

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

Academic Planning Committee Minutes

Monday October 15, 2012
2:30 pm

The meeting was called to Order at 2:35 by Vice-President Sue Mouck

Members Present:

Cheryl Aschenbach
Colleen Baker
Carie Camacho
Alison Somerville
Ross Stevenson
Patrick Walton

Members Absent:

Fran Oberg

The committee reviewed and revised the prioritization of positions for hire within the instructional area for the 2013-2014 academic year developed during the last meeting. Following discussion the two positions scheduled to be hired spring 2013 to begin fall 2013 where placed at the top of the list to be removed when the positions are hired.

1. Replace one full-time Reading/Basic Skills English Instructor (expected retiree)
2. Replace the full-time English Instructor currently filled with a temporary hire
3. Add one full-time Foreign Language – Spanish/ESL Instructor [2009 Basic Skills IPR]
4. Replace on full-time Director of Institutional Effectiveness (Research/Planning)
5. 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]
6. Replace one full-time Librarian [2011 Library NIPR]
7. Hire part-time Learning Assistance Coordinator [2009 Basic Skills IPR]
8. One full-time Administrative Assistant (combination of Community Service/Contract Education/Work Experience/POST) [2011 Work Experience IPR]
9. Part-time equipment manager in Fire Technology [2011 Fire Technology IPR]
10. On-going Online Moodle Support [2011 Distance Education NIPR]
11. Add one full-time Nursing Instructor [2010 LVN IPR]
12. Revisit POST Coordinator (PT or FT combination with NRA Coordinator position – dependent on evaluation - Summer 2013)
13. Revisit Fire Technology Director position [2011 Fire Technology IPR] – using Nursing Director model (40%/60% Instructor) – phase in
14. One full-time Performing Arts Instructor (Music or Theater)

Colleen will provide her suggestions for the full-time faculty job descriptions to Carie who will provide a new draft job description to be use as a model for all of the positions under consideration.

A new statement on the need to hire faculty with interest in responsibilities outside the classroom will be added to the **Capacity Building** section of the EMP.

The next meeting of the Academic Planning Committee is scheduled for Monday, October 29, 2012 at 2:30 pm in the Administrative Conference Room. The committee will begin consideration of revisions to the Key Performance Indicators.

The meeting adjourned at 3:45 pm