**Dean of Instruction Meeting**

**July 26, 2012**

**9:00 am**

**In Attendance:** Michael White, Jim Chin, Jan Dekker, David Clark, John Fitzer

**Review of Meeting Notes**

* No changes

\*\* Need to include Vikki Piper from the North Centers in all future meetings

**Handbook**

* Everyone needs to review the first few pages until AAUP Statement
* John will begin do AAUP to Emergency Procedures
* David will do Emergency Procedures to Sabbatical
* Jan will do Sabbatical to end
* Jim will check all for Madera additions or changes

**Adjunct Orientation Workshop PowerPoint**

* Add Madera/Oakhurst info to slides
* Remove RC logo

**FTES**

* Online classes need to be listed all together
* We are at 5111 FTES our new target is 4370 for Reedley, that is a lot of classes to cancel in Spring
* Madera/OC
  + Needs to cancel a minimum of 32 classes
* Identify classes to cancel
  + Cap at 0 or put as pending to reach 4370 target
* Cancel down to the 4604 number in case budget initiative passes
* Start with cancelling all Sanger/Selma classes that were added
  + Sarina will email a list of those classes to deans
* Change Festejo PE classes to fee-based
  + We are still working on a mechanism to pay
  + David will work on since it is similar to EH class
* INTDS classes do not generate FTES
* Math 272 and Engl 270 do
* John will check into SARP class
* Cancel all those late added 12 week or 9 week classes that were added last Spring to bring up FTES
* Look into 2nd 9 week fall classes
* Combine PE 38 b/c
* For next meeting FTES result of all above cancellations
* Forward all cancellations to Jan
* After that we will need to get faculty input on what needs to be cut
  + Faculty will need to prioritize based on student needs not their own preferences
* Jan will contact Kelly Fowler regarding how FCC is doing FTES reductions

**Blanket PO’s**

* Still being held in Donna’s office
* Instructors need supplies before school starts
* Michael made decision to move them all to approval
  + All requisitions need to be copied and logged onto spreadsheet by Sarina

**Deans’ Updates**

**Future Meetings**

August 2, 2012

August 16, 2012