

MONTH OF OCTOBER 2018 REPORT

DEPARTMENT: INSTRUCTIONAL DEPARTMENT

DATE: Oct. 31, 2018

DATE	UPDATES/EVENTS	DESCRIPTIONS
Oct. 8 th & 9 th	Mid-Term Exams	❖ Mid-term exams for KC were held on 8 th & 9 th of the month.
	TYC Coordinator Arrived	❖ TYC Coordinator, Ms. Pelsihner Elias, arrived on the 8 th to meet with TYC participants. A draft schedule for her meetings was distributed to all the elementary schools, except for WES. She also met with KHS teachers who are also in this program and other teachers who wished to enroll in the program. She departed for PNI on 13 th of the month.
	Budget 2020 Meeting	❖ The department heads, along with the Business Office specialist, met with Dean Mike to work on the KC budget for 2020. After our meeting, Dean Mike had to do some revisions to the budget before its submission later on.
Oct. 12 th	<i>Submission of New Course Outline & Modification form for VEE 223, VSP 121, & AG 094</i>	❖ Review and modification of old course outlines for the following courses: VEE 223, VSP 121, and AG 094 took place during the month. New COs, along with course modification forms were submitted to DAP. This was done as part of a college policy to review 25% of college courses each semester.
Oct. 17 th -31 th	<i>Continue Uploading IA Data on Tracdat Database</i>	❖ Data for AY 2017-2018 were uploaded on the tracdat database during the month. These data include the three objectives for IA, administrative unit plan, targets, results, improvement activities, etc.
Oct. 17 th	Ad hoc Committee Formed	❖ An ad hoc committee was formed on the 17 th October to review and interview three candidates for the ACE English Mentor position. The members of this committee are: Robert Jonas (Chairman), Sharon Oviedo, Mary Sigrah, Arthur

		Jonas, George Tilfas, and Miako Sahm. Their first interview will begin on the first week of November.
Oct. 18th	Schedule for School Visitation and Classroom Observation Submitted	❖ ED 210 & ED 292 students will do school visitations and classroom observations at LES, TES, SES, MES, and UES starting Oct. 30 th – Nov.30 th . The schedule was distributed to KDOE and the elementary schools where these activities will be implemented.
Oct. 22nd	Program Review for ET Completed	❖ The program review for ET Program was completed and is under review before its submission on the first week of November. Thanks to ET program manager, Hiroki Noda, for taking the time to collect data and put those on the PR template.
Oct. 23rd	Class Schedule for Spring 2019 Uploaded	❖ Classes for Spring 2019 were uploaded on the SIS for all to see. All faculty members and SSO/OARR staff are requested to view and inform if there are other courses that the students need to take but not uploaded on SIS.
Oct. 28th	Classroom Observation for Fall 2018 Commenced	❖ The KC-IC started with his classroom observation and will complete it by November. All faculty members, both full-time and part-time, will be observed. Based on the new college policy for classroom observations, there will be only one classroom observation per academic year, and the effective date is this fall.
Report submitted by: George Tilfas		Date: October 31, 2018