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Minutes (unapproved)

Academic Senate Meeting

June 1, 2017

Present: Jeff Archibald, Martin Ramey, Lina Soto, Tim Engle, Scott Guth, Chisa Uyeki, Abby Wood, Vicki Greco, Luisa Howell, Dana Miho, Liesel Reinhart, Michael Sanetrick, Eric Kaljumagi, Donna Necke, Regina Martinez, Linda Rogus, Jennifer Hinostroza, Corey Case, Alison Chamberlain, Stephen Villasenor, Jenny Leung, Janet Truttmann, Barry Andrews, Chan Ton, Michelle Shear, Eloise Reyes, Holly Cannon, Tamra Horton, Hector Sanchez, Rita Van Dyke-Kao, Shari Wasson, Kelly Rivera, Kate Cannon, Robert Purcell, Liz Ward, Sun Ezzell, Dianne Rowley, Scott Childress, Karla Rivas, Jaime Hooper, Phillip Wolf, Matthew Burgos

Absent: Bruce Nixon, Michelle Sampat, Joan Sholars, Maria Davis, Fred Kobzoff, Beta Meyer, Tony Henry, Roxan Arntson, Jean Metter, Patricia Maestro, Rebecca Walker, Jared Burton, Gregg Whitmore, Michelle Boyer, Shelby White, Charis Louie, Lance Heard, Robert Augustus, Samuel Wolde-Yohannes, Serena Ott

Guests: Ivet Bazikyan, Emily Versace, Erin Danson, Carmen Rexach

- I. Call to Order: The meeting was called to order at 11:37 a.m.
- II. Consent Agenda: *A motion to approve the Consent Agenda was made, seconded and approved unanimously.*
- III. Public Comment: James Stone spoke in support of sustainability on the campus. California has committed itself to sustainability and seen significant growth of green jobs and growing renewable energy in the state. Education has a role in sustainability and urges the senate to vote yes on the sustainability task force recommendations.
- IV. Officer Reports
  - A. President:
    1. Academic Mutual Agreement Council
      - a) AMAC met on May 22 and covered the following issues:
        - (1) Dual Enrollment MOUs: The schedule and MOUs for the proposed three dual enrollment sites in 2017-18 were shared. Several questions were posed regarding the schedule, and numerous inconsistencies were noted in the MOUs. Marty and Jeff agreed to meet with Joumana to go over the MOUs in more detail and work on changes.
        - (2) AP4232 Pass or No Pass Grading: The AP was accepted as adopted by the Senate. It will now proceed to PAC as an information item.
        - (3) Resolution 17-05 Encouraging the Use of Early Progress Reports: The resolution was discussed and accepted. Discussion focused on how we follow up on referrals once a faculty member makes them. It was agreed that more work needs to be done to improve the early progress system. Marty and Irene will work over the summer on a draft of the memo to faculty called for by the resolution.
        - (4) Resolution 17-06 Testing Center Facilities: The resolution was discussed and accepted. Irene will work on getting an update to Marty by July 1, although an update on staffing plans and budgets may not be ready by that time.
        - (5) Faculty Hiring: New one-year temp requests from Communication and Paralegal were received. Paralegal in particular has accreditation concerns with the American Bar Association given the large number of program classes being taught by adjunct faculty. The current round of hiring will put us one over the FON, so it was unclear if the President would approve additional one-year temporary hires. Irene agreed to take both forward to the President to gauge his response.
      - b) AMAC will next meet on June 12
    2. Accreditation Steering Committee
      - a) The committee has not met since my last report and will next meet in September.
    3. Equivalency Committee
      - a) The May 22 meeting was canceled due to no agenda items. The committee will next meet on September 25.

