IC Meeting
March 25, 2009
9:00 am
Board Room

Minutes Summary

Present: Tom Braziunas, Lori Casile, Kim Chapman, Patricia Cheadle, Chris Chinn, Bob Fineman, Tom Griffith, Pete Lortz, Steve Miller, Marci Myer, Mary Ellen O’Keeffe, Sharon Simes, Heidi Stuber, Edith Wollin

Approval of IC minutes
The IC minutes for March 11, 2009 were approved. The minutes will be posted in M: Webshares/Committees/Instruction Council and on the Office of Instruction website, which is under construction.

Enrollment
We have reached 84.86% of our FTE goal for spring 2009. We have 247.60 FTEs more than the same time a year ago. There was discussion on how to promote and advertise our spring classes since we have many classes with openings. Suggestions included using the college reader boards, college website, posters on the campus, meeting with Advising, emailing Advising with list of low enrolled classes, and using screensavers to promote specific spring classes. Marci Myer suggested that deans send Advising a list of low enrolled classes, and a face to face meeting was not necessary.

There was discussion on criteria to follow on which classes to offer and which to cancel. Minimum enrollment is 15. Classes that are 14 and below should be part of a program or certificate and offered once a year, and there should be only one section of the class which is offered once a year. Also, the divisions will not run two sections of the same class with only 10 students in each section. The deans and Mary Ellen will need to review each situation if the two sections are one day and one evening class.

There was discussion about the waiting list. Some of the classes have very large waiting lists. The deans will send an email to Advising and Marci to inform them if they will not offer a class for those students on the large waiting list. Waiting lists will be a future IC agenda item.

The last day to cancel classes and avoid the 8% cancellation fee is March 27. It will be necessary to have some faculty work pro rata for spring quarter.

Stimulus package
There was discussion on the American Reinvestment and Recovery Act Funding (stimulus funds).

Charlie Earl from the SBCTC sent an email to community and technical colleges stating:

_The American Recovery and Reinvestment Act (ARRA) provides the Washington community and technical colleges with an unprecedented opportunity to increase access and achievement for hundreds of students. While the framework for implementing the ARRA is still unfolding at the federal level, the State Board_
Office is working with Governor Gregoire and partner agencies to use these funds to maximize delivery of quality educational programs and services.

Budget update
Mary Ellen O’Keeffe plans on meeting with about 12 faculty in April to get their input and recommendations on budget reductions in Instruction. The deans will send Mary Ellen 3 names each of full time and part time faculty, and Mary Ellen will invite them to a meeting.

$65,000 needs to be cut from goods and services in the instructional state budgets for this year.

Workforce and Continuing Education
Steve Miller gave an update on workforce education and the HEET grant. Workforce is out of funds in some areas. We have a contract with Goodrich to provide training for Goodrich employees in management.

Heidi Stuber said that headcount for Continuing Education is down. She said that planning for moving all but a dozen classes from Sandpoint to the campus for next year has been completed.

League of Innovation conference
Mary Ellen O’Keeffe reported on the League of Innovation conference that she attended last week. She, Davene Eyres and Brian Holt presented on March 17 on the topic – “Assessment of Gen Ed Outcomes: Engaging Faculty across Campus to Become Active Learners.” Their presentation was at 5 pm and approximately 14 people attended.

Mary Ellen discussed CCSSE’s SENSE (Survey of Entering Student Engagement) and said there were 6 design principles found in colleges designed for student success. She had some handouts with information on SENSE.

Accreditation
Mary Ellen, Bob Fineman, and Pete Lortz attended an ITV presentation from NWCCU (Northwest Commission on Colleges and Universities) to learn about the new accreditation process. There are revised NWCCU Standards and Process, which will be implemented 2011.

Diversity
Thirty people have signed up for The Circle of Trust workshops which begin on April 11.

Sharing time
Classroom furniture
Pete Lortz said that room IB3319 is getting new furniture over the break. IB3325 will get new furniture in a month. The furniture was from Sandpoint which we bought from funds designated for classroom furniture upgrades. There are about 12-15 rooms this year which will be receiving new classroom furniture.

Dr. Rajiv Shah
Dr. Shah, from the Gates Foundation and member of our Board of Trustees, will be speaking on April 16 at NSCC at 12 noon in Room ED2843A on critical thinking. He sent reading material for the event, which will be put on M:webshares.
Down time
We will not be able access the I: drive and www folder this coming Saturday from 8 pm – 12 noon on Sunday.

We are piloting an early alert system for developmental math this spring quarter.

Library
The library will be closed the weekend of April 11-12. Sharon Simes said that there will be a student survey done about the possibility of having a coffee and tea counter in the library.

Future agenda items
A suggestion was made for Sam Bayne to come to IC to discuss which data would be useful to us. A future IC agenda item is to discuss what level of English students would have to test into in order to take college level courses. Waiting lists will be a future agenda item.

Adjournment
The next meeting is April 8. The meeting adjourned at 11:45 am.

Calendar
March 23 District-wide management meeting SSCC
March 25 IC Meeting
March 25 Last day of winter quarter
April 6 First day of spring quarter
April 8 IC meeting
April 15 Deans’ meeting
April 16 Dr. Rajiv Shah “Critical Thinking” 12 noon, ED2843A
April 22 Collaboration Day
April 22 All Faculty Meeting
April 22 IC meeting
April 25 NSCC Passport event, scholarship benefit dinner