

**Meeting Notes**  
**Joint Meeting of Instructional Council and Enrollment Management Task Force**  
**Tuesday, October 8, 2019**  
**4:00 p.m. – 5:00 p.m.**  
**Board Room**

<input checked="" type="checkbox"/> Christina Tafoya, CIO	<input checked="" type="checkbox"/> Efrain Silva, Dean-EWD	<input checked="" type="checkbox"/> Dean-ALLS	<input checked="" type="checkbox"/> David Drury, Dean-MS
<input checked="" type="checkbox"/> Robert Price, Dean-HPS	<input type="checkbox"/> Roberta Webster, Assoc. Dean-NAH	<input checked="" type="checkbox"/> Betsy Lane, Assoc. Dean-	<input type="checkbox"/> Becky Green, Director-CDEV
<input checked="" type="checkbox"/> Michael Heumann, Chair-ENGL	<input checked="" type="checkbox"/> Carol Hegarty, Chair-HUM	<input checked="" type="checkbox"/> Jose Ruiz, Chair-WLSC	<input checked="" type="checkbox"/> Sydney Rice, Chair-ESL
<input checked="" type="checkbox"/> Jose Velasquez, Chair-ITEC	<input checked="" type="checkbox"/> Andres Martinez, Chair-BUS	<input type="checkbox"/> Steve Holt, Coord.-EMT	<input type="checkbox"/> Ed Wells, Director-POST
<input type="checkbox"/> Daniel Gilison, Chair-SCI	<input checked="" type="checkbox"/> Jill Nelipovich, Chair-Math	<input checked="" type="checkbox"/> Suzanne Gretz, Chair-BSS	<input checked="" type="checkbox"/> Andrew Robinson, Chair-ESW
<input checked="" type="checkbox"/> Xochitl Tirado, DE Coord.	<input type="checkbox"/> Kevin Howell, SLO Coord.		
<input checked="" type="checkbox"/> Henry Covarrubias, Dean-COUN	<input checked="" type="checkbox"/> Jose Carrillo, Director-IR	<input checked="" type="checkbox"/> Omar Ramos, Director-Online Svcs.	<input checked="" type="checkbox"/> Lisa Seals, Director-FinAid
<input checked="" type="checkbox"/> Clint Dougherty, CHRO	<input checked="" type="checkbox"/> Gabriel Gonzalez, Scheduler		
<b>VISITORS</b>			
<b>RECORDER</b>			
Linda Amidon			

Vice President for Academic Services Dr. Christina Tafoya called the joint meeting of Instructional Council and the Enrollment Management Task Force to order at 4:03 p.m., on Tuesday, October 8, 2019.

**1. Enrollment Management**

**a. Evaluation of Process and Schedule Development Timelines**

**b. Winter/Spring 2020 Schedules**

- VP Tafoya noted that Instructional Council and the Enrollment Management Task Force members were invited to attend today's meeting as schedule development is an issue for both committees. She pointed to the Winter/Spring 2020 schedule as an example of the issue with the current timelines: The Winter and Spring 2020 schedules are live, however, staffing and minor changes are still being submitted. The timeframe is problematic as there is no extra time built into the timelines.
- To address this timelines issue, VP Tafoya asked Scheduler Gabriel Gonzalez to prepare two schedule development calendars: 1) The current calendar with timelines backed up a bit, and 2) a calendar with timelines for the development of an annual schedule.
- Gabriel presented the proposed timelines for development and publication of an annual schedule; he clarified that the process included faculty selection for the entire year.
- Members highlighted the issues with the current timelines and discussed the pros and cons of an annual schedule:
  - ✓ An annual schedule would be available for review in the shared drive.
  - ✓ Recommendation was made to move up the date for review of the annual tentative schedule from February 11 to November.
  - ✓ ESL Dept. Chair Sydney Rice expressed concern regarding the impact of the annual schedule on the Distance Education timeline for new classes. She asked whether departments would be required to submit DE classes a year in advance as well? She pointed out that adding classes after the faculty selection is completed may precipitate reselection. VP Tafoya responded that this issue could apply in other circumstances involving a curriculum or course change. She suggested that in those cases, if the dean determined that the course would meet all the applicable deadlines, the course could then be included in the spreadsheet but not built in Banner. Deans who have gone through the reselection process described the process as quicker and less challenging as the full-blown faculty selection process.
  - ✓ Some members prefer annual faculty selection as it allows the most time to complete selection. Others prefer faculty selection to take place closer to the date the schedule goes live.
  - ✓ An annual schedule will allow for budget determination.
- Recommendation was made to merge the two schedule development concepts but for faculty selection to take place closer to the live schedule date.

- Google Docs will be utilized for review of the tentative annual schedule; committee members agreed to try it as a pilot for the summer 2020 term.
2. **Justification for New Full-Time Teaching and Faculty Position – Revision of Form**
- VP Tafoya reviewed the revised form with committee members. She explained the rationale for the changes to the form: The information collected isn't enough, it is too subjective, and the data provided is inconsistent.
  - VP Tafoya reviewed and proposed a new process that she and Math Dept. Chair Jill Nelipovich worked on. The process is based on a rubric and allows for objective numbers by which all positions are ranked; the form includes quantitative and qualitative information.
  - Director of Institutional Research Jose Carrillo acknowledged the proposed form does allow for numerical value, however, he's concerned about CTE classes which have low course caps.
  - CHRO Dougherty suggested the form could be used to request replacement full-time positions as well as long as the load of the predecessor is used. ESL Dept. Chair Rice recommended also adding full-time non-teaching positions.
  - Dean Drury expressed concern that the numbers don't paint the whole story for a position. We need to make sure there is a balance.
  - It was suggested that the larger concern is the hiring of categorical positions that are institutionalized later; there needs to be a discussion on the front end. VP Tafoya pointed to large quota classes as the other controversial issue.
  - VP Tafoya encouraged continued discussion regarding the justification form at SEMPC. She encouraged members to give the spreadsheet a shot. The current form will be updated to add subjective data and last year's ranking, among other items.
3. **Policies and Procedures**
- Information will be sent via email to Instructional Council Members.
4. **Instructional Council Meeting Schedule**
- Information will be sent via email to Instructional Council Members

The meeting was at 5:05 p.m.