INSTRUCTIONAL COUNCIL
MINUTES
THURSDAY, AUGUST 13, 2009, 3:00 P.M.
NURSING LEARNING CENTER

Present:	David Zielinski	Taylor Ruhl	Tina Aguirre
	Carol Cortez-Ramirez (SME Div)	Rhonda Ruiz (BSS Div)	Melani Guinn
Absent:	Lianna Zhao (SME Div)	Val Rodgers	David Drury
	Gonzalo Huerta	Efrain Silva	Suzanne Gretz (BSS Div)
	Jose Lopez		
Guests:	Laura Hartsock	Carol Lee	
Recorder:	Linda Amidon		

Tina Aguirre, Associate Dean of Nursing Ed/Health Tech/EMS, chaired the meeting as Acting Vice President for Academic Services in the absence of Kathy Berry, who is on medical leave.

1. FTES Report: A PowerPoint presentation was made which included the instructions for completing the updated FTES budget worksheet. Tina Aguirre explained that the last summary provided to the Business Office contained errors. When the worksheet is downloaded from the Enlighten program, the template will reflect real time data and includes a column to indicate the number of total sections offered that are taught by full-time faculty. Divisions should complete the worksheet per the instructions and submit a worksheet for fall 2009 and spring 2010 to Linda and Matthew by Wednesday morning, August 19.

2. Jeopardy List: The list included classes with fill rates of 70% or less. Classes with low enrollment, that are not likely to make, should be cancelled beginning next week, which is the week before the fall semester begins. The usual criteria for cancellation of classes will apply: 15 students or 50% of cap, as provided in the CTA Contract. A list of possible classes to add to the schedule was reviewed. The list included courses that meet CSU GE and IGETC requirements and also generate high FTES. Changes to the schedule should be emailed to Matthew Thale, who will notify counselors as soon as the changes are made.

3. Decentralized Printing/Copying: Tina explained the purpose of this item was to give everyone a "heads up" on a proposal being discussed by District administration: The supervision of Reprographics has been assigned to Bill Gay, Director of Community and Media Relations. It has been proposed that copying and printing projects be handled within the individual divisions and departments. If this proposal is carried out, contracts for high-volume copiers for the divisions would be negotiated. In the meantime, the District will conduct an analysis of the cost. Discussion included concerns about access by faculty to the copiers outside of regular business hours.

4. "Dirt and Safety Patrol": A matrix developed by Tina Aguirre was reviewed. Divisions are to complete the matrix by noting problems such as broken chairs, desks, wiring for technology, etc. found in instructor offices, classrooms, division offices, labs and storage, and other instructional areas. Completed matrices should be submitted to Linda Amidon as soon as possible. Inspectors (Tina Aguirre, John Lau, Gordon Bailey, and Jeff Cantwell) will refer to the completed matrices when they begin their inspections of the instructional areas on Wednesday, August 19.

5. Reassigned Time Assignments: Unless already provided, division chairs should provide Linda Amidon with verification of the reassigned time assignments for 2009 – 2010.

6. Tenure Review Orientations: Instead of one orientation for all new faculty and division chairs, as conducted previously, individual tenure review orientations will take place this year. Tenure committee chairs should contact Mathew Thale to schedule the orientations.

7. New Faculty Orientation: Kevin Marty is heading the Academic Senate new faculty orientation committee, which will organize the orientation. Kevin will attend the faculty seniority drawing on Friday August 21 to notify new faculty about the orientation.

8. Stress and Added Pressures: It is anticipated that due to the construction taking place at the campus, the budget crisis and related concerns, higher than usual levels of stress is anticipated among faculty and staff. District administration has requested that everyone be on the alert for signs of stress within their departments. Discussion included the features of the recently implemented Employee Assistance Program, therapeutic counseling services offered, and a brief description of the process to follow (i.e., refer to supervisor and/or Human Resources).

9. Program Review: Training on the new program review template is anticipated in two to three weeks. Tina will request that Dawn Chun provide the data needed by the programs by September 4. Departments must complete their program reviews by October 15.

