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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on August 30, 2004 in Room F106.

Members Present: Babylon, Burak, Cárdenas, Charter, Chiriboga, Chou, Custeau, Elder, Ford, Fralick, Marshall, Mendoza, Monroe, Nette, Ramos, Riley, Sessom, Taccone, Utgaard, Weedon, Wolfe, Zink

Members Absent: Paul Carmona

Guest: Susan Haber, Co-Chair Academic Master Planning



<b>Agenda Item</b>	<b>Discussion</b>
<b>1. Welcome and Introductions/ Enrollment Status in Departments</b>	The Chairs & Coordinators informed the group of their enrollment status in each of their respective areas.
<b>2. Approve Minutes</b>	Minutes from the May 3, 2004 were unanimously approved.
<b>3. Department Updates</b>	<p><i>Art</i> – Debra Babylon</p> <p>D. Babylon distributed the Art Report 2004 handout to the group and highlighted the Art department for 2003-04.</p> <p><i>Automotive Technology</i> – Jim Custeau</p> <p>J. Custeau briefed the group on the status of the construction project at the Automotive Technology Complex.</p>
<b>4. Academic Master Planning</b>	Susan Haber, Co-Chair of Academic Master Planning systematically explained the components for Academic Master Plan submittals. The group requested that the

Department Recommendation for Full-Time Faculty Position and Staffing Criteria for Evaluation be included in the AMP 2005-06 forms submitted to the Chairs & Coordinators.

**5. Proposed Schedule Parameters Discussion**

The Spring 2005 Schedule Parameters were discussed extensively with the group. Two additional time slots will be added to the 3-hour, one-day a week classes: 2-4:50p and 3-5:50p. Under the 6-hour, two-day a week classes: change start time to 6:30 and remove 3:30-6:20p time slot. The group unanimously agreed to incorporate these parameters into their schedule planning for Spring 2005.

**6. Myth Quiz**

Tabled.

**7. Debrief SLO's process**

Tabled.

**8. Instructional Website Presentation**

A live on-line presentation of the Instructional Website was given by M. Wolfe. She informed the group how to access academic areas on the Office of Instruction website.

**9. Updates**

Academic Senate: Tabled.

**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 1, 2004 in Room F106.

Members Present: Babylon, Burak, Cárdenas, Charter, Chiriboga, Chou, Custeau, Elder, Fralick, Marshall, Monroe, Ramos, Sessom, Taccone, Utgaard, Weedon Wolfe, Zink, Ford

Members Absent: Kathryn Nette, Paul Carmona, Donna Riley, Maria Mendoza



<b>Agenda Item</b>	<b>Discussion</b>
<b>1. Approve Minutes</b>	The Minutes were approved with changes.
<b>2. Department Updates</b>	<p><i>Community Learning</i> – Marie Ramos</p> <p>Marie Ramos distributed information on Community Learning related to Non-Credit and Fee-Based Classes. She explained to the group the process for course approval through Community Learning.</p> <p><i>CIS/Graphic Design</i> – Connie Elder</p> <p>Connie Elder reported that Jodi Reed had submitted a new curriculum for graphic design that utilizes some of the web development classes and has changed the web development major so that it utilizes some of the graphic design classes.</p> <p>C. Elder informed the group of the approval of a full-time faculty position for Graphic Design. Connie proceeded to introduce an 8-minute video, funded by the NSF grant, highlighting the CIS department and its new certificated program–telecommunications. Connie explained she is in the process of duplicating the videotape and will distribute to 11 high schools in the area and to several military sites. In addition, this video was shown at her recent visit</p>

to Washington D.C. through the NSF grant, and from that event 30 orders from other community colleges in the country requested the tape. Way to go Connie! C. Chiriboga will contact Admin Council Recorder to have this video presentation at an upcoming meeting.

**3. Spring 2005 Schedule Debut**

C. Chiriboga distributed a handout on the upcoming Spring 2005 Schedule Debut scheduled for November 9 at 10:00 in the Quad Area. She explained the purpose of the debut and informed the group of the availability of tables for each department to showcase their particular programs to the students. If a department is unable to have an instructor available at the table, plan on leaving brochures or flyers there for students to pick up. If there are any questions on table placement, please call Arlene Satele in Business Services. In addition to department tables, there will be tables for Student Services, Counseling, Academic Senate, etc. C. Chiriboga would like, if at all possible, to have instructors walk their students over to the Quad Area on this day. ASCC is offering a free lunch and Academic Senate is sponsoring a \$100 raffle for books. A. Taccone informed the group that Z90 Radio Station will be at this event. Enrollment, Outreach and Marketing are responsible for placing 50 posters on campus advertising the event.

