>st</sup> week of Intersession and Summer accompanied by the receipt. This policy mirrors the Cuyamaca drop/add periods for a refund.

***5. Student Learning  
Outcomes/ Accreditation***

Mike Wangler briefed the group on the following matters:

Accreditation: The standard drafts of the Self-Study are being finalized, and should be completed by the end of the semester. Following that, the committees will be working on the planning agendas and self recommendations. One of the self-recommendations to come out of the planning agendas for Standard IIA will be related to SLOs.

He also informed the group of the upcoming Accreditation Forum on 11/15 at 2:30 in E103. There will be a second open forum during Staff Development Week in January. In March/April the self-study will go through the shared governance process at the college and in May/June it will be presented to the Board for approval.

SLO: M. Wangler acknowledged the contributions to this point by the departments in submitting their SLOs through Curriculum, but as a whole the College lags in meeting goals. The SLO Technical Review Committee is revising its goals, and looking to each discipline to submit at least 1 or 2 outlines, so the Accreditation visiting team can see a 100% department representation and commitment from the college. In addition, the SLO Technical Review Committee is setting a goal of 50% of all outlines to be submitted through Curriculum in anticipation of the Accreditation visit. M. Wangler invited those who are struggling through the process for an

initial submittal to contact him for assistance so he can help with the process. It is important that the Accreditation team see that there is an awareness across the college of the importance of submitting SLOs, and that can be accomplished if we have every discipline submitting SLOs. The college needs to process in preference to facing external directives. In addition, M. Wangler encourages faculty to put SLOs into their course syllabi. There are plans for an update to the Faculty Handbook to address this inclusion.

P. Setzer inquired if a new course is submitted through Curriculum does it need to include the SLO updates. M. Wangler responded yes.

M. Wangler also indicated that assessment is the next step in the SLO process.

**6. AIP 2005-2006**

Tabled.

**7. Part-Time Faculty Hiring**

Tabled.

**8. Updates**

FTES: Tabled.

Academic Senate: M. Wangler reported on the activities of the Academic Senate as follows:

The policy on smoking has been reviewed by all constituency groups and will go to the Board for approval on November 14. The policy bans all smoking within the district except at designated sites. This policy will be reviewed for its effectiveness one year after implementation.

M. Wangler provided summaries for a few selected resolutions passed at the Fall Statewide Academic Senate meeting:

1. A resolution was passed recommending that local Curriculum Committees



- develop a separate approval process for all courses of 3 units or more offered in less than a 6-week time frame (The Cuyamaca Senate voted no),
2. Resolutions were passed recommending that the word "transfer" be removed from all degree programs, and that those degree programs should not be based solely on CSU Breath or IGETC (The Cuyamaca Senate voted no on both accounts),
  3. A resolution was passed to recommend a change in Title V to require all classes taken in a major to receive a "C" or higher in order to count toward the degree (Cuyamaca did not take a position),
  4. A resolution was passed to recommend a change in Title V to allow self referrals for supervised tutoring. (While Cuyamaca did not take a position, Instructional Council strongly supports it).

Academic Calendar: The Academic Calendar proposal developed through the Instructional Council Workgroup to move the Fall semester forward by 1 week did not pass through the Academic Calendar Committee. For now, the academic calendar will roll over for the next academic year, and strong recommendations were made to DCEC to consider an alternative calendar in the future.

Furthermore, a future study session will be planned to include experts from other community colleges to review varying calendars for varying blocks.

The recent budget forum was not well attended so Administrative Services is putting together a document to address Budget FAQs. If you have any questions concerning budget please e-mail M. Wangler or J. Ford.

*9. Other*

Nothing added.





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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on December 4, 2006 in Room F106.

Members Present: Burak, Carmona, Charter, Chiriboga, Custeau, Fralick, Haber, Monroe, Nesta, Nette, Preibisius, Reed, Riley, Santana, Zambelli for Sessom, Sherwood, Setzer, Taccone, Weedon, Wilson, Wolfe, Zink, Ford

Guest: Amber Green, Director of Employment Services



#### Agenda Item

#### Discussion

- 1. Approve Minutes** The minutes were approved. M/S/A by B. Monroe and Chuck Charter.
- 2. Department Updates**

*CADD Technology* - Madelaine Wolfe, Dean

M. Wolfe reported that Pete Larson was granted a part-time faculty position this year, and currently the department has 8/9 part-time faculty with an offering of 7 sections per semester and it is a strong program. The open lab hours have been filled from 1-10 weekly and on Friday night and all day Saturday. Currently, there are shared classes with OH in the new remodeled lab so they can offer a class on Friday afternoon for their landscape program. Two CADD programs included with the engineering degrees. The CADD instructor position is open with a new committee, and has been restructured to include D. McGehee as the co-chair, and the announcement will close in February, and at that point a full-time

faculty member will be identified for 2008.

