Minutes Summary

Present: Jack Bautsch, Tom Braziunas, Kim Chapman, Patricia Cheadle, Chris Chinn, Bob Fineman, Tom Griffith, Ron LaFayette, Pete Lortz, Mary Ellen O'Keeffe, Sharon Simes, Jan Stephenson, Edith Wollin

Approval of IC minutes
The IC minutes for July 3, 2008 were approved. The minutes will be posted in the Public Folders under Office of Instruction and sent to everyone at NSCC via email.

Measurable objectives
IC identified three goals that they will have measurable objectives to work on for this academic year. The three goals are

- Enhance student learning and educational goal attainment
- Develop highly responsive programs and services
- Attract, support and retain a quality workforce

IC discussed measurable objectives and activities for each goal. Jack Bautsch will put the objectives and activities on the form “Unit Objectives to Achieve Institutional Goals.”

Peer observers
There were questions about the timeline to pay peer observers. Mary Ellen O'Keeffe will discuss topic of peer observers at the next meeting for district vice presidents.

Managing FTEs
The deans will begin making decisions about canceling any very low enrolled classes in the fall schedule at the end of summer quarter. Griff said that he will work with Farideh Faraz and Jerry Woodard for enrollment data to show all students, including Running Start and international students in the enrollment reports. Tom Braziunas said that his office keeps track of the enrollment for distance learning classes. There was also discussion on the cap for distance learning classes, which is a cap of 25 students.

Information display TV’s in library & IB
There are information display TV’s in the library and IB that are not presently at use. IC recommended that they be activated again.
SEM
Strategic Enrollment Management (SEM) met on August 4. SEM is reviewing the Title III proposal and will develop a set of recommendations for the Executive Team about which aspects of the Title III proposal to possibly implement for the coming year. SEM’s next meeting is August 18.

Meet with President
Ron LaFayette gave an update on the college budget and discussed the enrollment with IC. The budget is balanced for this fiscal year. There was discussion that it is difficult to project the budget for part time faculty. (Note: As discussed at the 7/3 IC meeting, the deans will pilot a program to keep track of part time faculty costs for the entire year.)

Other topics discussed with Ron included the Ed Fund and the Foundation and replacing classroom furniture.

Calendar
Sept 4-5 New Faculty Institute (Everett Community College)
Sept 10 IC meeting
Sept 17 Convocation
Sept 17 Faculty meeting
Sept 18 President’s Day
Sept 22 First day of fall quarter
Sept 24 IC meeting

Adjournment
The meeting adjourned at 11: 40 am.