**4. Enrollment Strategies**

This item was included as part of the discussion above.

**5. Staffing 2005-06 (IPC Recommendations)**

C. Chiriboga informed the group of the approved faculty positions for the 05-06 academic year. She referenced the handouts outlining the criteria and the institutional "pyramid" and the memo with the 7 slated faculty listed. She reported the AMP Committee, Innovation & Planning Council and Academic Senate have all endorsed the list and the College is proceeding with the hiring procedure for the top four on the list. A brief discussion ensued on the qualitative and quantitative data utilized to generate the list. In addition, C. Chiriboga explained that Reassigned Time would be awarded as follows: .05 in Fall 2004 and .10 in Spring 2005 for serving as Chairs on the Hiring Committees for these positions.

**6. Strategic Plan Implementation Schedule (2004-2010)**

C. Chiriboga explained the Strategic Plan Grid to the group and requested the group review the items. The group is to let C. Chiriboga know if there are any items that should be considered from the areas on the grid and what year to implement.

**7. Facilities Planning/ Secondary Effects**

C. Chiriboga distributed a preliminary plan of Secondary Effects due to the Science Tech Mall, Comm Arts and Student Center Buildings. M. Wolfe explained that this is an on-going process and to keep the Deans informed of any upcoming moves or changes that should be considered for this grid in the future.

**8. Academic Senate Report**

Jan Ford distributed a report highlighting the local and state level Academic Senates to the group.

**9. Updates**

Blended Class Request: The form with the requested change was presented in final form to the group.

Professional Development Academy: M. Ramos briefed the group on the recent grant award for this area.

**10. Other**

Myth Quiz: The group went through the next three or four T/F items and discussed the correct answers.



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<b>INSTRUCTIONAL COUNCIL</b>  <b>MINUTES OF MEETING</b>
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A regular meeting of the Cuyamaca College Instructional Council was held on December 6, 2004 in Room F106.

Members Present: Babylon, Carmona, Charter, Chou, Custeau, Elder, Marshall, Monroe, Sessom, Taccone, Utgaard, Weedon Zink

Members Absent: Cristina Chiriboga, Donna Riley, Ezequiel Cárdenas, Joan Burak, Kathryn Nette, Madelaine Wolfe, Marie Ramos, Marsha Fralick, Jan Ford, Maria Mendoza

Guest: Darlene Cole, Manager institutional Research & Planning



<b>Agenda Item</b>	<b>Discussion</b>
<b>1. Approve Minutes</b>	The approval of the Minutes was tabled till the next meeting.
<b>2. Department Updates</b>	<p><i>CADD Technology</i> – Therese Weedon</p> <p>Therese Weedon reported that CADD Technology curriculum has been updated and modified to reflect contemporary standards in building and manufacture industry. A new brochure has been produced.</p> <p>CADD Technology program has a website linked through the Cuyamaca College website.</p> <p>The list of Advisory Committee members has been revised and updated with different community individuals representing diversified building and manufacturing industry. Accreditation with local high schools has been established. Submitted with the AMP was a request to update the computers hardware and software and replace old desks and chairs in the lab with new workstations.</p> <p><i>ENVT</i> – Rick Wilson</p> <p>Rick Wilson briefed the group on the following:</p>

- The Advisory Committee now has 15 representatives from local industry
  - Working with the aerospace and shipyard industry
  - Working on exploring the bio science arena
- Currently, the class retention is high. In addition a water class was added in the Fall semester. Included in the AMP was a request for Construction Standards as a possible class. In the future would like to add ergonomics and buyer classes and a 200 level class Hazard Material Management.

*Exercise Science – Donna Riley*

This update will be presented at the February 7, 2005 meeting.

**3. Institutional Research Briefing**

Darlene Cole, Manager of Institutional Research & Planning distributed handouts on data on demographics for discussion and inquiries by the group.

**4. CC Faculty Analysis Sheet**

A handout was distributed which included factual information on Cuyamaca College's growth, budget, FTES growth and hiring plan. The fact sheet can be used as a handout for future community outreach or as a tool for any necessary planning for each department.

**5. Smart Classroom Checklist**

Pei Hua Chou distributed two handouts on Smart Classrooms. The group reviewed and made some edits. A final version will be distributed to all faculty mailboxes by the end of the semester.

