

Welcome back to IVC 2013-2014

Agenda Items

1. Lottery Funds

- Recommendations for “restricted” instructional supply (items less than \$500)
- Need by September 5th

2. Electronic Systems

- Absences & substitutions, (still need to inform dean/chair/secretary when out)
- Web-time entry
- Grade & Census Roster submittal – Where to keep records for 3 years
- Service tickets
- Syllabi repository and need to upload before 8-26-2013 (template being reviewed)
- Password reset tool
- Remind students about importance of email.

3. SLOs

- Faculty “engagement” was at issue during accreditation.
- Each course must use and analyze same SLOs as other faculty teaching same course. (can be different assessments, but must cover same SLO)
- There will be a set schedule going forward. (see attached)

4. Important Dates:

- Census roster: Sep 03 – sooner for all short-term classes
- ADD date: Aug 31 for all full-term courses
- DROP date: Aug 31 without owing fees
Sep 02 without receiving a W
Oct 24 Financial Aid Return to Title IV
Nov 09 Absolute deadline for all drops
- SLOs Dec 11
- Grades Dec 12
- Prog. Review Nov. 01 estimated start date (future needs)

5. Calendars

- Academic Year Calendar pending negotiations
- Do we bring back Winter? (FTES needs)
- Department and Advisory Meeting Calendars
- Campus Hour Calendar - requesting commitments and ideas
Please put your class schedules and office hours into your Outlook Calendars. (helps with scheduling assistant.)

6. Overload and Class Fill

- Anyone with 9 units or more must fill out overload form
- In the tentative agreement, new goals are set to allow courses to run: 60% fill or 17 (whichever is lower) We may need to move low-fill classes to 2724 if possible.

7. Areas of Focus for 2013-2014

- Accreditation Response
- Class Schedules:
 - Spring 2014 Schedule will begin soon and are due October 1, 2013
 - Fall 2014 through Summer 2015 will begin in November 2013
- Associate Degree for Transfer (ADT) using the Transfer Model Curriculum (TMC) template
- Do we kill the old Business Administration degree and switch to AST?
- Set Program Pathways and review Program viability.

8. Other