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## ACADEMIC MASTER PLANNING

### MINUTES OF MEETING (Revised)

A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on April 1, 2004 at 2:00 p.m. in Room F106.

Members present: Cristina Chiriboga, Connie Elder, Susan Haber, Nanette Wier, Vangie Meneses, Paul Carmona, Pei Hua Chou, Jan Ford, Brian Jennings, Jerry Riley

Members absent: Jim Custeau

Recorder: Debi Miller



C. Chiriboga distributed a debriefing handout of notes compiled during the course of the Academic Master Plan process for 03-04 and systematically discussed each item with the group. After a discussion of the items the following was suggested:

#### **1. Debriefing re AMP Process**

##### Item 1. Assign liaison with planning process.

The group expressed strategies for informing the Chairs & Coordinators of the process involved:

- better training
- general staff development workshop explaining what transpires in the process
- debriefing meeting with the co-chair and dean explaining committee decisions on activity items

In addition, the group would like an agenda item added to the Instructional Council Fall Retreat for a learning workshop to benefit the Chairs & Coordinators on what constitutes a “goal” and an “activity” and to include example submittals of acceptable plans to Academic Master Plan. The workshop would include:

- good examples/bad examples
- creative department scenarios (Paul Carmona on this committee)

- 30-minute time frame
- break out groups of 3 or 4 groups of 4+
- input from Chairs & Coordinators on AMP process

Furthermore, the ranking results by the Academic Master Planning Committee needs to be disseminated to faculty in their respective departments. In an effort to accommodate the Chairs & Coordinators concerns when working through their plans, N. Wier suggested formulating an FAQs list at this point of contact with the plans. Include an extra sheet of paper with the plans for C&C to write down and submit their questions to the committee anonymously.

Item 2. **Follow-up meeting with department.** Include language in the memo sent to Chairs & Coordinators with their ranking results the opportunity to meet with one of the co-chairs and their dean to discuss.

Item 3. **Schedule meeting with Dean and Chair.** Included in Item 2 above.

Item 4. **Interview representative at time of presentation regarding clarity of instructions and process.** At some point, and at the discretion of the group, inquire to the Chairs & Coordinators their understanding of the instructions and the process for Academic Master Planning.

Item 5. **Add column to progress reports re number of times plan has been proposed – and ask about “new ideas”.** The group will review the prior years’ Progress Reports with the Chairs & Coordinators at the start of the presentations of the plans.

Item 6. **Include Deans more actively in plan development as a resource person.** This part of the planning process is in progress.

Item 7. **Provide more staff development on how to do good planning (research, Advisory Committee, Articulation, Accreditation).** This item was covered in Item 1 above.

Item 8. **Prompt Chairs & coordinators to address goals/needs of the Institution through the plans.** Include in the Instructional Council Retreat workshop the change in criteria based on the Strategic Plan for 2004-2010.

Item 9. **Revisit department plan criteria.** This matter should be tied into training at the IC Retreat and plan to explain clearly the linkage of the proposal to the activities.

This item was tabled until the fall.	<b>2. Emerging Needs</b>
Dr. Perri and Dr. Suarez were invited to brief the group on faculty hiring for the following year. The outlook picture is contingent on the State Budget proposals and not to be considered until after July 1.	<b>3. Faculty hiring outlook for 04-05</b>
Criteria section on the Department Priorities will be discussed at the May 6 <sup>th</sup> meeting.	<b>Other</b>



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## ACADEMIC MASTER PLANNING

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on May 6, 2004 at 2:00 p.m. in Room F106.

Members present: Cristina Chiriboga, Connie Elder, Susan Haber, Nanette Wier, Vangie Meneses, Paul Carmona, Pei Hua Chou, Jan Ford, Brian Jennings, Jerry Riley

Members absent: Jim Custeau

Recorder: Debi Miller



The minutes from the April 1, 2004 meeting will be revised as discussed and distributed at the next meeting.