**6. Intersession Crashers**

Al Taccone informed the group on ideas for handling crashers for the upcoming intersession. He also reported that the Deans will be sending a reminder e-mail to all faculty teaching during intersession on the procedure for handling crashers.

**7. Myth Quiz**

Tabled

**8. Updates**

Peter Utgaard referenced the handouts for the group to have for their own information.

*Meeting Adjourned at 2:50pm*



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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on December 5, 2005 in the TLC.

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

Members Absent: Babylon, Nette, Ramos, Sessom, Taccone, Wolfe

Guest: Gene Morones, Interim Associate Dean Special Funded Programs

Dennis Simms, Information Systems

Henry Eimstad, Interim Senior Director, Information Systems

Mike Gilchrist, Bookstore Manager



<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>Exercise Science</i> - Donna Riley  D. Riley reported on her department as follows: <ul style="list-style-type: none"><li>◆ We completed a re-evaluation of fitness program through the State Chancellor's office.</li><li>◆ Collaboration with 24 hour Fitness to provide certified trainers for their facility utilizing our existing Personal trainers class in hybrid form</li><li>◆ New Exercise Science curricular offerings will include cardio tennis</li></ul>



- ◆ Health Education has 240 students online, 50 for intersession
- ◆ Basic Nutrition Class online has been a huge success with 50 students in Fall 2005
- ◆ New Health Education curricular offerings will include a Health Professional Class required for the Community for Health Education Major at SDSU
- ◆ Recreational Leadership Certificate program currently has about 25 students
- ◆ Plan to work with Child Development to revive Elementary Education

Grant

- ◆ Nutritional grant ended, but retained Betty Garity as informal consultant
- ◆ Pending to resurface the track with recycled tires

*Environmental Health & Safety Technology* - Rick Wilson

R. Wilson reported on ENVT and included a demonstration of the website link on the Cuyamaca website. R. Wilson distributed a handout on department updates to the group.

**3. Colleague Demonstration**

H. Eimstad and D. Simms discussed the Colleague software package with the group. The following objectives were addressed:

- ◆ Better web-based services
- ◆ Upgrade technology
- ◆ Position for long-term
- ◆ Maintain functionality
- ◆ Tentative live for Spring 2007 depending on the degree audit implementation schedule and other factors

Status:

- ◆ Waiting on Board approval of the degree-audit system software package

H. Eimstad fielded questions from the group on accessing certain aspects of the software for the faculty.

**4. Enrollment Strategies**

G. Morones briefed the group on the anticipated Community Outreach project being launched in December and January in an effort to increase enrollment. He explained the short term goal was to increase enrollment, and the long term goal is to raise the profile of the college in our immediate geographical area.

Additional ideas came from the group as

follows:

- ◆ The Schedule Kickoff was a success, continue this effort
- ◆ Distribute class schedules at different locations in the county
- ◆ Introduce pilot classes through Community Learning
- ◆ Keep students (new and former) informed of any campus enrollment activities that might effect them
- ◆ Offering Personal Development classes at the high school sites

### ***5. Bookstore Briefing***

M. Gilchrist, Bookstore Manager gave a brief presentation on the bookstore concerning ordering used books. He added that the students are able to order books on line. C. Charter asked if it was possible for him to forward a list of those instructors who had not met their deadline for turning in their order. J. Reed suggested he forward a reminder e-mail to all the Chairs & Coordinators approximately a month before the deadline. Mr. Gilchrist will include this in his notification timeline. You can e-mail any questions to him at: [Michael.gilchrist@gcccd.edu](mailto:Michael.gilchrist@gcccd.edu)

### ***6. Supervised Tutoring (Memo & Guidelines)***

C. Chiriboga distributed a memo that included the guidelines for Supervised Tutoring that was recently updated by the State Chancellor's office. Mainly, instructors must actively refer students to Supervised Tutoring labs. Supervised Tutoring can generate non-credit FTES. The memo refers to including a statement availing students to this service on the instructor's syllabus.

### ***7. Textbook Donation***

In an effort to increase student retention, L. Sherwood reminded the group that instructors should request second desk copies of textbooks from their publisher for placement in the Library's Reserve Collection. This will allow students to use the library copy until they can afford to purchase one of their own. B. Monroe suggested an e-mail be sent to all instructors who use the Reserve Collection to re-evaluate the books they currently have on Reserve.

### ***8. Updates***

Academic Senate: J. Ford addressed the group on possible topic suggestions for the upcoming Joint Academic Senate meeting during Staff Development Week. After a thorough discussion,

a few suggestions surfaced for J. Ford to bring forward.

