IC Meeting
March 12, 2008
09:00 a.m.
Board Room

Minutes Summary

Present: Tom Braziunas, Kim Chapman, Patricia Cheadle, Chris Chinn, Farideh Faraz, Bob Fineman, Tom Griffith, Pete Lortz, Steve Miller, Marci Myer, Mary Ellen O’Keeffe, Katherine Riley, Sharon Simes, Jan Stephenson, Edith Wollin

Approval of IC minutes
The IC minutes for February 27, 2008 were approved. The minutes will be posted in the Public Folders under Office of Instruction and sent to everyone at NSCC via email.

Senate meeting
Mary Ellen O’Keeffe met with the Faculty Senate last Wednesday and discussed several topics, including the process for selecting full time faculty positions and size of division. The deans need to ask for input on the job descriptions and recommendations from faculty on new full time faculty positions, but the administration prioritizes and selects the positions. The departments will be able to review job announcements and job descriptions before the announcements are sent to Human Resources. Mary Ellen explained to the Senate why the full time faculty positions were not advertised sooner. There was work to be done on the budget to assure that funding was available before we could advertise the positions. There was a recommendation from the Senate that we advertise the positions as soon as possible. Just a note that we advertised 9 positions (2 ESL, accounting, business, psychology, biology, mathematics, nursing assistant-certified, reference librarian, architectural design) on March 10 and 17.

The Senate discussed with Mary Ellen that some divisions were so big that it was difficult to have substantive discussions at division meetings.

The Senate and administration plan on prioritizing a list of issues that they can work on together throughout the year.

All faculty meeting
We will schedule the next all faculty meeting (4/16) in the classroom of the future on campus.

League of Innovation
Mary Ellen attended the League of Innovation conference early this month and gave a brief report. She discussed that one of the keynote speakers, Sandy Shugart, president of Valencia Community College, spoke on “Big Ideas with Consequences for Teaching, Learning and Leading in a Community College.”
Mary Ellen said that Valencia CC disbanded traditional committees on their campus and now has town meetings.

**Emergency preparedness training**
Mary Ellen reported that there was a plan presented by Betty Lunceford, district manager for telecommunications, at the district VP meeting to have emergency preparedness training for faculty. The date or location has not been finalized.

There was a suggestion to invite Jeff Caldwell to IC to discuss the emergency plan training at NSCC.

**Agreement Management meeting**
The deadline to submit faculty names who qualify and want to mentor has been extended past March 1. We do not know the new deadline date. The deans have been collecting information from each mentor about specialty areas that they can mentor in. This information can be shared with other deans and faculty. Lynne Dodson will submit a final report on mentoring at the end of the school year.

The Agreement has information on the process for peer observers under article 6.7. Peer observers can receive a $500 stipend for doing up to 5 observations in an academic year. Faculty must receive training prior to becoming a peer observer. Faculty will receive their stipend when they complete their observations for 07-08.

There was discussion about the Seattle Community Colleges Annual Experience, Education, and Professional Development Report form that must be submitted by full- and part-time faculty to receive an annual increment. The completed form is due to the unit administrator by June 30, 2008.

**Job announcements**
There is a new form to use when submitting job postings to Human Resources. Names of committee members who will interview applicants must be submitted to Human Resources by the time the position closes. There was discussion about selecting members for the hiring committee and whether there needs to be a person representing diversity on each hiring committee. Mary Ellen will discuss at Executive Team.

**Work schedules/grievances**
Occasionally, part time faculty members who are on the priority hire list request a teaching assignment that is different from the assignment that they are entitled to teach. An example is a PHL faculty requesting to teach one class instead of two classes in a quarter. The deans will get a written request for a change in workload from faculty who request it. Mary Ellen will check with the union on whether we need to inform the union about change in workload.
Mary Ellen said that the chancellor wanted to know when we reject grievances due to the timeline at level one before he presides at a level two hearing.

Priority hire list
Mary Ellen said that pro rata and temporary full time non tenure track hours will now be added to the total contact hours for faculty on the priority hire list.

Enrollment
The deans will meet on 3/19 to discuss enrollment.

There are more people attending information sessions in workforce education. There was discussion about labor market trends and predicting trends. Steve Miller will ask the labor market analyst in the state about predicting trends.

AAC&U Institute on General Education
NSCC has been selected to return with a team to the 2008 AAC&U Institute on General Education in Minneapolis, Minnesota from May 30 – June 4, 2008. Patricia Cheadle will ask if a faculty from her division would be interested in participating so that there will be prof tech representation. Faculty and administrators attending are Sharon Simes, Denise Brannan, Davene Eyres, Brian Holt, Edith Wollin, Mary Ellen O'Keeffe and Diana Ma. Please note that since the IC meeting, Ron Woods will be attending the institute also.

Part time office space
Chris Chinn will work with the secretary supervisors to determine office space available for full- and part-time faculty.

Recommendations for high school programs
There has been a taskforce to review the high school programs that we are working with. Kim Chapman (chair), Jan Stephenson, Marci Myer, Nancy Felke, Alice Melling, Mari Acob-Nash, and Dana Servheen were on the taskforce, and their charge was to review the high school programs and make recommendations. The taskforce has submitted a report and made recommendations regarding high school programs at NSCC.

Diversity
NCORE is from May 27 – 31 in Orlando, Florida. NSCC plans on sending a team to NCORE. Roy Flores is the contact.

WASL summer academy
Katherine Riley said that NSCC will have the summer academy on our campus this summer. Students will be able to take the WASL when the academy session is completed.

Adjournment
The meeting adjourned at 11:45 am.