#### **1. Approve Minutes**

C. Chiriboga ~~will review AMP Committee feedback~~ intends to discuss with Instructional Council, ~~especially and to give feed back on~~ the need to develop clarity of understanding for department goals and plans rather than, and to explain that the AMP plans are not be used as a budget request lists. ~~As well, as part of the IC Retreat, Chairs and Coordinators will receive procedural updates And have the opportunity to ask questions about the AMP process.~~ She will plan to explain how faculty can include faculty request into plans and then connect to budget proposal.

The group discussed the updated ~~core values and~~ criteria categories in accordance with the Strategic Plan 04-10. The group would like to eliminate column no. 7 (~~Implementation Sequence~~) from the Department Priorities Summary form. J. Ford will be available for training Instructional Council on the newly determined criteria categories.

#### **2. Criteria Categories related to Strategic Plan 04-10**

The group would like to see a possible AMP executive summary sheet distributed at the Instructional Council retreat and a copy e-mailed to the committee.

C. Chiriboga indicated that at the start of the new AMP year the group

#### **3. Filling/Not Filling**

will look at the data and reconfirm faculty position list from 03-04. At that time the group will review and evaluate the hiring recommendations and determine if there will be adjustments made to the list.

## ***Faculty Position***

C. Chiriboga and J. Ford discussed with the group the faculty membership for the 04-05 academic year. It was determined:

## ***4. Membership***

Paul Carmona will be resigning.

Jan Ford will be resigning for the two years she is Academic Senate President, and then will rejoin the group 07-08.

The other faculty members will be returning through 04-05 academic year.

Jan Ford will have a decision at the end of the semester concerning her replacement co-chair and possible election. C. Chiriboga inquired to V. Meneses on securing a representative from the Student Services area to fill the shared governance requirements for the committee.

## ***5. Co-Chair Election***



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## ACADEMIC MASTER PLANNING

### MINUTES OF MEETING (Revised)

A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on September 2, 2004 at 2:00 p.m. in Room F106.

Members present: Cristina Chiriboga, Jim Custeau, Connie Elder, Susan Haber, Nanette Wier, Vangie Meneses, Pei Hua Chou, Brian Jennings, Jerry Riley

Guests: Geraldine Perri, President  
Pat Setzer, Music Instructor  
Jan Ford, Academic Senate President  
Nancy Jennings, Co-Chair Program Review  
Madelaine Wolfe, Co-Chair Program Review  
Marlene Perez, SDICCA Intern

Recorder: Debi Miller



Minutes from 5/6/04 meeting were approved by the group with one abstention by Jim Custeau.

#### **1. Approve Minutes**

Dr. Perri briefed the group on the financial outlook for the 2004-05 year. The College experienced its highest funding level in 2001-02. Since then, budget decisions have resulted in a number of cut backs: frozen positions, freezing travel, cutting discretionary accounts, etc. Dr. Perri stressed that her recommendation to the College Budget Committee would be to begin restoring the most serious reductions, fund essential operating expenses, and initiate new faculty and staff hires: 4 instructional faculty positions, 1 position for Student Services (Evaluator), the Executive Dean position, and 1 in Administrative Services. Dr. Perri asked the group to develop a slate of 7 faculty positions for her review.

#### **2. Financial Outlook**

Nancy Jennings and Madelaine Wolfe briefed the group on the process for Program Review and distributed examples of summaries from the last academic year for review by the group. N. Jennings and

#### **3. Program Review Summaries**

M. Wolfe also indicated the inclusion of Student Learning Outcomes questions as part of the program review process.

C. Chiriboga reviewed the membership of this Committee that is down by 2 faculty members and a student services representative. S. Haber indicated she would be asking faculty for those interested in serving on AMP, then bringing the names to the SOC for confirmation.

#### **4. Membership**

C. Chiriboga and S. Haber distributed the updated forms to be used for the Academic Master Planning process by the departments incorporating the college's Strategic Plan 04-10. Timelines, tasks and the Committee work cycle were discussed.

#### **5. Review of Process**

C. Chiriboga informed the group of an upcoming Academic Master Planning workshop scheduled for 10/4 at 3:30, right after the Instructional Council meeting designed to assist Chairs & Coordinators with plan development. She polled the group for volunteers from this group to attend the workshop. The following individuals agree to participate in the workshop: Susan Haber, Jim Custeau, Connie Elder, Pat Setzer and Pei Hua Chou.

