


AIT MEETING Minutes Wednesday, October 19, 2011	ESTRELLA MOUNTAIN COMMUNITY COLLEGE  <i>"Your Success is Our Success"</i>
Members Present (Bold):	

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|------------------------|---------------------------|---------------------------|-------------------------|
| Armida Ortega | Frank Amparo | Linda Scott | Stephanie Fujii |
| Bronwen Steele | Heather Weber | Lisa Widowski | Stephanie Natividad |
| Bryan Tippet | Jason Martinez | Luvia Rivera | Sue Tavakoli |
| Christina Izaguirre | Jim Nichols | Nadine Johnson | Sylvia Orr |
| Christina Van | Jonathon Robles | Nikol Price | Tanisha Johnson- |
| Puymbroeck | Joyce Jackson | Polly Miller | Maxwell |
| Clarissa Davis- | Kathleen Iudicello | Rebecca Baranowski | Tom Cotner |
| Ragland | Kathy Whitney | Rene Willekens | |
| Clay Goodman | Kristen Hepburn | Rey Rivera | Guests: |
| Debbie Kushibab | Larry Pesta | Rodica Heinz | |
| Debra Sheldon | Laura Dulgar | Ralph Campbell | |
| Elena Beltran | Leda Johnson | Rich Marmon | |
| Ernie Lara | Linda Keyes | Sandy Maas | |

	Agenda Items	Responsible Member	Time
	Call to order	Clarissa Davis-Ragland	30 sec
	CPD (Separate Agenda)	Jim Nichols	35 min
	<ul style="list-style-type: none"> See CPD Agenda and Meeting Minutes 		
I	Review and Approval of minutes from April Meeting	Clarissa Davis-Ragland	5 min
	<ul style="list-style-type: none"> Unanimous approval of September Meeting Minutes 		
II	AIT Scheduling Sub Committee Updates	Bryan Tippet, Debra Sheldon	10 min
	<ul style="list-style-type: none"> Classroom Space Management Guidelines (see attachment) Vote: Approved Next meeting will discuss Buckeye schedule (credit courses only). All members are encouraged to attend. 		
III	Class Cancellation Process	Becky Baranowski	10 min
	<ul style="list-style-type: none"> Problems finding instructors for rollover classes while staying within the allowed credit hours. Question of whether we can change the process of cancelling classes the Wednesday before class start date and discussion of options Vote: Continue conversation between Deans and Division Chairs 		

IV	Class Withdrawal Dates and Information	Becky Baranowski	10 min
<ul style="list-style-type: none"> Last day to withdrawal is based on the start date and length of the class Discussion of supplying guidelines on withdrawal dates for each class start date and length aside from the general 16-week course. Vote: Question/Request will be brought up to Frank Amparo 			
V	Adjunct Evaluations as a College (How often they are completed)	Becky Baranowski	10 min
<ul style="list-style-type: none"> First three semesters per adjunct handbook, then up to college. Vote: Sue Tavakoli will be asked by Clarissa Davis-Ragland to take up to Nikki Jackson, Vice Chancellor of Human Resources and Lee Combs, District General Counsel 			
VI	Student Complaint and Grievance Process	Debbie Kushibab	15 min
<ul style="list-style-type: none"> Faculty texting students is highly discouraged. Using only official means of communication is recommended. If communication with student is via phone call, you may tell the student that phone conversation will be recapped in an email. Parent Avocation: Parent is always welcome to help the student, but the student is the only one that can officially submit a grievance. Through Public Records Act, parents can request student info but can only receive what is on record (no new documentation will be created) and must adhere with FERPA. Refer students to policy and catalog 			
VII	Student Evaluations of Faculty	Rene Willekens	10 min
<ul style="list-style-type: none"> *See Attachment Suggestion: Distribute via email to students Update will be added to next month's agenda 			
VIII	Spring 2012 Academic Schedule	Clay Goodman	5 min
<ul style="list-style-type: none"> Offering a more comprehensive schedule Improved transfer from Fall to Spring Send Gina Sandoval contact information for adjunct faculty teaching at Buckeye Educational Center. Remote evaluations of instructors at Buckeye options will be looked into. If possible, Gina Sandoval will be conferenced in during November meeting via phone or webcam. 			
IX	Agenda Items for Nov Meeting	Clarissa Davis-Ragland	5 min
<ul style="list-style-type: none"> Updates for Student Evaluations of Faculty-Rene Wilekens Class Withdrawal Dates and Guidelines – Frank Amparo Adjunct Evaluations Update- Sue Tavakoli/Clarissa Davis-Ragland 			
Adjourn			
3:55pm			