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4. Institutional Effectiveness Committee
    - a) IEC met on May 24 and covered the following issues:
      - (1) Gave final approval to the Institutional PIE summary
      - (2) Discussed the roll-out of and training for the new PIE process
      - (3) Discussed further the new model for the Strategic Plan
    - b) IEC will next meet on June 14.
  5. President's Advisory Council
    - a) PAC met on May 24 and covered the following issues:
      - (1) VOICES Committee Purpose and Function – PAC reviewed proposed changes and requested that further changes to the proposed membership be made.
      - (2) AP/BP 6510 Networked Video Cameras – The policies were presented for review. Numerous questions were raised that need further definition and elaboration in the AP. The President agreed to take the policy back for further revisions.
      - (3) BP 7601 Campus Public Safety Internal Policies and Procedures – The policy was returned to PAC for a first reading with revisions based on discussion at the April 26 meeting. The policy will be up for a final approval vote on June 14.
    - b) PAC will next meet on June 14.
  6. Board of Trustees Meeting
    - a) The Board of Trustees met on May 10. At the meeting our retiring faculty and Educators of Distinction were recognized. Honors students selected for the All-USA Community College Academic Team were also recognized. The Board acknowledged the Respiratory Therapy program for both an award for credentialing success and for its student teams who won the regional Sputum Bowl competition. Dr. Irene Malmgren was also recognized for winning a statewide CIO award. The Board received presentations on Mt. SAC's performance on the CCCCO Scorecard and the IEPI metrics. The Board also approved the EEO Fund Multiple Method Allocation Model Certification for 2017-18 and a request for an allowance of attendance due to a power outage that shut down the Child Development Center for a day.
    - b) The Board will next meet on June 28.
  7. Management Screening Committee Appointments
    - a) A call was sent out to all faculty to serve on the following committees:
      - (1) Associate Dean, Instruction: 5 faculty responded, Kristina Allende and Michelle Dougherty were appointed
- B. Vice President:
1. Budget Committee
    - a) Budget met May 17 and discussed the Governor's May Revise as well as reviewed our 2015-2016 Goals. In the revised budget, the Governor proposed an additional \$160 million to be added to base funding for community colleges, of which Mt. SAC is likely to receive an additional \$4.5 million. No growth is expected.
  2. Flex Day Proposals
    - a) A joint call for proposals went out a couple of weeks ago from both faculty and classified groups requesting presentations for Fall Flex and CPD Days. Early submittal and consideration was encouraged for May 30. However, we will continue to accept proposals and encourage additional submissions until the final deadline for **June 6**. *Please encourage anyone who has suggestions for a presentation to apply.*
  3. SP&S
    - a) SP&S Report – there is no report from SP&S as it has not met since our last Senate meeting.
- V. 10+1 Awards
- Awards were given to 19 recipients. Liesel Reinhart presented a gift to Jeff Archibald for his service to faculty and the academic senate. Jeff presented gifts and recognized Luisa Howell, Chisa Uyeki, and Michael Sanetrick for their service on Academic Senate Executive Board.*
- VI. Action
- A. SP&S: Basic Skills 2017-18 Budget Recommendations *Motion to approve and seconded. Discussion and passes unanimously.*

