COUNCIL OF INSTRUCTION  
Wednesday October 6, 2010  
Campus Center 4  
MINUTES


Members absent:  

Guests: Madelline Hernandez, David Jordan, Nick Minassian, Frances Nguyen, Maury Pearl, Susan Rhi-Kleinert, Suzanne Ritcheson, Janice Silver, Hanh Tran

Support: Susan Ghirardelli

Meeting called to order at 1:40 by Janice Silver

1. Minutes – September 1, 2010 Tabled until November meeting

2. Revised Budget Operational Plan Process (J. Silver, L. Milke, M. Pearl)  
a. Today’s meeting was given over to explanation of the revisions in the Budget OP process
   • Jan Silver gave an introduction about the annual update process, which has two main objectives: to link objectives to resources and to demonstrate progress towards recommendations by the Education Planning Committee to individual departments.
   • Leslie Milke spoke about budget and planning. Departments must do either a yearly update or a program review.

b. Maury Pearl distributed and discussed a draft of a document titled “Revised Budget OP Plan Process.” This draft lists 9 steps in the budget planning process and their corresponding target completion dates (see attached). The new budget must be submitted to District by March 5.
   • A draft will be submitted to the Budget & Planning Committee tomorrow and then to College Council.
   • The process should be more efficient this year. Nick Minassian gave a power point presentation to explain the revised online process. The IT team, including Nick, Maury and Hanh Tran, redesigned the website to update and clarify it, and asked the Council members for any suggestions they might have for further improvements. A discussion of several suggestions by Council members followed.
   • Maury will send chairs the codes again.
   • VP Johnson-Hawkins said the process will continue to be refined and the Council members agreed that Maury, Hanh and Nick did a great job updating the website.

3. Curriculum (S. Pazirandeh)  
a. Said distributed ECD (Electronic Curriculum Development) user instructions.

4. SLOs and Assessments (P. Flood)  
a. Pat said that more people need to complete SLOs on the online system between now and October 25. Use that date as a deadline.
   • Nick said that previously completed SLOs can be uploaded as Word document attachments.
   • From now on, new SLOs must be done on the new online system.

5. Next Council of Instruction meeting dates:  
   • November 3, 2010
   • December 2, 2010
   • January (no meeting)
   • February 2, 2011

Meeting adjourned at 3:00 pm

Transcribed by Susan Ghirardelli