The next meeting will focus on reviewing and analyzing the data regarding WSCH, FT/PT ratios, etc. Qualitative factors will also be discussed, and members were asked to bring information regarding changing trends or needs college wide. Following this meeting, the final slate of 7 faculty hiring recommendations will be developed based on the committee's hiring criteria. C. Chiriboga reminded the group that once the slate of 7 faculty positions was decided by the group, a report would be disseminated to the Innovation & Planning Council and to the Academic Senate.

The co-chairs would like to see Larry Sherwood in attendance as the liaison from the Tech Planning Committee. S. Haber will notify Mr. Sherwood of this request.

New College Strategic Plan – Core Values/Needs: C. Chiriboga reminded the group that the new Strategic Plan 04-10 will be guiding the development of the department's Academic Master Plan, and to refer to the Preamble and Values as they relate to the plans.

#### **6. Other**

Next meeting: October 7, 2004.

#### **7. Next Meeting: Staffing Data Analysis**



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## ACADEMIC MASTER PLANNING

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on September 16, 2004 at 2:00 p.m. in Room F106.

Members present: Cristina Chiriboga, Chuck Charter, Jim Custeau, Connie Elder, Susan Haber, Nanette Wier, Paul Carmona, Pei Hua Chou, Jan Ford, Brian Jennings, Pat Setzer, Marlene Perez, SDICCA Intern

Members absent: Jerry Riley, Vangie Meneses

Recorder: Debi Miller



The minutes were approved as revised.

Cristina Chiriboga and Susan Haber systematically explained the handouts associated with the reviewing of staffing data to include:

- Staffing Criteria for Evaluation
- Staffing Needs Analysis – Fall 2004
- Discipline Staffing Analysis – Fall 2004
- WSCH Trends Fall 2000-Fall 2004

After discussion and review of the handouts, corrections and edits were made and the documents to be revised will be sent by e-mail.

C. Chiriboga and S. Haber instructed the group to formulate a ranked slate list of 7 staff positions using the handouts as tools in reaching that determination. At the next meeting the group will go through the list and determine the 7 positions to be recommended to the President.

S. Haber addressed the group on satisfying the membership criteria for AMP. The group requested an orientation session for the newest members and as a refresher for the existing members. D. Miller will coordinate a time and date for the orientation with the group.

No other matters were discussed.

#### **1. Approve Minutes**

#### **2. Preliminary Review of Staffing Data**

#### **3. Updates: Membership Academic Senate**

#### **4. Other**





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## ACADEMIC MASTER PLANNING

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on October 7, 2004 at 2:00 p.m. in Room G105.

Members present: Cristina Chiriboga, Jim Custeau, Connie Elder, Susan Haber, Nanette Wier, Pei Hua Chou, Brian Jennings, Jerry Riley, Pat Setzer, Chuck Charter, Teresa McNeil

Members absent: Vangie Meneses

Recorder: Debi Miller



Minutes of the September 16, 2004 AMP Meeting were approved as submitted.

**1. Approve Minutes**

C. Chiriboga and S. Haber asked if there were questions or comments concerning the data distributed at the last meeting. C. Chiriboga distributed the qualitative factors handout for review and discussion by the group.

**2. Review data**

The group discussed the process for identifying faculty hiring priorities. After the systematic approach and deliberation by the group a recommended list of 7 tenured faculty positions was formulated as follows:

**3. Identify faculty hiring priorities**

1. Graphic Design
2. Communication Arts – Basic Skills
3. Political Science
4. Philosophy
5. Biology
6. CIS
7. Ornamental Horticulture

The recommendations will next be disseminated to the Chairs & Coordinators of the departments recommended for positions, Academic Senate and the Innovation & Planning Council.

The snack list and Evaluator Designation list will be distributed at the next meeting.

**4. Other**

The meeting adjourned at 3:35pm.





## ACADEMIC MASTER PLANNING

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on October 21, 2004 at 2:00 p.m. in Room F106.