- B. SP&S: BP 5010 Admissions *Motion to approve and seconded. Discussion. Move to postpone until considered action item D and seconded. Vote taken and passed unanimously to postpone. Motion to consider item D next and seconded. Passes unanimously. After item D passed, back to item B. Vote taken to approve BP 5010 passes unanimously.*
- C. SP&S: AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students *Motion to approve and seconded. Discussion. Page 6 fourth paragraph, there was a late addition that needs to be looked at. Motion to amend and strike "for the particular dual enrollment assignment," in the fourth paragraph. Motion seconded and discussion ensued. Vote to strike passes with 2 nays (Vicki Greco, Michael Sanetrick) and 1 abstention (Scott Guth) Motion to amend on page one under bullet points 2 and 4 to add, "As a 10-12 grade student..." in both bullets 2 and 4. Motion to amend passes unanimously. Vote to accept AP 5011 passes unanimously.*
- D. Dual Enrollment Mutual Agreement Committee Proposal *Motion to approve and seconded. Discussion and passes unanimously.*
- E. Dual Enrollment Task Force Recommendations *Motion to approve and seconded. Discussion and passes unanimously.*
- F. Resolution 17-09 In Support of AB 288 *Motion to approve and seconded. Discussion. Vote taken and resolution passes unanimously.*
- G. Resolution 17-08 Faculty Role in Commencement Planning *Motion to approve and seconded. Discussion. Vote taken to adopt the resolution passes unanimously.*
- H. Sustainability Task Force Recommendations *Motion to approve and seconded. Discussion. Eric Kaljumagi raised concerns with several portions. #1, Sustainability Literacy requirement as it narrows the GE options and for our vocational students. #3, do not need a coordinator to work on the leaf designated courses and workshops, #4 research and Mt. SAC is not a research institution and this is usually done at four year universities. Alright with 2, 5, and 6. Kate Cannon echoed Eric's concerns and recommend looking at Humboldt State and what they did. She is also concerned with #2. Chisa Uyeki spoke about the task force purpose and explained that there have been discussions across campus for over 2 years. The task force was put together due to the ACUPCC and this agreement requires that there be a curriculum component and experience for all students so they looked at ways to implement this requirement of meeting the educational experience. The degree requirement would exclude the AA-T requirements. Motion to extend the debate by 5 minutes was seconded and approved unanimously. Maria Davis discussed concerns regarding impact of new requirement for CTE students. Further discussion ensued. Motion to divide the first recommendation from the others and seconded. Motion to divide passes with 4 nays (Linda Rogus, Chisa Uyeki, Phil Wolf, Scott Guth) and 1 abstention (Alison Chamberlain). Motion on item 1 fails. Call for division of the house, 8 yays, 23 opposed (Michael Sanetrick, Vicki Greco, Chan Ton, Jennifer Hinostrroza, Hector Sanchez, Rita Van Dyke-Kao, Kate Cannon, Michelle Shear, Holly Cannon, Maria Davis, Karla Rivas, Scot Childress, Eloise Reyes, Shari Wasson, Abby Wood, Regina Martinez, Robert Purcell, Liz Ward, Eric Kaljumagi, Phil Wolf) 5 abstentions (Matthew Burgos, Tamra Horton, Jenny Leung, Janet Truttman, Luisa Howell)*  
*In favor of adopting items 2-6 passes. Division of the house. 18 in favor, Nays 10 (Jennifer Hinostrroza, Michelle Shear, Holly Cannon, Maria Davis, Regina Martinez, Robert Purcell, Liz Ward, Phil Wolf, Eric Kaljumagi) Abstentions 7 (Michael Sanetrick, Matthew Burgos, Tamra Horton, Karla Rivas, Scot Childress, Shari Wasson, Eloise Reyes)*
- I. 2017-18 Senate Constitution *Motion to approve and seconded. Discussion. Amendment to the constitution passes unanimously.*
- VII. Discussion
- A. Resolution 17-10 Alternative Math Pathways (Contact: Scott Guth) *Motion to suspend the rules and consider as an action item passes unanimously. Move to vote to adopt the resolution passes with one abstention (Janet Truttman)*
- B. 2017-18 Senate Handbook (Contact: Martin Ramey) *Will return in the fall due to time constraints.*
- C. SP&S: BP 5000 Student Success *Will return in the fall due to time constraints.*
- D. SP&S: BP 5015 Residence Determination *Will return in the fall due to time constraints.*
- E. SP&S: BP 5040 Student Records, Directory, and Privacy Information *Will return in the fall due to time constraints.*
- F. SP&S: BP 5052 Open Enrollment *Will return in the fall due to time constraints.*