J. Ford updated the group on Academic Ranking. The Committee is planning a meeting this month to work on description criteria.

Staff Development Week: The Co-Chairs briefed the group on upcoming events to be presented at the upcoming Staff Development Week.

Academic Master Plan - Reminder: Just a reminder to all regarding timelines for reviewing the plans by the committee.

Other: J. Burak reported that the Fall Schedule submittals were placed in mailboxes this afternoon along with the proposed offerings.



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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

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

Members Present: Babylon, Burak, Cárdenas, Carmona, Charter, Chiriboga, Chou, Custeau, Elder, Marshall, Mendoza, Monroe, Ramos, Riley, Taccone, Utgaard, Weedon Wolfe, Zink

Members Absent: Kathryn Nette, Marshal Fralick, Mary Sessom, Jan Ford

Guest: Susan Haber, AMP Co-Chair



<b>Agenda Item</b>	<b>Discussion</b>
<b>1. Approve Minutes</b>	The minutes from the December 6, 2004 meeting were approved with 3 abstentions.
<b>2. Department Updates</b>	<p><i>Exercise Science</i> – Donna Riley</p> <p>Donna Riley distributed a handout on the Exercise Science and Health Education department updates. The updates included statistics for intersession and HED120. The Spring statistics included the four components from this department. Furthermore, D. Riley highlighted information on majors and certificates, Food for Life grant and her publication acceptance.</p> <p><i>Foreign Languages</i> – Ezequiel Cárdenas</p> <p>Ezequiel Cárdenas distributed a handout on the upcoming summer study abroad program to be held at the University of Guadalajara, Mexico. E. Cárdenas reported the following for his department:</p> <ul style="list-style-type: none"><li>• Have been adding a section a semester in Arabic</li></ul>

- In discussion with Grossmont College on updating the Arabic courses
- Offering one section of Aramaic
- Upgrading smart classroom

*History/Social/Behavioral Sciences – Peter Utgaard*

Peter Utgaard reported the department is in the process of hiring a full time Political Science instructor. His classes show strong enrollment, but had cancelled 2 sections. He noticed the Friday block classes filled towards the end of the first week of classes. In addition, he is working on overhauling the curriculum for the US History classes and working on alignment with Grossmont. The State Chancellor has approved some and others will be resubmitted for consideration.

**3. Enrollment/FTES Updates**

C. Chiriboga reviewed the two handouts on FTES comparisons and Spring 2005 comparative enrollment figures. C. Chiriboga informed the group that the college had experienced the most successful intersession thus far to include:

- Enrollment increase of 10%
- Up approximately 20 FTES
- Continuing students were up 1%

C. Chiriboga did reiterate that low enrollment was a trend being experienced throughout the state and head count was down and units were higher. A factor behind this trend is the increase in fees per unit.

A discussion ensued among the group and several members expressed the importance of extending the cut-off for adding classes on-line to include the 2<sup>nd</sup> Saturday.

C. Chiriboga solicited input from the group on the priority wait list process. After discussion, the group agreed to keep wait list at one week prior to classes. For the upcoming summer session, no priority wait list will be used.

Schedule Parameters Debrief

C. Chiriboga informed the group that Student Services was pleased with the Spring Schedule parameters. The group debriefed and agreed to stay with the status quo, and as more data becomes available, further discussion may be necessary.

On-Line Orientation: C. Chiriboga presented the need for the on-line class orientations to be held on-line, rather than face-to-face. Data showed more students were lost in courses that required on-campus orientations.

#### **4. AMP Results and Budget Submittals**

Susan Haber, Co-Chair of AMP, addressed the group on the status of AMP results and the process for budget submittals. The main priority in determining a number ranking in the AMP plans was the importance of college growth. P. Utgaard asked about the institutional needs that were requested by the group. C. Chiriboga explained that the institutional needs will be addressed at the next AMP meeting as part of the yearly process. An institutional issue that did emerge through the plans was the lack of smart classroom integration in the portable classrooms. B. Monroe suggested the multi-media personnel prepare some portables to be used for this purpose. P. Chou agreed to discuss with her library staff.

C. Chiriboga distributed the Budget Development Calendar generated from Administrative Services to the group to review in preparing for their budget requests. C. Chiriboga reminded the group that on the Budget worksheet the bottom line figure cannot be adjusted, but you can reallocate funds to different areas as long as the bottom line figure remains the same. On the budget augmentation sheet you can include items to add to your budget allocation, for example: additional staff or equipment.

