

Academic Planning Committee Minutes

Monday October 1, 2012

2:30 pm

Cheryl Aschenbach
Business & The Sciences

Colleen Baker
English and/Math

Carie Camacho
Social Sciences

Fran Oberg
Executive Assistant

Sue Mouck
Vice-President of Academic
Services

Alison Somerville
Curriculum/Academic Standards
Committee Representative

Ross Stevenson
Career Technical Education and
Physical Education

Patrick Walton
Associate Dean of Student Services

Vacant
Associate Dean of Instructional
Services

The meeting was called to Order at 2:33 by Vice-President Sue Mouck

Members Present:

Cheryl Aschenbach
Carie Camacho
Alison Somerville
Ross Stevenson
Patrick Walton

Members Absent:

Colleen Baker
Fran Oberg

The committee reviewed progress on the 2012-2013 Planning Agenda by making suggestions to the October update column of the 2012-2013 Action Plan Evaluation Matrix. Alison Somerville will provide the associate degrees for transfer most likely to be completed for submittal to the Chancellor's Office during the next two years.

The committee moved their attention to the prioritization of positions for hire within the instructional area for the 2013-2014 academic year.

1. Replace one full-time Basic Skills English Instructor (expected retiree)
2. Add one full-time Foreign Language – Spanish/ESL Instructor [2009 Basic Skills IPR]
3. Replace one full-time Biological Science Instructor with the preferred ability to teach in at least one physical science area [2010 Natural Science/Mathematics IPR]
4. Replace one full-time Librarian [2011 Library NIPR]
5. Hire part-time Learning Assistance Coordinator [2009 Basic Skills IPR]
6. One full-time Administrative Assistant (combination of Community Service/Contract Education/Work Experience/POST) [2011 Work Experience IPR]
7. Part-time equipment manager in Fire Technology [2011 Fire Technology IPR]
8. On-going Online Moodle Support [2011 Distance Education NIPR]
9. Add one full-time Nursing Instructor [2010 LVN IPR]
10. Revisit Fire Technology Director position [2011 Fire Technology IPR] – using Nursing Director model (40%/60% Instructor) – phase in
11. One full-time Performing Arts Instructor (Music or Theater)

The committee discussed the need to develop comprehensive job descriptions for the top positions in the priority list – drafts will be reviewed at the next meeting.

The next meeting of the Academic Planning Committee is scheduled for Monday, October 15, 2012 at 2:30 pm in the Administrative Conference Room.

The meeting adjourned at 3:45 pm