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- G. SP&S: BP 5055 Enrollment Priorities *Will return in the fall due to time constraints.*
  - H. SP&S: BP 5120 Transfer Center *Will return in the fall due to time constraints.*
  - I. SP&S: BP 5200 Student Health Services *Will return in the fall due to time constraints.*
  - J. SP&S: BP 5400 Associated Students Organization *Will return in the fall due to time constraints.*
  - K. SP&S: BP 5410 Associated Students Elections *Will return in the fall due to time constraints.*
  - L. SP&S: BP 5420 Associated Students Finance *Will return in the fall due to time constraints.*
  - M. SP&S: BP 5500 Standards of Conduct *Will return in the fall due to time constraints.*
- VIII. Legislative Liaison Report: No report
- IX. CTE Liaison Report: No report
- X. Noncredit Liaison Report:
- A. On Friday, May 26, a team of faculty and staff from the School of Continuing Education organized a Professional Development Day for College of the Canyons which include the Chancellor, Dianne Von Hook, her Cabinet, Academic Senate and AS Curriculum Liaison, faculty, Deans and other staff. Dr. Scroggins invited Dr. Van Hook to our campus to learn how Mt. SAC has integrated into the campus operations and structures because she is interested in promoting this model at COC. Presenters included Dr. Scroggins, Dr. Madelyn Arballo, Dr. Irene Malmgren, Michelle Sampat, Dana Miho, Donna Necke, Dr. Tami Pearson, Jonathan Hymer, Mary Lange, Dr. Francisco Dorame, L.E. Foisia, Omideh Miri, Barbara McNeice-Stallard, Krystal Yeo, Dr. George Bradshaw, and Dr. Joumana McGowan. Highlights included the following:
    - 1. Organizational structure
    - 2. What can or can't you do in noncredit
    - 3. Developing noncredit programs
    - 4. Noncredit pathways
    - 5. Characteristics of noncredit students
    - 6. Noncredit progress indicators
    - 7. Noncredit operations, planning, and integration
  - B. Mt. SAC is also partnering with Glendale College on June 2 and hosting the first Noncredit Community of Practice Webinar. This webinar is a continuance of the overwhelming success of the Noncredit Summit. The webinars will continue monthly with the most in demand summit topics and other important noncredit topics. This webinar will cover noncredit enrollment practices including Open Entry/Open Exit and managed enrollment challenges and how we overcome them through creative teaching strategies. Maria Czech, Jan Young from Glendale Community College and Liza Becker, Dana Miho, Donna Necke from Mt. SAC will be the presenters.
  - C. On May 31, the faculty and administrators from the School of Continuing Education attended a regional I-BEST workshop with our AEBG partners. The overall topic was contextualized education and strategies to deliver these practices across adult education programs. Topics covered include team teaching and collaborative planning, pathway models, wraparound services, recruitment, education and employment outcomes, funding, and return on investment.
  - D. Faculty across all departments within SCE are meeting monthly to establish protocols and compare processes for teaching and learning. These include syllabi that meet the AS standards as well as take into consideration the needs of noncredit and the non-traditional enrollment and instructional approaches. There is also an opportunity for more noncredit faculty to be involved in Division planning and to provide input on these matters. Most importantly this COP is seeking to promote a greater mass of faculty leadership within the division. Adjunct faculty are paid for their time at these meetings. We will also be bringing in speakers and experts relevant to noncredit students and teaching, including the state senate and Michelle Sampat who will be here on June 7 to discuss regional noncredit curriculum and noncredit CTE curriculum.
- XI. Faculty Association Report:
- A. FA Representative Council
    - 1. The final Representative Council meeting of the year will be on **6 June** where we will consider next year's goals for the association and a budget amendment for our printing account.
  - B. Negotiations
    - 1. The FA and the District have recently completed their twelfth negotiations session, and seventeen tentative agreements have been signed thus far, including an improved health and safety article. A detailed report will be given to members of the FA's

Representative council next week. While negotiations could conclude as early as 9 June, there is an increasing chance that more time will be needed. Please remind faculty to monitor their Mt. SAC e-mail if they desire further information.

- C. 2017-20 Committee Vacancies
    - 1. There are still open spaces on the FA Governance Committee (non-Exec. Board) and spaces have just opened up on the FA Hospitality and FA Awards committees. Those interested in serving on one of these committees should contact the FA President at [ekaljumagi@msac-fa.org](mailto:ekaljumagi@msac-fa.org).
  - D. FA Student Achievement Fund Awards Breakfast
    - 1. The FA is proud to host its own awards breakfast, where we will present deserving students with cash awards. This awards breakfast will be held on Saturday, **10 June** at 9:00 a.m. in Founders Hall. All faculty are invited, and no RSVP is required.
  - E. Flex Week Activities
    - 1. The FA is beginning to plan events for the fall semester. We will hold a department chair training on **23 August** and an adjunct faculty orientation on **24 August**. The Fall Flex Day in 2017 will be held on **25 August**.
- XII. Associated Students Report:
- A. Senate Co-Chair Appointed – Tianna Taylor was chosen as the new Senate Co-Chair for Associated Students.
  - B. New Senators – A.S. had about 15 applicants and all of them were accepted and got a position in the next A.S. Senate. All positions will be filled in the A.S. Senate.
  - C. Successor – Maia Lopez, the former Athletics Senator will be my success for the next term. Very driven, hard-working, and passionate individual who cares a lot for student success.
  - D. Athletics Fair Approaching – Going on right now, you are more than welcome to join us in Kerr's corner. There will be food and great activities available for everyone.
  - E. Grading system discussion – After discussing in the A.S. Senate, it was decided against changing the current grading system. Both sides were presented and deliberated on, and the A.S. Senate decided against any changes.
- XIII. Council Reports:
- A. Curriculum & Instruction Council Report:
    - 1. Committees
      - a) Distance Learning: April 11, 2017 and April 25, 2017
      - b) Educational Design: Minutes: May 16, 2017 and May 23, 2017
      - c) Outcomes - Minutes: May 2, 2017
      - d) Content Review: May 3, 2017
    - 2. Curriculum
      - a) Curriculum & Instruction: Action Items: None
      - b) Curriculum & Instruction Council Information Items:
        - i. Music Families: See attached handout
        - ii. Content Review Committee Purpose, Function, and Membership: See attached handout
        - iii. 2016-17 EDC Committee Goals: See Attached Handout
        - iv. 2016-17 C&I Council Goals: See Attached Handout
        - v. Curriculum Review for 2016-17: 500 courses and programs were reviewed this year.
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|----------------------|-------------------------|
| Courses Grand total: | 491                     |
| New courses:         | 33 credit 7 noncredit   |
| 4yr review:          | 159 credit 95 noncredit |
| Modifications:       | 110 credit 22 noncredit |
| Inactivations:       | 37 credit 9 noncredit   |
| DL:                  | 19                      |