The AMP committee is considering adding a Standard Request Form to be included with submittals to distinguish those items that are standard for the department to request for example: supply budget dollars.

C. Chiriboga inquired if there was interest in holding a Budget Workshop prior to the deadline for budget submittals. The group was polled and there was not a majority interest; Deans will provide direction. C. Chiriboga reiterated:

- There is no need to justify status quo
- Budget augmentation requests need to be linked to AMP ranking sheets.

#### **5. State Academic Senate Disciplines List for Minimum Qualifications**

Susan Haber reviewed the handout from the State Academic Senate on the revised discipline list for minimum qualifications. She asked the group to review the suggested revisions and if you want to give input you could attend the upcoming State Senate meeting on February 18<sup>th</sup> or to plan on attending the upcoming Academic Senate meeting on Thursday. If unable to attend meetings, please contact your appropriate Senator with any inquiries.

#### **6. Updates**

Academic Senate: Please refer to Agenda Item No. 5 above.

Title III: M. Mendoza, Title III Director distributed two handouts and briefly informed the group on the Title III project to date. The handouts included the past years' accomplishments and the Year 2 goals.

Peer/Manager Evaluation Form: The group reviewed the revised evaluation form. J. Burak informed M. Ramos and D. Riley to use the intercollegiate form for the athletic instructors. If anyone needs either of these form(s), J. Burak can send them electronically.

Two New Hires: C. Chiriboga informed the group of the additional hiring of a CIS and Biology tenure track instructors.

Facilities: An outline and map of the upcoming and continuous construction projects were included in the handouts for review by the group. B. Monroe informed the group of the formation of a sub-committee through IPC to oversee the management of several "older" trees on campus, and to provide input to construction crews regarding the proper guidelines for protecting the designated trees that will be in the construction's path.

## **7. Other**

C. Chiriboga canvassed the group on the possibility of an orientation for students to be held on the last day of Staff Development Week (Friday). Flex credit would be available for participating faculty members. C. Elder suggested supplying hands-on workshops in the labs. The group discussed and agreed it was worth pursuing. P. Chou agreed to place this item on the next Staff Development agenda.

B. Monroe informed the group of the upcoming Spring Garden Festival scheduled on May 21<sup>st</sup>. He indicated there would be a strong attendance from the community and it would be a good time to showcase departments. Please let him know if you are interested and he will arrange for tables to be set up.

P. Chou announced that the hours for the on-line help desk are: Monday till 5:00p, Tuesday, Wednesday, Thursday till 7:30p, and Saturday hours are also available.



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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

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

Members Present: Burak, Carmona, Charter, Chiriboga, Chou, Custeau, Elder, Fralick, Marshall, Mendoza, Monroe, Ramos, Riley, Sessom, Taccone, Utgaard, Weedon Wolfe, Zink

Members Absent: Debra Babylon, Ezequiel Cárdenas, Kathryn Nette, Jan Ford

Guest: Angela Nesta, Librarian



<b>Agenda Item</b>	<b>Discussion</b>
<b>1. Approve Minutes</b>	The minutes of February 7, 2005 were approved with one abstention.
<b>2. Department Updates</b>	<p><i>Humanities &amp; Performing Arts</i> – Paul Carmona</p> <p>P. Carmona updated the group as follows:</p> <ul style="list-style-type: none"><li>• Pat Setzer is continuing to work with the architectural plans for Communication Arts building</li><li>• The department expansion at this time is limited by the unavailability of space</li><li>• Have included an additional hybrid/blended course</li><li>• In the process of transition to on-line for some courses</li><li>• In the process of hiring a full-time philosophy instructor</li><li>• Pat Setzer is on sabbatical in Fall 2005</li><li>• Paul Carmona is on sabbatical in Spring 2006</li></ul> <p><i>Math</i> – Tammi Marshall</p> <p>Tammi Marshall briefed the group on the following updates from the Math department.</p>