Members present: Cristina Chiriboga, Chuck Charter, Jim Custeau, Susan Haber, Nanette Wier, Vangie Meneses, Pei Hua Chou, Brian Jennings, Jerry Riley, Pat Setzer, Marlene Perez, ex-officio

Members absent: Connie Elder

Recorder: Debi Miller



Minutes of the October 7, 2004 meeting were approved as submitted.

#### **1. Approve Minutes**

C. Chiriboga initiated a debriefing of the group on the process formulated in generating a ranking of 7 full-time positions. The group contributed insightful comments and the following changes will take place next year:

#### **2. Discussion re staffing process**

- Qualitative and Quantitative Factors will be distributed together and at least two weeks before the decision session is scheduled
- A preliminary ranking will be completed in Spring (April meeting) to be used as a foundation for the Fall 2005 hiring slate

Extend the length of the priority hiring list meeting by ½ hour.

A memo with the list of the 7 full-time ranked positions was submitted to the Academic Senate and approved. The same information will be disseminated to the Innovation & Planning Council at the 10/26/04 meeting. After approval from IPC, the Selection Committees can begin their process.

#### **3. Status of Faculty Hiring Approvals**

C. Chiriboga explained the Strategic Planning Grid to the group. She instructed the group to go through the list and to send herself or S. Haber any feedback on any of the items.

#### **4. Strategic Plan Objectives through 2010**

C. Chiriboga and S. Haber explained the Summary Ranking Sheets to the group and the key reference at the bottom of the page and the process involved when presentations are made.

## **5. Review ranking sheets**

Evaluator Designation as follows:

## **6. Assignment for:**

Teresa McNeil: Science & Engineering/CADD Technology  
Pei Hua Chou: Personal Development/Exercise Science  
Nanette Wier: Child Development/Art  
Jim Custeau: Business & Professional Studies/ENVT  
Brian Jennings: Auto Tech/  
Chuck Charter: OH-WWTR/  
Jerry Riley: CIS-GD  
Pat Setzer: Communication Arts  
Ed Cline: Foreign Languages  
Susan Haber: Humanities & Performing Arts/Library  
Vangie Meneses: Math  
Cristina Chiriboga: His/Soc/Beh Sciences

Snack List as follows:

10/27: Cristina/Jim  
11/4: Jerry/Brian  
11/18: Pat/Chuck  
12/2: Nanette/Pei Hua  
12/16: Vangie/Ed  
1/18: Susan/Teresa

Schedule Presentations: A list was distributed with the schedule of presentations.

If necessary, the following key questions will be addressed by a committee member:

## **7. Meeting process**

Workforce Development: Jim Custeau  
Feasibility: Jerry Riley  
Program Development Potential: Nanette Wier  
Conceptual Framework: Pat Setzer

Liaison with Technology Plan: The following Technology Plan Committee members have been assigned to the following AMP disciplines:

Tim Pagaard: Art/Comm Arts  
Pat Newman: Athletics/Bus & Prof Studies  
Joe Souza: Auto Tech  
Dave Raney: Child Development/Foreign Languages/  
Personal Development  
Connie Elder: CIS-GD/CADD Tech  
Larry Sherwood: ENVT/Library/Science & Engineering

Steve Weinert: H/S/B Sciences/Hum & Perf Arts

Scott Eckert: Math

Rik Barnes: OH/WWTR

S. Haber and C. Chiriboga informed the group that Connie Elder had resigned her position on the Academic Master Plan Committee. A discussion ensued on a possible replacement for the remainder of this academic year. Ed Cline was recommended and S. Haber will forward the recommendation to the Academic Senate for approval.

## **8. Other**



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**ACADEMIC MASTER PLANNING**

**MINUTES OF MEETING**

A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on March 3, 2005 at 2:00 p.m. in Room F106.

Members present: Cristina Chiriboga, Chuck Charter, Jim Custeau, Ed Cline, Susan Haber, Nanette Wier, Vangie Meneses, Pei Hua Chou, Brian Jennings, Jerry Riley, Pat Setzer

Members absent: Jim Custeau

Recorder: Debi Miller



The minutes of the October 21, 2004 meeting were approved.