10. Accreditation Progress Report: The progress report is due by October 15. Final drafts of the components of the report will be completed by the Program Review Progress Report Task Group members by September 15. Task Group members include Taylor Ruhl, Valerie Rodgers, Michael Heumann, Toni Pfister, Melani Guinn, and Dawn Chun, with Linda Amidon serving as secretary. The completed progress report will be circulated to the shared governance groups for review during the last week of September.

FYI Items:

The following events were announced. Instructional deans and chairs were encouraged to attend if they had travel funds available:

1. Basic Skills Institute Workshop October 1 and 2 in San Diego (Newport in September)

2. WASC Level I and II Assessment Retreats

A reminder was also given regarding the SLO Workshop on Thursday August 20. It was noted that only full-time faculty (177-day) that were officially registered would be compensated for attending the workshop.

The meeting was adjourned at 4:35 p.m.

IMPERIAL VALLEY COLLEGE
Office of the Vice President for Academic Services

MEMORANDUM

TO: John Lau, Vice President for Business Services
Rick Webster, Director of Maintenance

FROM: Tina Aguirre, Interim Vice President for Academic Services

DATE: August 24, 2009

SUBJECT: Findings and Recommendations – Room Inspections of August 19, 2009

Following is a summary of the issues discovered during the room inspections conducted on August 19, 2009 by the group of administrative and management staff that included yourselves, Jeff Cantwell, Director of Application Services, Gordon Bailey, Director of Technical Services, and myself. Included in the summary report are proposed recommendations for addressing the issues cited.

As you will note, many of the problems discovered are cosmetic and include dirty and/or stained floors and walls, peeling wallpaper and paint. The safety and health issues discovered include worn/torn carpet, broken and/or chipped and/or missing floor tiles and falling ceiling tiles and signs, and dirty air vents, among others. Issues that impact the efficiency of operations including cost, both present and future, include items such as the relocation of phone outlets and installation of chair rails.

1. Rooms with worn or torn carpet should be scheduled for replacement with industrial/asphalt floor tile. Replace all carpet.

2. Replace wallpaper with paint in all applicable buildings. This may require drywall replacement. Need to schedule.

3. Need a new global plan for telephones in all classrooms for location and working order. Start in Buildings 200 and 300.

4. Put chair rails on two sides (maybe three) in all rooms. Need to plan and schedule.

5. Plan to ceiling-mount all AV equipment. Start in Buildings 200 and 300.

6. MANDATE a minimum of one building to be shut down for repair/upgrade every winter, summer and post-summer sessions. Suggestions follow with the recommendation that the cycle be repeated:

Winter 2010	Building 500
Summer 2010	Building 400
Post-Summer 2010	Buildings 1600 and 1700

Winter 2011	Building 300
Summer 2011	Building 2100
Post-Summer 2011	Buildings 1500 and/or 700
Winter 2012	Building 900
Summer 2012	Building 200
Post-Summer 2012	Buildings 2600 – 2800
Winter 2013	Building 800
Summer 2013	Building 100
Post-Summer 2013	Buildings 3000 – 3300

7. Review and prioritize all individual department reports.

In addition to the above recommendations, with regard to the general process for the fall inspection of instructional areas I would like to share the following recommendations made by faculty and staff:

a. Conduct inspections of instructional areas in the middle of November. This would allow time for faculty to be involved in the inspection of their own offices and the classrooms in which they teach. It would also allow time for (1) consolidation of the completed room inspection forms by the division secretaries, (2) a physical inspection of the areas with the most problems by the inspectors and maintenance staff, and (3) development of a list of priority fixes that could be addressed during the winter intersession.

b. Conduct fall room inspections during the last week of summer session. That way the instructors who are using the classrooms can complete the room inspection forms while they are still in the rooms and also give maintenance three weeks before the fall semester to fix things.

If you have any questions regarding any of the recommendations outlined above, please contact me.

TA:eja

c: Dr. Ed Gould, Superintendent/President
Kathy Berry, Vice President for Academic Services
Jeff Cantwell, Director of Application Services
Gordon Bailey, Director of Technical Services