- Eric Preibisius is currently working with the Student Success Committee and Title III to formulate different ideas for Learning Community model
- Terrie Nichols, Tammi Marshal, Connie Elder and Madelaine Wolfe are collaborating on the computer science degree that was awarded by the State last summer. This degree will help students who wish to major in Computer Science, Computational Science and Applied Math
- Inwon Leu taught a statistics class on-line in Fall and 2 classes have been offered in Spring. The department is hoping to continue offering 2 on-line statistics class in the Fall
- Bryan Elliott is currently working with Randy Phyllip from SDSU on the Math 128/125/126 sequence (Elementary Education). Math 128 is a new class called Children's Mathematical Thinking. It is a 1.5 unit which will be offered during the 1<sup>st</sup> 8 weeks of Fall 2005. This course will be required by San Diego State in Fall 2006.
- Working with SDSU to keep current with classes
- Math Field Day is scheduled for Saturday, March 12<sup>th</sup>. Some of the high schools includes are Mt. Miguel, Escondido and La Jolla
- Five department faculty will be attend the AMTYC conference in November
- Three faculty with be attending the upcoming CMC<sup>3</sup> South conference March 5

*Ornamental Horticulture* – Brad Monroe

Brad Monroe distributed a brief summary of activities for the last year in Ornamental Horticulture. Some of the upcoming highlights included Annual Arbor Day on March 10<sup>th</sup>, Annual Scholarship and Award Banquet on April 16<sup>th</sup> and the Spring Garden Festival on Saturday, May 21<sup>st</sup>.

**3. Library Textbook Reserve**

Angela Nesta, Librarian, briefed the group on the importance of having a current textbook for each course available in the library reserve for students to access. She asked the group to request an extra copy when ordering their book allotment and have it included in the library reserve.

**4. Accreditation Co-Chair  
(Deadline 3/9)**

Cristina Chiriboga reminded the group of the upcoming Accreditation self-study for 05-06 to be mailed to the Accrediting Commission in August 2007. Reminding the group that an application request was e-mailed for interest in being the Co-Chair for the self-study to all full-time faculty and counselors. She is working on subcommittee assignments to include a co-chair, faculty, student and classified personnel under each Standard and will discuss at the upcoming Innovation & Planning and Academic Senate meetings.

## **5. Budget Process**

Cristina Chiriboga reminded the group the deadlines for turning in their budget forecasts to their Deans office. She also included a handout of the year-end deadlines for Unrestricted Funds.

## **6. Updates**

Academic Senate: Tabled

Budget Model Allocation Task Force: Jan Ford and Jim Custeau briefed the group on the on-going dialogue with the district concerning this matter.

Congressional Grant Funded CIS/On-Line Courses/Tutoring): The group was updated on this grant. C. Elder explained there would be several levels of stipends available with more stipends awarded to the 1<sup>st</sup> time user technology. The level of stipends for submittal will be determined by the On-line Committee.

Faculty Handbook: Reference was made to the recently distributed faculty handbook.

Enrollment Strategies: C. Chiriboga referenced the handout listing the enrollment strategies that were used during the present academic year.

Connie Elder had several announcements:

- Parent/Daughter Career Night – April 26. This project is being funded by the NSF grant. Female students from the surrounding 11 high schools in our district have been invited to attend this event.
- On Fridays through the remainder of the semester there will be an open hardware lab from 3-5 in G110 where students or faculty can work on repairing or updating their computers with qualified staff supervising

Tammi Marshall discussed the possibility of allowing an additional week for the Chairs & Coordinators to determine who the peer evaluator for part-time faculty would be for the designated evaluatee. After discussion the time frame was changed to two weeks and Instructional Operations was instructed to update the accompanying memo to the C&Cs on requesting this info.

***Meeting Adjourned at 3:00p***



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## INSTRUCTIONAL COUNCIL

### MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Council was held on April 4, 2005 in Room F106.

Members Present: Burak, Cárdenas, Carmona, Charter, Chiriboga, Chou, Custeau, Elder, Fralick, Monroe, Riley, Sessom, Taccone, Utgaard, Wolfe, Zink, Ford

Members Absent: Tammi Marshall, Debra Babylon, Kathryn Nette, Marie Ramos, Therese Weedon, Maria Mendoza

Guest: Dennis Simms, Information Systems



<b>Agenda Item</b>	<b>Discussion</b>
<b>1. Approve Minutes</b>	The minutes of March 7, 2005 were approved.
<b>2. Department Updates</b>	<p><i>Personal Development</i> – Marsha Fralick</p> <p>M. Fralick distributed a handout on PDC department updates generated from Program Review 04-05 statistics and highlighted student persistence, financial analysis, and program weaknesses. She also highlighted the new assessments for students directed at personality type and related careers, their learning style and personal skills needed for college and career <b>success</b>.</p> <p><i>Science &amp; Engineering</i> Madelaine Wolfe for Kathryn Nette</p> <p>Due to Kathryn Nette's absence, Madelaine Wolfe highlighted the updates as follows:</p> <ul style="list-style-type: none"><li>• Focus is directed toward planning of new building.</li><li>• Due to growth, new sections have been added in Physics, Biology, Oceanography and Engineering/Chemistry</li><li>• A new full-time faculty position is in the hiring process</li></ul>