Forms Modification: After reviewing the AMP plans, the group decided another form was necessary to list existing equipment to be replaced, repaired and updated. After discussion an additional form will be created to include description of the technology equipment, rationale for request, and implication if not replaced. D. Miller will send a draft form to Susan Haber and Pei Hua Chou for their review.

Review of Ranking Process: The consensus of the group was to have Dr. Perri attend an AMP meeting at the end of the Spring semester and communicate the priorities for the College and to indicate to the group the key priorities for examining the AMP plans for the following year. Once this context is established then the information can be disseminated to chairs and coordinators at the IC Retreat to give them ample time to prepare their plans with this recognized focus.

Tabled

Tabled

**1. Approve Minutes**

**2. Debrief re AMP Process**

**3. Emerging Needs**

**4. Faculty Hiring Outlook  
05-06**



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**ACADEMIC MASTER PLANNING**  
**MINUTES OF MEETING - REVISED**

A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on April 7, 2005 at 2:00 p.m. in Room F106.

Members present: Cristina Chiriboga, Chuck Charter, Ed Cline, Nanette Wier, Pei Hua Chou, Teresa McNeil

Members absent: Jim Custeau, Vangie Meneses, Brian Jennings, Pat Setzer, Jerry Riley, Susan Haber

Recorder: Debi Miller



The minutes of the March 3, 2005 meeting were approved.

**1. Approve Minutes**

Dr. Perri will be attending the April 21<sup>st</sup> meeting and will discuss the hiring prospectus along with the priorities for the college for the 06-07 academic year when submitting the Academic Master Plans.

**2. Update on hiring process**

The group discussed the draft of the emerging needs handout. After discussion, a few edits were made and a revised version will be presented to Cabinet and Innovation & Planning Council.

**3. Emerging Needs**

The membership composition of the group was discussed. Both Nanette Weir and Brian Jennings' memberships are up for renewal. Brian Jennings was unable to attend the meeting, but forwarded by e-mail his resignation from the group. Nanette Weir expressed an interest in remaining on the group. Ed Cline is interested in serving as the adjunct faculty representative to the group. C. Chiriboga also expressed Susan Haber's interest in remaining co-chair. The committee expressed a consensus support for this reappointment.

**4. Membership (two-year term)**

Chuck Charter explained the current process approved by the Senate Officer Committee in handling requests for committee membership. The faculty member may express an interest to the Senate Officer Committee. The Academic Senate will vote on it, and then inform the faculty member of their decision. Any interest by faculty in joining a shared governance group should be forwarded to the Academic Senate.

The group would like clarification from Innovation & Planning Council's sub-committee Policy & Procedures whether when listing the composition of the group that the 6 full-time faculty requirement includes the co-chair, or if the co-chair is an additional faculty member. C. Chiriboga would report back to the group after researching the issue.







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## ACADEMIC MASTER PLANNING

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on April 21, 2005 at 2:00 p.m. in Room F106.

Members present: Cristina Chiriboga, Ed Cline, Susan Haber, Nanette Wier, Vangie Meneses, Pei Hua Chou, Brian Jennings, Jerry Riley, Pat Setzer

Members absent: Jim Custeau, Chuck Charter

Guest: Gerri Perri, President

Recorder: Debi Miller



The minutes were approved with requested changes.

#### **1. Approve Minutes**

Dr. Perri prefaced her update by referencing her review of the AMP Accomplishments for 2003-04, the AMP Highlights for 2005-06, and the Executive Summary. She continued by distributing three handouts:

#### **2. College Priorities/ Staffing Outlook**

- Budget Committee Criteria 2005-06
- FY 2005-06 FTES Analysis
- Strategic Plan 2004-10 Planned Activities Grid

Dr. Perri explained the budget committee criteria for spending additional money. Currently the college is \$400K below tentative budget. She further explained the reserve budget and has asked the District to decrease the reserve to 5% from 4% to augment the college resources. As always, the college seeks to protect the ending balance as much as possible to support the 05-06 budget.

The next handout on FY 2005-06 FTES analysis was addressed and the college growth needs to be 4.30% in order to attain the

FTES goals. Dr. Perri expressed the importance of enrollment growth for the college and the upcoming year. She would like the committee to plan a faculty slate of 6 positions for 06-07 and as funds become available will move to support the hirings.

