IC Meeting
November 28, 2007
09:00 a.m.
Board Room

Minutes Summary

Present: Jack Bautsch, Patricia Cheadle, Chris Chinn, Bob Fineman, Jason Francois, Bruce Kieser, Pete Lortz, Marci Myer, Mary Ellen O’Keeffe, Sharon Simes, Edith Wollin

Campus key system security
Bruce Kieser and Jason Francois gave an overview of the campus master key system and said that control of the present master key system is compromised beyond salvage. The present hierarchical key system will be replaced with a new technology, copyrighted system. New keys will be issued and the old keys will no longer work. This will be done in a multi-phased program. IC agreed that a new key system was necessary. There was discussion on the draft key policy. There were many questions and concerns about the draft key policy, which included the section on financial responsibility for irretrievable keys, key design of different areas on campus, enforcement of the key policy, what happens when a master key is lost, and when the key system advisory group (KSAG) will be established. The college will have an on campus locksmith and a lock shop. The key policy has not been finalized.

Program viability
In January 2007, IC identified several programs for an administrative assessment which will be done in 2007. The written report was due to the Office of Instruction in October 2007 from the deans to discuss key findings and the dean’s recommendations for the programs being assessed. The report will include current data about the program, demand for the program, and ensure resources are used efficiently and action steps to improve enrollment or efficiency.

IC continued to discuss the written reports for program viability at today’s meeting. Patricia Cheadle discussed Information Technology, EET, HVAC, and Business. The written reports will be posted in the Public Folders when they have been all reviewed at IC.

Mary Ellen O’Keeffe asked the deans to review a handout on factors to be considered during the program viability analysis process. This will be discussed at the next IC meeting.

Title III
Jack Bautsch is scheduling two meetings for Title III planning on 12/4 and 12/5.

Planning for faculty 2008-09
IC discussed vacant full time faculty positions and full time faculty requests for the upcoming year. The deans will prioritize the list at the next deans’ meeting on December 12 at 8:30 am.

Enrollment
NSCC is at 94.28% of our FTE goal for fall 2007. We reached 100% of our FTE goal for worker retraining this quarter and 94.28% for state funded FTEs this fall.
New executive dean
Steve Miller, who is the Dean of Workforce Education at Centralia College, is the new Executive Dean Career/Workforce Education at NSCC. His first day is January 2, 2008.

Sharing time
UTF request
IC recommended that Media Services submit one UTF request for new replacement data projectors in some of the classrooms.

Strategic planning material
Jack Bautsch has sent the strategic planning material to the divisions asking faculty for their feedback. The divisions will have until the end of January 2008 to give him input.

Collaboration day
Collaboration day will be January 31, 2008.

Calendar
12/2, 7:30 p.m., Seattle Symphonic Band Concert
12/5, 8 – 10 pm, The Jazz Ensemble
12/6, 7:30 – 8:30 pm, College Choir Concert

Next meeting and adjournment
The next deans’ meeting is 12/12 at 8:30 am. The next IC meeting is 12/19 at 9 am. The meeting adjourned at 11:40 a.m.