

Meeting Notes
 Instructional Council Meeting
 Friday, December 6 2019
 12:00p.m. – 1:00 p.m.
 Board Room

Present: ; Christina Tafoya ; Efrain S. 1272 109.44 11.

			; Betsy Lane	Becky Green
	; Michael Heumann	Carol Hegarty	; Jose Ruiz	Sydney Rice
	; Jose Velasquez	; Andres Martinez	Steve Holt	Ed Wells
	; Daniel Gilison	; Jill Nelipovich	Suzanne Gretz	; Andrew Robinson
	Xochitl Tirado	Kevin Howell		*T. Carboni, Designee
Visitors:	Gabriel Gonzalez, Scheduler	Jessica Prock, HPS Admin. S		
Recorder:	Linda Amidon			

Vice President for Academic Services Dr. Christina Tafoya called the meeting of the Instructional Council to order at 12:05 p.m., on Friday, December 6, 2019.

1. Annual Schedule Development Calendar

- x VP Tafoya noted that Instructional Council and the Enrollment Management Task Force members were invited to attend today's meeting as schedule development is an issue for both committees. She pointed to the Winter/Spring 2020 schedule as an example of the issue with the current timelines. The Winter and Spring 2020 schedules are live, however, staffing and minor changes are still being submitted. The timeframe is problematic as there is no extra time built into the timeline.
- x To address this timeline issue, VP Tafoya asked Scheduler Gabriel Gonzalez to prepare two schedule development calendars 1) The current calendar with timelines backed up a bit, and 2) a calendar with timelines for the development of an annual schedule.
- x Gabriel presented the proposed timelines for development and publication.

2. Justification for New FullTime Teaching and Faculty PositionRevision of Form
x VP Tafoya reviewed the revised form with committee members. She