The third handout was a reference for the group on the planned activities for each year for the institutional strategic plan.

The group identified the following items to be included in the next AMP process for the following academic year:

- Make the procedures smoother
- Include unique department needs earlier in the process
- Timelines: tentative slate set in Spring and revisited in the Fall
- Ranking process more organized

All quantitative and qualitative data should be ready for review at the meeting prior to the ranking meeting. The ranking meeting should be designated for two hours and appropriate room assigned (with whiteboard).

#### Department Plan Debriefing:

**Procedure:** The annual letter to Chairs & Coordinators will include the College context for submitting their plans. The context for the 06-07 plans will be enrollment growth. The group reviewed the new form introduced for Classroom Equipment Upgrade or Replacement. After discussion the group would like an example listing what they are requesting or a disclaimer indicating what this does not include. With a few suggested revisions, the form will be finalized for the next meeting.

### ***3. Complete Debriefing Process***

***Action: revise tech plan special form***

The group was not able to complete their debriefing process and will meet on May 5<sup>th</sup> to cover the instruments and process area of AMP submittals. In addition, the group decided to designate another meeting to the tentative slate for Spring. The recorder will e-mail committee members with choice of two dates for the last meeting for the year either May 16<sup>th</sup> or May 25<sup>th</sup> and report back to the committee on the majority results.

The AMP Plan Highlights 2005-06 and AMP Plan Accomplishments 2003-04 were reviewed by the group. A minor correction was suggested for the accomplishments. Once the change is made these documents will be disseminated through the shared governance groups.

### ***4. Review AMP Plan Highlights & Accomplishments***



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## ACADEMIC MASTER PLANNING

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on May 5, 2005 at 2:00 p.m. in Room F106.

Members present: Cristina Chiriboga, Chuck Charter, Ed Cline, Susan Haber, Nanette Wier, Vangie Meneses, Pei Hua Chou, Brian Jennings, Jerry Riley, Pat Setzer

Members absent: Jim Custeau, Teresa McNeil

Recorder: Debi Miller



The approval of the minutes was tabled to the next meeting.

#### **1. Approve Minutes**

The faculty staffing data was distributed and reviewed by the group. Some minor changes were suggested to the data grids. The recorder will make those changes and forward to the group prior to the next meeting. Additionally, the group systematically went through all the faculty requests submitted with the AMP Plans for 2005-06. A discussion on staffing requests ensued.

#### **2. Review of Faculty Data**

In preparation for the next meeting, Susan Haber, Ed Cline, Chuck Charter and Brian Jennings will meet to organize the procedure for calculating the slate of 6.

This matter was tabled till the next meeting.

#### **3. Department Plans Debriefing**

In addition, Pat Setzer suspended his membership for 05-06 due to sabbatical and will return in 06-07.

#### **4. Other**



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## ACADEMIC MASTER PLANNING

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on May 16, 2005, at 2:00 p.m. in Room F106.

Members present: Cristina Chiriboga, Chuck Charter, Ed Cline, Susan Haber, Teresa McNeil, Nanette Wier, Vancie Meneses, Pei Hua Chou, Jerry Rilev, Pat Setzer

Members absent: Jim Custeau, Brian Jennings

Recorder: Debi Miller



The Minutes from the 5/5/05 meeting were approved with changes.

#### **1. Approve Minutes**

The group systematically decided on a tentative slate of 7 full-time faculty as follows: CADD, PDC, Physics/Astronomy, ESL, OH, Sociology, Music.

#### **2. Faculty Hire Recommendations**

The group shared and discussed some insights regarding impressions of the department plan presentations for the year. A common theme emerged: to assist the chairs and coordinators whenever necessary with their plans and presentations by encouraging more committee member linkage with departments and strengthening training for Instructional Council.

#### **3. Department Plans Debriefing**

Other key points:

- Chairs/Coordinators only make department presentations in the interest of time management and consistency of presentation
- Remind Chairs/Coordinators to report back and share AMP results with all department faculty
- Ensure Technology Plan liaison is in attendance during presentation

No items were brought forward.

#### **4. Other**