



# CUYAMACA COLLEGE INSTRUCTIONAL COUNCIL

**Members:** Babylon, Burak, Cárdenas, Carmona, Charter, Chou, Custeau, Elder, Fralick, Marshall, Mendoza-Bautista, Monroe, Nette, Ramos, Riley, Sessom, Taccone, Weedon, Wilson, Wolfe, Zink,  
**Jan Ford, Academic Senate President**

**Co-Chairs**  
Cristina Chiriboga  
Peter Utgaard

Guests:  
**Susan Haber**, Co-Chair  
Academic Master Planning

## August 30, 2004\*

### 1:00-3:30p

### F-106

## AGENDA

Recorder: Debi Miller

Order of Agenda	Desired Outcome	Resources Used	Time Allotted
1. Welcome and Introductions/Enrollments Status in Departments			10-15 minutes
2. Approve minutes			3 minutes
3. Department Updates <ul style="list-style-type: none"> <li>• Art</li> <li>• Auto Tech</li> </ul>			10 minutes
4. Academic Master Planning: Updates on Process <ul style="list-style-type: none"> <li>• Presentation Sign Up</li> <li>• AMP Training on 10/4 (3:30-5) following IC</li> </ul>		Ford/Haber	30 minutes
5. Proposed Schedule Parameters Discussion		All	10-15 minutes
6. Myth Quiz (bring your quiz answers from Retreat Notebook)	Info	All	10-15 minutes
7. Debrief SLO's process			10-15 minutes
8. Instructional Website Presentation		Wolfe	15 minutes
9. Updates <ul style="list-style-type: none"> <li>• Academic Senate</li> </ul>		Ford	30-35 minutes

**\*NOTE:** This meeting has been scheduled on August 30<sup>th</sup> due to the Labor Day Holiday conflict



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**Jan Ford, Academic Senate President**

**Co-Chairs**  
Cristina Chiriboga  
Peter Utgaard

**October 4, 2004**  
**1:00-3:30p**  
**F-106**

Recorder: Debi Miller

## AGENDA

Order of Agenda	Desired Outcome	Resources Used
1. Approve minutes (on your desk)		
2. Department Presentations <ul style="list-style-type: none"> <li>• Business &amp; Professional Studies</li> <li>• Child Development</li> <li>• Communication Arts</li> </ul>	Information	Mary Sessom Kristin Zink Chuck Charter
3. Academic Senate Updates	Information	Jan Ford
4. Facilities Update <ul style="list-style-type: none"> <li>• Secondary Effects Process</li> </ul>	Information	Handouts
5. Blended/Hybrid Class Request	Information	Handout
6. Myth Quiz		Handout
7. Other <ul style="list-style-type: none"> <li>• Title III Stipends Awards</li> <li>• Enrollment Strategies</li> </ul>		Handout/Mendoza Handout/Chiriboga

**REMINDER:** Academic Master Plan Training/Consultation – immediately following this meeting.



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**Jan Ford, Academic Senate President**

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Peter Utgaard

**November 1, 2004**  
**1:00-3:30p**  
**F-106**

Recorder: Debi Miller

## AGENDA

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Order of Agenda	Desired Outcome	Resources Used
1. Approve minutes		
2. Department Updates <ul style="list-style-type: none"><li>• Community Learning</li><li>• CIS/GD</li></ul>		Marie Ramos Connie Elder
3. Spring 2005 Schedule Debut		C. Chiriboga
4. Enrollment Strategies		Handout
5. Staffing 2005-06 (IPC Recommendations)		Handout
6. Strategic Plan Implementation Schedule 2004-2010		Handout
7. Facilities Planning/Secondary Effects		Handout
8. Academic Senate Report		Jan Ford
9. Updates <ul style="list-style-type: none"><li>• Blended Class Request</li><li>• Professional Development Academy</li></ul>		Handout
10. Other <ul style="list-style-type: none"><li>• Myth Quiz</li></ul>		



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**Jan Ford, Academic Senate President**

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Cristina Chiriboga  
Peter Utgaard

**December 6, 2004**  
**1:00-3:30p**  
**F-106**

Recorder: Debi Miller

Guest: Darlene Cole, Manager  
Institutional Research & Planning

## AGENDA

Order of Agenda	Desired Outcome	Resources Used
1. Approve minutes		
2. Department Updates <ul style="list-style-type: none"> <li>• CADD Technology</li> <li>• ENVT</li> <li>• Exercise Science</li> </ul>		T. Weedon R. Wilson D. Riley
3. Institutional Research Briefing	Information	Darlene Cole
4. CC Faculty Analysis Fact Sheet	Information	Handout/Ford
5. Smart Classroom Check List	Information	Handout/Chou
6. Intersession Crashers	Information	Al Taccone
7. Myth Quiz		
8. Updates <ul style="list-style-type: none"> <li>• Regional Consortium</li> <li>• IPEDS Data Feedback Report: 2004</li> <li>• Facility Project Summary Sheet</li> <li>• SLO Workshop @ GC – 1/19/05</li> </ul>		Handout/Taccone Handout Handout Handout

**REMINDER:** President's Holiday Party, December 9, 12p-2p in the Museum



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**Jan Ford, Academic Senate President**