*Environmental Tech* - Madelaine Wolfe

Since Rick Wilson was unable to attend the meeting at this time, Madelaine Wolfe reported the EnvT program is going strong and is a growing program. Currently 7 classes are being offered. The recent Industry Panel night was a success and is a special event that the department does.

*Exercise Science* - Donna Riley

Donna Riley reported that the program is holding its own in some areas and doing well in others. The Fitness Center is holding steady in enrollment, and the service classes are doing fairly well. 70% of University Transfer Studies students are taking ES, which is a very good sign that we are meeting student needs. Fall '07 will be a challenge for the ES department because John Yasuda will be retiring in June, and Pat This is planning a sabbatical for fall semester. The intercollegiate teams have been doing very well this fall with lots of wins - this includes cross-country, volleyball, soccer, basketball (men and women) doing well. The Health Education program has shown about 300% growth since fall '04 and the advent of online classes. Four different classes are being offered and are required by various programs at SDSU. There have been a few recent changes in the 4 year programs for Elementary Ed. and Public Health, and the department is working on writing curriculum for some new requirements in those areas. As a result of these changes, the population that takes our basic Personal Health and Lifestyles class is now going to be split into 3 separate populations: one for GE, one for Elementary ED and one for Public Health which will change the dynamic of the department quite a bit. The Environmental and Community health class was moved to upper division at SDSU, so that class will be offered for the last time this spring, and will be replaced by Intro to

Public Health, a health professions class and a Substance Abuse Awareness and Prevention class to satisfy the lower division major in Public Health.

Additional Announcement: Susan Haber was just awarded an NEH grant. She explained that in general the grant was written by Springville, MA college for humanities education with the public. This grant partners with 5 community colleges in the nation, and Cuyamaca was chosen. Outreach to the public will be related to these non-credit classes.

### *3. The Cuyamaca Way*

The Co-Chairs presented an activity that was fun and useful. It was an exercise in an effort to try and define the positive dimension of the Cuyamaca College culture. What are some of the one word adjectives in identifying the qualities and virtues that make up the Cuyamaca College Way? The group responded as follows:

Can-do	Innovative
Caring	Legendary
Civil	Optimistic
Collaborative	Passionate
Collegial	Patient
Community	Persistent
Compassionate	Pioneers
Comprehensive	Proud
Cooperative	Resourceful
Creative	Responsive
Diverse	Service-oriented
Energetic	Sexy
Environmental	Spirited
Familial	Stable
Fearless	Student-centered
Flexible	Supportive
Friendly	Tenacious
Fun loving	Thoughtful
Good natured	Tree huggers
Grateful	Undaunted
Humble	We try harder
Inclusive	

This list will be reviewed by the Executive Dean of Institutional Advancement to eventually be used in brochures and future publications.

***4. Schedule Fall  
2007 Pilot Program***

M. Wolfe reminded the group there was a recent attempt to move forward with a compressed calendar to be more in line in SDSU and SDCCD area colleges. Although the Calendar Committee was not successful in changing the calendar (the committee did see the need), a change will be made in 07-08. Cuyamaca College would still like to put together a compressed 12-week schedule starting in Fall 2007. Specifics and dates will be included in your scheduling packets and is addressed in the accompanying cover letter. Since there are two Friday holidays and one Thursday holiday during the Fall 2007 semester, classes need to be longer. This will present a bit of a challenge in room scheduling, but by then there will be more flexibility with additional classrooms. When scheduling these 12-week classes be sure to keep the integrity of the 9:30, 11:00 and 6:00 time slots so they do not cross-over which will conflict with student's ability to take more than one class. Work with your Dean when building this schedule. Deans can make recommendations to the Chairs and Coordinators in their division areas in filling ABCDE major, transfer and basic skills. Since we still have 1<sup>st</sup> 8-week and 2<sup>nd</sup> 8-week and regular semester, this is just another option. B. Monroe asked if there were a target number of offerings? Since this is a pilot program at this point, the Deans are looking to include at least 6 Area A classes, a couple of science classes and a class of math or two, maybe a couple of history, art, and philosophy. Efforts will be made to coordinate blocks so students can take back to back classes.