- The Congressional Award grant purchases have been installed and are functioning including the new FTIR.
- Curriculum is being developed for the HPLC, GC and atomic absorption spectrometer. Due to this equipment additional curriculum is under development in biology/chemistry of winemaking, environmental water analysis and forensic chemistry and biology
- On April 8<sup>th</sup> Chemistry department will host 60 high school students during the Math & Field Day
- On May 9<sup>th</sup> 14 high school teachers from the El Cajon High School District's Science Council will touring our facilities and a demonstration is scheduled in B108 to be lead by Jose Villarreal
- The department is exploring the possibility of a cross-discipline science club to include financial support for research projects (e.g. bio/eng or bio/chem). In an effort to offer competitive scholarships, the department is conceptually planning to donate and solicit from the local community to support this endeavor.

### **3. District IS – Report on Colleague Implementation Status**

C. Chiriboga introduced Dennis Simms from District Information Systems. Dennis Simms explained to the group the status of the transition from our current student system to the Datatel/Colleague system. This is an integrated system for recording student, faculty and schedule information and is a more effective system for interfacing with the internet. He highlighted the status as follows:

- Training is on-going
- Small user groups are establishing a time intensive “test” system that will include sample data for input and an eventual test run

The degree/audit feature is an essential need and will require incorporation into the Datatel/Colleague system. Datatel representatives and Information Systems is currently working with both colleges' counseling and evaluation staff. The development of the degree/audit feature is anticipated to take 6-8 months. The District is planning on transitioning to this system during a summer session to allow for “testing”.

Jim Custeau inquired as to what the instructor would expect.

D. Simms indicated:

- Grading on-line in addition to bubble in
- Print own roster
- Would be able to access transcript and program on-line
- Faculty information capabilities and activities related to the class

There was a discussion on priority wait list. D. Simms

explained that the default on the Colleague system is to go to the priority wait list when an opening occurs in a closed section and then notify the student and instructor by e-mail.

Brad Monroe inquired as to the distinguishing of weekend classes. Dennis Simms countered that the Colleague system has a geographically diverse scheduling capability.

The group further discussed other general matters with the Colleague transition.

## **5. Accreditation Process**

Cristina Chiriboga informed the group it is time to start preparing for the upcoming site visit by the Accrediting Commission in Fall 2007. The College received their first training on April 1<sup>st</sup> from Deborah Blue of the Accrediting Commission. Cuyamaca College is in the process of confirming faculty, staff and administrator appointments on the standard sub-committees.

The committees will be separated into the four standards and standards 2 and 3 will carry several sub-committees. Each standard will be co-chaired by a Cabinet member and a faculty co-chair. The co-chairs will then form the membership of the Steering Committee. Once all of the confirmations for the committees have been determined, the information will be disseminated and approved by the shared governance groups.

C. Chiriboga further explained the “key” elements to be included in the self-study as follows:

1. SLO process
2. Thematic component
3. Culture of **evidence** and planning

Jan Ford, Academic Senate President, added that the Academic Senate will approve the full-time faculty nominees to be named to the standards sub-committees. The college is encouraging part-time faculty to be involved in this process. If you are interested in joining or know a faculty member interested, please e-mail Susan Haber or Jan Ford. The Academic Senate Senators have the specific information if you need it electronically sent.

## **6. Updates**

Academic Senate: Jan Ford briefed the group on:

- Reaffirming by Board of District Income Allocation
- Susan Haber and myself will be attending the State Academic Senate conference this week
- Working on Academic Titles to appear in the 06-07 Catalog. The title will include Assistant Professor, Associate Professor and Professor (with satisfaction of criteria)

Catalog Page Proofs: Joan Burak reminded the group to return their proofs for the Catalog in hardcopy or by email as soon as possible.

Evaluation Form: A revised student evaluation form was handed out to the group. M. Wolfe expressed concern about the last 5 questions concerning labs. She would like clarification on who made the final determination of these questions. C. Chiriboga will address the matter with Ben Lastimado, VC Human Resources at the next UF meeting.

Budget Deadlines: C. Chiriboga referenced the budget deadlines handout on restricted (grant-funded) budgets.

