**Dean of Instruction Meeting**

**August 16, 2012**

**9:00 am**

**In Attendance:** Jan Dekker, John Fitzer, Jim Chin, Monica Cuevas, Vikki Piper, Michael White, David Clark, Donna Berry

**Review of Meeting Notes**

* No changes

**FTES Discussion**

* Slight change based on report sent by Doris, we were using a target of 90% fill rate, been told to use the 320 reporting number
  + Jim needs 320 #s for Madera
* Fall is projected at 2505
* Summer numbers are wrong. Summer FTES is duplicated, only 121, not 130+121
  + Need to add 80 FTES for Summer 2013
* Cuts still come to about 530 FTES for Reedley, 215 for Madera, 0 for Oakhurst
* Strategy
  + First, cancel all 19G’s for Spring, cancel all lingering community classes moved over from high schools, take out double counted classes
  + Second, identify classes to put in 0 cap/pending status
  + Need to remember to forecast positive attendance and coop (19v) classes
  + Need to check grant funded to make sure coded correctly
  + Need numbers broken up by campus, simple terms
  + Start by taking out all schedule C, then discuss programmatic obligations and schedule A obligations
    - Madera is taught 60% by adjuncts, so they began looking at multiple sections taught by adjuncts and cutting them
* Timeline
  + Schedule needs to be sent to print by September 24 when Leah returns
  + All final changes are supposed to be given to Cheryl by August 31st
  + Schedule should be completed by Thursday
* Michael would like a simple sheet created that contains the following:
  + Page 1
    - The drop dead deadline for completing schedule changes
    - Accurate FTES numbers
    - Brief description of summer 12 numbers and summer 13 numbers
    - Broken out by campus
    - Needs to be discussed by all deans
  + Page 2
    - 1st draft of department chairs proposed cuts and FTES outcome, with explanation reading, “Based on work by the department chairs, this is where we are.”
  + At division meetings address additional cuts and individual department issues
  + Bring actual numbers back to Michael and Donna at nest

**IIPP Training**

* All full and part time faculty need to complete
* Deans need to check to insure it’s done
* Darren Cousineau says it needs to be done every 2 years, each manager is responsible for monitoring their own areas
* Donna is going to try to get access to see everyone’s

**Edgar/Perkins Training**

* Deans/VP need to go to training, September 21st 8:30-12 at Modesto Junior College
* Jan recommends that one person go and train everyone else
* Monica volunteered, but Jan going to talk to Michael to see if this okay or who he wants to send
* Cost is $150

**SLOs**

* Only 36% completion
* Deans please prompt faculty to contact Eileen to find out what needs to be done
* September 15 deadline for all departments to post

**Survey for State Chancellor’s Office**

* Jim completed, needs to send to Diana
* Jan will complete for Reedley College

**FWS Allocation**

* Need to reduce our number from 20 to 14.
* Cut Office of Instruction
* Cut ESL
* Cut 1 Mech Ag
* Cut 1 AGNR
* Cut health
* Cut the Writing Center, but one from the library will be split with the writing center

**Deans’ Updates**

* Division A
  + Nothing to update since cabinet yesterday
* Division B
  + Working on scholarship grant, FTES, other things
* Division C
  + Nothing new
* Division D, E,F
  + Nothing
* Madera/Oakhurst
  + Very smooth start to beginning of semester

**Future Meetings**

August 23, 2012