**Vice Presidents of Instruction Council**

Meeting – March 10, 2009

**PRESENT:** Bill Coppola, Judy Murray, Linda Luehrs-Wolfe, Feleccia Moore-Davis, Julie Leidig, Gary Clark, Cher Brock

**GUESTS:** Marie Thibodeaux, Linda Head, Megan Costanza, Jen Murillo

1. **Curriculum Proposals** (Marie Thibodeaux) – All proposals were approved
2. **Standard Affiliation Agreements** - approved
3. **Substance Abuse Policy** - approved
4. **Nursing Admissions Appeal Policy** - approved
5. **Job Descriptions (VP and Deans)** – Reviewed Deans’ job descriptions; Deans are meeting with the Chancellor the week of March 16th for final review; Continued to makes edits on the VP job description, requested the Deans review the department chair job descriptions
6. **Data Needs –** Tabled
7. **Website Update –** Jen Murillo presented changes and asked for feedback on placement of common content and for VP’s to specifically review the “programs and classes” section.
8. **Willis ISD/Conroe ISD CE Workforce Program –** Tabled
9. **Workforce Development** – Linda Head and Megan Costanza presented the new program development process for the Workforce. There will be PCAL training on April 21-22, 2009.
10. **Goals** – Tabled
11. **SACS DS Information** – Tabled
12. **Faculty Credentials** – Reviewed recommendations and made suggestions for clarifications
13. **Program Review** – Linda presented Program Review Process as reviewed by Dr. Goodall and the notes from the EC review of the Process. VP’s recommended to put a new committee together to review and finalize the process for Academics; Committee to be comprised of two VP’s and one faculty rep from each college; recommendations are as follows:

Cindy Baker – English

David Zimmerman – Chair, Foreign Language/Speech

Jim Good – History/Government

John Burghduff – Math

Dave Bary – Science

Michael Kirch – Dean

Dana Morales – Dean

Julie Leidig

Feleccia Moore – Davis

 First meeting will be scheduled for one hour directly following the April VP meeting to discuss the workforce process

1. **College Readiness Standards Meeting** – VP’s to follow up with campus facilitators regarding College Readiness meetings for history, government and nursing; dinner/meeting was proposed for April 22 to work with ISD’s to develop strategies for aligning college readiness standards; Charlotte Twardowski and Susan Rush are taking the lead on this meeting.
2. **Adjunct Summer Workload** – Linda reviewed the chart laying out the Adjunct Summer Workload with the VP’s; VP’s requested the chart with clarification be sent to the Deans and DOM’s

Next VP Council Meeting: April 14, 2009