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observe an instructor? The group discussed, and felt the standard should be at least 50 min. or the scheduled length of the class.

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THE FUTURE

## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on December 4, 2006 in Room F106.

Members Present: Burak, Carmona, Charter, Chiriboga, Custeau, Fralick, Haber, Monroe, Nesta, Nette, Preibisius, Reed, Riley, Santana, Zambelli for Sessom, Sherwood, Setzer, Taccone, Weedon, Wilson, Wolfe, Zink, Ford

Guest: Amber Green, Director of Employment Services



#### Agenda Item

#### Discussion

- 
- 1. Approve Minutes** The minutes were approved. M/S/A by B. Monroe and Chuck Charter.
  - 2. Department Updates**

*CADD Technology* - Madelaine Wolfe, Dean

M. Wolfe reported ~~that Pete Larson was granted a part-time faculty position this year, and~~ currently the department has 8/9 part-time faculty with an offering of 7 sections per semester and it is a strong program **and has been given faculty position to hire.** The open lab hours have been filled from 1-10 weekly and on Friday night and all day Saturday. Currently, there are shared classes with OH in the new remodeled lab so they can offer a class on Friday afternoon for their landscape program. Two CADD programs included with the engineering degrees. The CADD instructor position is open with a new committee, and has been restructured to include D. McGehee as the co-chair, and the

announcement will close in February, and at that point a full-time faculty member will be identified for 2008.

*Environmental Tech* - Madelaine Wolfe

Since Rick Wilson was unable to attend the meeting at this time, Madelaine Wolfe reported the EnvT program is going strong and is a growing program. Currently 7 classes are being offered. The recent Industry Panel night was a success and is a special event that the department does.

*Exercise Science* - Donna Riley

Donna Riley reported that the program is holding its own in some areas and doing well in others. The Fitness Center is holding steady in enrollment, and the service classes are doing fairly well. 70% of University Transfer Studies students are taking ES, which is a very good sign that we are meeting student needs. Fall '07 will be a challenge for the ES department because John Yasuda will be retiring in June, and Pat This is planning a sabbatical for fall semester. The intercollegiate teams have been doing very well this fall with lots of wins - this includes cross-country, volleyball, soccer, basketball (men and women) doing well. The Health Education program has shown about 300% growth since fall '04 and the advent of online classes. Four different classes are being offered and are required by various programs at SDSU. There have been a few recent changes in the 4 year programs for Elementary Ed. and Public Health, and the department is working on writing curriculum for some new requirements in those areas. As a result of these changes, the population that takes our basic Personal Health and Lifestyles class is now going to be split into 3 separate populations: one for GE, one for Elementary ED and one for Public Health which will change the dynamic of the department quite a bit. The Environmental and Community health class was moved to upper division at SDSU, so that

class will be offered for the last time this spring, and will be replaced by Intro to Public Health, a health professions class and a Substance Abuse Awareness and Prevention class to satisfy the lower division major in Public Health.

Additional Announcement: Susan Haber was just awarded an NEH grant. She explained that in general the grant was written by Springville, MA college for humanities education with the public. This grant partners with 5 community colleges in the nation, and Cuyamaca was chosen. Outreach to the public will be related to these non-credit classes.

### *3. The Cuyamaca Way*

The Co-Chairs presented an activity that was fun and useful. It was an exercise in an effort to try and define the positive dimension of the Cuyamaca College culture. What are some of the one word adjectives in identifying the qualities and virtues that make up the Cuyamaca College Way? The group responded as follows:

Can-do	Innovative
Caring	Legendary
Civil	Optimistic
Collaborative	Passionate
Collegial	Patient
Community	Persistent
Compassionate	Pioneers
Comprehensive	Proud
Cooperative	Resourceful
Creative	Responsive
Diverse	Service-oriented
Energetic	Sexy
Environmental	Spirited
Familial	Stable
Fearless	Student-centered
Flexible	Supportive
Friendly	Tenacious
Fun loving	Thoughtful
Good natured	Tree huggers
Grateful	Undaunted
Humble	We try harder

## Inclusive

This list will be reviewed by the Executive Dean of Institutional Advancement to eventually be used in brochures and future publications.

### ***4. Schedule Fall 2007 Pilot Program***

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