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Programs Grand Total: 58

New: 10 credit 4 noncredit

Modifications 42 credit

Inactivation 2

- vi. Courses Approved on EDC Consent Agenda
  - a. CISP 11 Programming in Visual Basic
  - b. CISP 11L Programming in Visual Basic Laboratory
  - c. EMS 20 Emergency Cardiac Care for Paramedics: Units to contact hours alignment. Units adjusted from 2 to 1.5. (lec/lab: 18/48 to 18/30)
  - d. EMS 30 Pharmacology for Paramedics: Units to contact hours alignment. No unit adjustment. (lec/lab: 36/18 to 36/54)
  - e. EMS 50 Paramedic Skills Competency: Units to contact hours alignment. Units adjusted from 5.5 to 5. (lec/lab: 67/80 to 54/108)
  - f. EMS 60 EMS Theory for Paramedics: Units to contact hours alignment. Units adjusted from 9 to 8.5. (lecture from 157 to 153)
  - g. EMS 70 Paramedic Clinical Internship: Units to contact hours alignment. Units adjusted from 4 to 3. (lab hours from 192 to 162). Removed Prereq EMS 1 and Coreq EMS 60. Added prereqs 10, 20, 30, 40, 50, & 60.
  - h. EMS 80 Paramedic Field Externship. Units to contact hours alignment. Units adjusted from 10 to 9. (lab hours from 480 to 486)
- vii. Courses Deleted on EDC Consent Agenda
  - a. EDT 16 Basic CAD and Computer Operations: Modified to MFG 110 Introduction to CAD
  - b. EDT 18 Engineering CAD Applications: Modified to MFG 120 CAD for Manufacturing
  - c. EDT 24 Engineering CAD 3-D Solids and Surfaces: Modified to MFG 210 Advanced CAD
  - d. MFG 10 Mathematics and Blueprint Reading for Manufacturing: Deleted
  - e. MFG 12 Mfg Process II: Modified to MFG 155 Manual Machining II
  - f. MFG 38B Advanced MasterCAM: Modified to MFG 220 Computer Aided Machining II
  - g. MFG 85 Manual CNC (Computerized Numerical Control) Operations: MFG 130 Modified to Manufacturing Processes and Materials
  - h. FASH 30 Fashion Design and Product Development I: Fashion Merchandising Level II Program has been modified to remove FASH 30
  - i. PHOT 1 Laboratory Studies: Black and White Photography
  - j. PHOT 11 Intermediate Photography
  - k. PHOT 25 Digital Capture Workflow
  - l. PLGL 47A Litigation Procedures
  - m. PLGL 47B Litigation Practice