**Co-Chairs**  
Cristina Chiriboga  
Peter Utgaard

**February 7, 2005**  
**1:00-3:30p**  
**F-106**

Recorder: Debi Miller

Guest: Susan Haber,  
Co –Chair AMP

## AGENDA

Order of Agenda	Desired Outcome	Resources Used
1. Approve minutes		
2. Department Updates <ul style="list-style-type: none"> <li>• Exercise Science</li> <li>• Foreign Languages</li> <li>• History/Social/Behavioral Sciences</li> </ul>		Donna Riley Ezequiel Cárdenas Peter Utgaard
3. Enrollment/FTES Updates <ul style="list-style-type: none"> <li>• Schedule Parameters Debrief</li> <li>• On-Line Orientation</li> </ul>	Information	Handout
4. AMP Results and Budget Submittals	Information	Susan Haber
5. State Academic Senate Disciplines List for Minimum Qualifications	Information	Handout
6. Updates <ul style="list-style-type: none"> <li>• Academic Senate</li> <li>• Title III</li> <li>• Peer/Manager Evaluation Form</li> <li>• Two new hires: CIS, Biology</li> <li>• Facilities</li> </ul>		Jan Ford Maria Mendoza Handout  Handout
7. Other <ul style="list-style-type: none"> <li>• Staff Development Week Orientation/ Open House (last day) - Concept</li> </ul>		



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**Jan Ford, Academic Senate President**

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Cristina Chiriboga  
Peter Utgaard

**March 7, 2005**  
**1:00-3:30p**  
**F-106**

Recorder: Debi Miller

Guest: Angela Nesta, Librarian

## AGENDA

Order of Agenda	Desired Outcome	Resources Used
1. Approve minutes from 2/7/05		
2. Department Updates <ul style="list-style-type: none"> <li>• Humanities &amp; Performing Arts</li> <li>• Math</li> <li>• Ornamental Horticulture</li> </ul>		
3. Library Textbook Reserve	Information	A. Nesta
4. Accreditation Co-Chair (deadline 3/9)		
5. Budget Process	Information	Handout
6. Updates: <ul style="list-style-type: none"> <li>• Academic Senate</li> <li>• Budget Model Allocation Task Force</li> <li>• Congressional Grant Funded (CIS/On-Line Courses/Tutoring)</li> <li>• Faculty Handbook</li> <li>• Enrollment Strategies</li> </ul>		J. Ford    Handout



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**Jan Ford, Academic Senate President**

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Cristina Chiriboga  
Peter Utgaard

**April 4, 2005**  
**1:00-3:30p**  
**F-106**

Recorder: Debi Miller

Guest: Dennis Simms,  
Information Systems

## AGENDA

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Order of Agenda	Desired Outcome	Resources Used
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1. Approve minutes		
2. Department Updates		
• Personal Development		Marsha Fralick
• Science & Engineering at 1:45		Kathryn Nette
3. District IS – Report on Colleague Implementation Status	Information	Dennis Simms
4. Enrollment (Title III)	Information	Maria Mendoza
5. Accreditation Process	Information	
6. Updates		
• Academic Senate		Joan Burak
• Catalog Page Proofs		Handout
• Evaluation Form		Handout
• Budget Deadlines		

Note: Upcoming Events:  
 May 10      Schedule Debut  
 May 12      VP Picnic



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**Co-Chairs**  
Cristina Chiriboga  
Peter Utgaard

**May 2, 2005**  
**1:00-3:30p**  
**F-106**

Recorder: Debi Miller

## AGENDA

Order of Agenda	Desired Outcome	Resources Used
1. Approve minutes		
2. Chairs & Coordinators 2005-2006: Transition	Information	Handout
3. Instructional Council Co-Chair	Discussion	
4. 2005-06 FTES Goals/Budget Information		Handouts
5. Fall 2005 Retreat: Topics	Discussion	
6. Other		
• Evaluation Form Follow-Up		
• Spring 2006 Schedule Packets		Joan Burak
• AMP: New Form, New College Goal		Handout
7. Events		
• Schedule Debut/VP BBQ – May 10, 10-1		
• Commencement – June 2, 5:30-7:00		



# Instructional Council

## Annual Retreat

Fall 2004

Monday, August 16, 2004

11:30 - 4:00

Mission Trails Regional Park

*(Lunch will be served at 11:30)*

### Facilitators

Peter Utgaard and Cristina Chiriboga  
Instructional Council Co-Chairs

## AGENDA

- 11:30 - 12:15 Lunch, Welcome and Introductions
- Survival Tools for IC - the Myth Quiz
- 12:15 - 12:45 2004-05 College Directions and Priorities by President Perri  
**Presented by:** Dr. Geraldine Perri
- 12:45 - 2:00 Student Learning Outcomes: Implementation and Training  
**Presented by:** Kristin Zink and Mike Wangler
- Break**
- 2:15 - 2:45 Academic Master Planning: Updates on Process  
**Presented by:** Jan Ford and Susan Haber
- 2:45 - 4:00 Instruction
- Instructional Website Demonstration by Madelaine Wolfe  
Web internet link - internet access
  - Revised Spring Schedule parameters
  - Instructional Work Plan and Cycles
  - Updates - Title III
- Wrap Up