

# Council of Chairs & Coordinators

**Minutes of the Meeting – Monday, November 9, 2009**

**MEETING ATTENDANCE:**

X	Oralee Holder , Chair		Angie Gish (CHD Dev Center)		Jim Wilsterman (Humanities)
x	PJ Ortmeier (AOJ) Tina Young	X	Joel Castellaw (Comm)	X	Priscilla Rogers (Int Bus, Mrkt, Man)
	Helen Liesberg (American Collegiate Eng)	X	Janet Gelb (CSIS)		Julie Middlemas (Library)
X	Jennifer Carmean (ASL)	X	Bonnie Schmiege (Counseling)	x	Jenny Vanden Eynden (Math)
X	Jennifer Bennett (Art)		Danny Martinez (Cross Cult)	x	Susan Working (Math)
	Ross Cohen (Astronomy, Physical Sci, Physics)		Joe Orate (Culinary Arts)	X	William Snead (Media Commun)
X	Israel Cardona (Behav. Sci)	X	Kathy Meyer (Dance)		Paul Kurokawa (Music)
X	Virginia Dudley (Bio Sci)		Shirley Pereira(Dev Math)		Derek Cannon (Music)
X	Craig Milgrim (Bio Sci)		Nemie Capacia (Dev Math)		Debbie Yaddow (Nursing Asst Dir)
X	Brian Keliher (Bus Admin)	X	Jane Nolan (DSPS)	X	Sharon Sykora (Nursing)
X	Linda Snider (BOT)	X	Carl Fielden (DSPS)		Diane Gottschalk (Nursing)
	Mark Presnall (BOT)	X	Gary Jacobson (Earth Sci)		Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst)
X	Andy Biondo (CVT, Ortho Tech)	X	Oralee Holder (English)	X	Zoe Close (Philosophy, Religion)
X	Pat Morrison (CATL,Library)	X	Chuck Passentino (ESL)	X	Shahrokh Shahrokhi (Polit Econ)
	Jeff Lehman (Chemistry)		Jim Tolbert (EOPS)	X	Lorenda Seibold-Phalan (Resp Therp)
	Judy George (Chemistry)	X	Jim Symington (Ex Sci Well)		Tom Olmstead (Science)
X	Claudia Flores (CHD Dev)	X	Laura Burger (Ex Sci / Well)		Devon Atchison (SLO)
X	Sheridan DeWolf (CHD Dev)		Antonio Crespo (Foreign Lang)		Craig Everett (Theater Arts)
	Kathryn Ingrum (CHD Dev Center)	x	Sue Gonda (History)	x	Mary Rider (Trans Center Direc/Coord)

X = present at meeting

**GUESTS:**

- Chris Hill, Academic Senate President
- Jim Mahler, AFT
- Janet Castanos, Dean-English, Social and Behavioral Sciences.

**RECORDER:** Rochelle Weiser

**CALL TO ORDER (11:05)**

Oralee noted that Guidelines for Summer 2010 Course Offerings had been added to the day’s agenda.

**I. A Plan for Workload Reduction regarding SLOs-Chris Hill**

Chris began by talking about Accreditation, how SLOs fit into that process, and how the paperwork involved has become burdensome to the department Chairs and Coordinators. Through conversations with Devon Atchison, SLO Coordinator, it was decided they would like to streamline the process; by no means getting rid of SLOs, because they are necessary for Accreditation, but make the reporting process easier and return to what SLOs are about; having meaningful conversations about how students are learning and progressing. Chris then reviewed the new process for SLOs. Study plans and assessment plans for SLOs would no longer be required. Now when the Annual Action Plan is filled out, SLO assessments will be included in that document, as an activity, with items 3, 10, and 12 to be filled out. Chris then reviewed how SLOs will be evaluated; when the Annual Progress Report is done it will now include a section for Annual SLO Report. Chris then reviewed the Annual SLO Report draft document (will be presented to the Academic Senate). Once this is done, the information will go to the SLO Coordinator and compiled into the 6 year Plan showing which SLOs have been completed.

In closing Chris reiterated the plan for SLOs; SLO Study Plans that were due this fall-complete, SLO Study Plans that would be due in Spring-will now be included in the Fall 2010-2011 Annual Action Plan, for the Assessments that should be due in Spring 2010 Devon will be sending out an e-mail regarding those.

Chris noted that Devon has been working really hard on streamlining the SLO process and please thank her when you see her.

## **II. Guidelines for Summer 2010 Course Offerings-Janet Castanos, Dean-English, Social and Behavioral Sciences**

Oralee introduced Janet Castanos, speaking on behalf of Tina Pitt-Vice President Academic Affairs. Janet then presented "Guidelines for Summer 2010 Course Offerings". Janet then reviewed the Guidelines. These guidelines were developed to reduce the number of summer courses by 50% because of the following factors; budget cuts, enrollment over cap, Student Services is understaffed, administration and student services offices moving during summer 2010, and an effort to minimize cuts for fall 2010 and spring 2011. One item discussed was the need to only have one 6-week session; this makes the workload for student services more manageable at a time when they are understaffed and in the process of moving the offices; 8-week sessions will be handled on a case by case basis by the division dean and the VPAA and must be accompanied by a written rationale; for this summer there will be no 4 week sessions.

Oralee noted that the guidelines came about due to the confusion about the summer 2010 session and by bringing the guidelines to the Chairs and Coordinators should elevate the confusion. Oralee noted that by putting these in writing helps everyone better communicate and elevates confusion and misunderstanding.

## **III. Adjunct Reemployment Rights-Oralee & Jim Mahler-President AFT Guild Local 1931**

Oralee then introduced Jim Mahler, President AFT Guild Local 1931. Jim then responded to the questions Chairs and Coordinators had compiled in regards to Adjunct Reemployment Rights. Much discussion followed, some items that came from the discussion were; if the contract language is not clear follow what the practice has been, practice good intent when offering courses to adjunct faculty, if course they are qualified for only offered 1 session a year and adjunct only wants to teach at another time; not obligated to offer another. Also discussed; tracking reemployment right-who is responsible, what are the criteria are the Chairs and Coordinators responsible for reporting when an adjunct declines an assignment. Jim recommended that a fact finding discussion happen with Human Resources in regards to how the lists are compiled and tracked. It was asked what happens if an adjunct faculty has a grievance; they go to the College President and are entitled to union representation.

## **IV. Full Time Faculty Assignment Information-Israel Cardona & Jim Mahler**

Oralee began by stating that clarification was needed on some information that was provided at various divisional council meetings. Some of the items discussed were; mandatory 30hours a week on campus-Jim stated that the contract language was written prior to online teaching and to apply the 30% rule; if you are teaching 100% online then 30% of your time is to be spent on campus and time teaching is considered on campus time-prorate your time. In regards to assigning not more than 67% of schedule online; Jim stated that department managers are in charge of that decision-right of assignment-but if an edict were to come out stating that no more than 67% of assignment to be online that would need to be negotiated with AFT. Jim noted that items that pertain to working conditions of an assignment need to be negotiated with AFT before any changes can be made. Discussion followed regarding percentage of assignment online and whether or not faculty participates in other college functions i.e. committee work, office hours, etc. Israel Cardona noted that percentage of online does not impact whether or not they participate in the other faculty activities and that an increase in required time on campus decreases the time faculty has to serve students, participate in committee work, etc. His experience in his department has been that with online assignments his faculty has more time to participate on campus. Much discussion followed regarding contract guidelines, the possibility of the current contract being outdated (does not address online teaching), and trying to work within the contract.

**Next CCC meeting is scheduled for Spring 2010**

**Meeting Adjourned at 12:30pm**