Curriculum Board Update: C. Chiriboga informed the group that their Curriculum Committee information will be presented at the April Board meeting, including the bi-annual vocational education reports, and all non-credit reports.

***Meeting adjourned at 2:55p***



C U Y A M A C A  
· C O L L E G E ·  
LEARNING FOR  
THE FUTURE

INSTRUCTIONAL COUNCIL  
MINUTES OF MEETING (Revised)

A regular meeting of the Cuyamaca College Instructional Council was held on May 2, 2005 in Room F106.

**Members Present:** Burak, Cárdenas, Carmona, Charter, Chiriboga, Chou, Custeau, Elder, Fralick, Haber, Marshall, Mendoza, Monroe, Reed, Ramos, Santana, Sessom, Taccone, Utgaard, Weedon Wolfe, Zink, Ford

**Members Absent:** Debra Babylon, Donna Riley, Kathryn Nette



<u>Agenda Item</u>	<u>Discussion</u>
<i>1. Approve Minutes</i>	The minutes of April 4, 2005 were approved with minor changes on page 1.
<i>2. Chairs &amp; Coordinators 2005-06: Transition</i>	The group was introduced to the newly elected Chairs & Coordinators as follows:  Patricia Santana - Foreign Languages Eric Preibisius - Math Jodi Reed - CIS & Graphic Design Susan Haber - History/Social/Behavioral Sciences
<i>3. Instructional Council Co-Chair</i>	The current co-chair, Peter Utgaard, will need to step down from his responsibilities. C. Chiriboga requested to the group a new co-chair be assigned to this Council. After discussion with the group, Kristin Zink was approved as the co-chair.
<i>4. 2005-06 FTES Goals/Budget Information</i>	C. Chiriboga reviewed the handout with the group and an informative and interactive discussion ensued. A request by Jim Custeau to formulate an analysis of the Credit/Non-Credit FTES Calculation.

C. Chiriboga expressed how critical it is to reach the FTES Goals for the college indicated on this grid. In an effort to attain this goal, C. Chiriboga explained the importance of priority wait lists and keeping a close eye on them and to work with the Dean if any concerns surface. There will also be a phone bank in the Fall, the dates have not been determined.

#### **5. Fall 2005 Retreat: Topics**

The co-chairs polled the group for their input concerning topics to be addressed at the Fall Instructional Council Retreat. The following was suggested:

- Accreditation
- Marketing for Growth
  - List of new things
  - What should be done at the department level
- Beth Appenzeller - look at where students come from
- Darlene Cole
  - Zip code break down (Dana)
  - Demographic

#### **6. Other**

Evaluation Form Follow-Up: The group was informed of a forthcoming revision.

Spring 2006 Schedule Packets: J. Burak informed the group of a pink memo placed in the Chair & Coordinators mailboxes indicating pertinent dates on the academic calendar. The proposed F2006 offerings is being e-mailed to you as word document for ease of use and updating on the computer.

AMP: New Form, New College Goal: C. Chiriboga informed the group of a new form generated from this years' committee to be included in future AMP plan submittals. The form will be addressed at the upcoming Instructional Retreat. The focus of the AMP plans 2006-2007 will be on enrollment growth.

T3 Updates: Jan Ford, Instructional Liaison for Title III indicated an Early Alert flyer was placed in each of the chairs & Coordinator boxes and she is planning to visit the first department meetings of the year with this information.

M. Mendoza, Title III Director, distributed a handout on Title III - Year Two Faculty Stipend applications. The applications are due September 9, 2005, and the Title III project offers up to



\$2,500 per stipend award. M. Mendoza reported on the recent Math & Science Field Day for neighboring high schools with 66 students in attendance.

Academic Senate Updates: Jan Ford, Academic Senate President, distributed a handout to the group briefing them on the action, information and State Academic Senate Plenary Session.

Bookstore: Due to the relocation of the bookstore and the inadequate space for accommodating students with book requests and the volume of foot traffic, an informational memo will be sent by the Vice President's office in an effort to promote advanced ordering. A suggestion surfaced of a possible kiosk location to accommodate the student volume in the bookstore, in an effort to streamline the process.

## ***7. Events***

The group was informed of the following upcoming events:

- Schedule Debut/VP BBQ - May 10, 10-1
- Commencement - June 2, 5:30-7:00
- Spring Garden Festival - May 21, 9-3
- Cinco de Mayo - May 3, 11:30-1:30

***Meeting Adjourned at  
3:05p***