IHSS Faculty Meeting - Minutes
September 12, 2011

Attendees: Jana McClelland, Angelena Moore, Marilyn McNall, Madelyn Arballo

Topic	Updates / Discussion / Outcome
1. **Recap from last class** • **Instructor input** • **Review of student input** • **Thoughts on improvements and implementation**	Regarding recap for last class: • Students overall were at a higher academic level than previous students • Students selected truly interested in medical career path • Some of the students' language was not adequate for the course; need better screening process • Still some attendance issues with a few students Thoughts on improvements: • Refer students for ESL screening to determine ability to benefit (Level 5 recommended placement); MA will give Marilyn documentation for ESL referral • Be firm with attendance policy; affects morale and interrupts educational progress of other students
2. **Evaluation of next class** • **New tool** • **Add'l tool for counseling faculty/advisors**	• Examined the PHCAST grant tool/student survey; doesn't have any evaluation for counseling/advising or tutors and it's very long • Created, based in part on Continuing Ed student survey, a small survey for advising and tutoring. MA will send to instructors and Marilyn for review.
3. **SLOs** • **Career Dev – Follow-up on data/results** • **IHSS – update**	• Angelena will split up the SLO results and report by SLO by next Friday, September 23 so they can be entered into e-PIE. She would also like to revise her SLOs for the next class. She will send these to MA before the next class. • Jana and MA need to meet about IHSS. Also with the changes in curriculum, they may need revision.
4. **Grading rubric and Banner** • **Review for updates** • **Attendance and process**	• Reviewed the grading rubric and made revisions. Instructors will review once more before it's finalized.
5. **HHA Approval** • **Sustaining sequence**	• Course was approved, although it's unsure that there are funds available to support other services needed for this course, i.e., clinicals, clerical, etc. Madelyn will make sure to tell Jemma (Assoc Dean T/H); Marilyn will make sure that Kathy and Nancy know.

6. **Program SLO**
    • **Ideas, challenges**
    • **Grant and noncredit class**
	• Program goals will be created for IHSS; input included goals related to these concepts/issues:
	    ○ Placement or career path
	    ○ Post-program (may be VERY difficult and not possible with resources)

7. **Instruction** • **Non-teaching and teacher prep**	• Nonteaching hours may be claimed when you create curriculum, attend faculty meetings or create SLOs. Assessing SLOs, grading, class prep is part of your hourly pay.

8. **New curriculum review**
    • **Length, content, etc**
	Thoughts on new curriculum:
	    • Improvement of quality and content
	    • Will prepare them more thoroughly for CNA
	    • Length isn't realistic with number of students in the class
	    • Some modules excluded (appropriately)
	Ways to manage changes
	    • Split resume portion in two sessions (6 hours max)
	    • MA needs to see if we can add instruction time
	    • Jana wants to order more videos

9. **Miscellaneous/ Questions/Concerns/ Program Needs?**	