- n. SL2 Linked Service Learning
- o. THTR 60 Children's Theater
- viii. Courses Reviewed and Approved:
  - a. EMS 10 Anatomy and Physiology for Paramedics. Units to contact hours alignment. Units adjusted from 3.5 to 3. (lecture hours from 61 to 54)
  - b. EMT 90 Emergency Medical Technician Units to contact hours alignment. Units adjusted from 8 to 7. (lec/lab from 105/115 to 90/108)
  - c. EMT 90-A Introduction to EMS System: Units to contact hours alignment. Units adjusted from 2 to 1.5. (lec/lab from 24/20 to 18/27)
  - d. AMLA 31R American Language Basic Reading: Textual prerequisite removed. Added advisory: Placement into AMLA 41W
  - e. AMLA 32R American Language Intermediate Reading: Removed prerequisite AMLA 31R and textual prerequisite. Added Advisory: Placement into AMLA 42W.
  - f. AMLA 33R: American Language Advanced Reading: Removed prerequisite AMLA 32R and textual prerequisite. Added Advisory: Placement into AMLA 43W.
  - g. VOCBA 71: Approved noncredit courses mirroring BUSA 71
  - h. CHLD 69 Early Childhood Development Field Work Seminar: Prerequisites of CHLD 67 and 68 added. SAM code change from B to C.
  - i. CHLD 91 Early Childhood Dev Field Work: Prerequisites of CHLD 67 and 68 added. SAM code change from B to C.
  - j. ENGL 90 Accelerated Developmental Writing: Removing Completion of AMLA 43W. Adding eligibility for AMLA 33R as advisory.
  - k. MATH 110S: For C-ID approval
- ix. Approved New Courses:
  - a. R-TV 41 Video Engineering: Video engineering for television, video assist for film, and other electronic media. Covers the role of the video engineer in a variety of settings, signal recording and distribution, wiring video systems for remote and studio productions, troubleshooting, and working with live productions.
- x. Approved DL Courses:
  - a. AGOR 24
  - b. AGOR 64
  - c. KIN 34
  - d. STDY 85A
  - e. HIST 36
  - f. ANTH 5
  - g. ANTH 22

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- h. READ 100
  - i. PSYC 14
  - xi. Approved Programs:
    - a. Infant and Toddler Development: Added CHLD 79, 86, & 87. Removed CHLD 6, 61, and 62. No unit change. Eliminated required electives. All courses on the certificate are required.
    - b. Paramedic Certificate: Unit Change due to course units to hours realignment. Title Change from Emergency Medical Technician – Paramedic (EMT-P) to Paramedic.
    - c. Emergency Medical Technician EMT 90 Certificate: Unit Change due to units to hours realignments. No other changes were made.
    - d. Emergency Medical Services Degree: Unit Change due to course units to hours realignment. No other changes were made.
    - e. Mental Health – Psychiatric Technician Certificate: Revised textual modification to notation
    - f. Mental Health – Psychiatric Technician Degree: Revised textual modification to notation
    - g. New Video Engineering Certificate: Designed to prepare students for entry-level jobs as Video Engineers in remote and studio television production. Includes training in video production and maintenance engineering as required for video engineers.
  - xii. Deleted Programs:
    - a. Graphic Design AS
  - B. Student Preparation & Success Council Report: No report.
  - C. Professional Development Council Report: 5/4/17
    - 1. PDC Updates
      - a) SanFACC selections were made (3 classified). No faculty applied this year.
      - b) PDC will be discussing the conference & travel request process at their upcoming annual retreat, including a review of unapproved requests
    - 2. FPDC
      - a) FPDC would like to become the formal committee for advising on FLEX days (currently PDC); they will have two special meetings a year and bring in additional guests to meet the state FLEX requirements. PDC agreed to this plan.
    - 3. CPDC
      - a) CPDC day is going to be August 18th. A joint request for proposals went out again this year with the request for FLEX day presenters.
    - 4. MPDC
      - a) There is now a manager on PDC representing MPDC so they do not feel they need to have classified or faculty on MPDC – since PDC is where the groups collaborate.
      - b) They are beginning to develop training in leadership and also dealing with issues they face in their jobs.
    - 5. Conference and Travel
      - a) PDC reviewed final requests. It was noted that the \$1500 per person is not guaranteed and should not be built into grants as an assured funding source. We only have budget for approximately 75-90 faculty per year to get full funding – less than 5% of our total eligible faculty members.
- XIV. Coordinator Reports

*The following Coordinator reports were distributed.*



- A. New Faculty Seminar
  - B. Distance Learning
  - C. Basic Skills
  - D. Outcomes
  - E. Teacher Preparation Institute
- XV. Information/Announcements:
- XVI. Adjournment: 1:09 p.m.

DRAFT