

COUNCIL OF CHAIRS & COORDINATORS MEETING

Monday, February 14, 2011

11:00 am-12:15 pm, Room 331

- I. **Chair's Report—Oralee—11:00-11:20**
 - Review of items from 1/18/11 Uber-Chairs/Coordinators meeting
 - Feedback on preferences for Conflict Resolution Orientation(s) this semester
 - Ideas for Orientations for 2011-2012?
 - Term length (not limit) for Chair of Chairs

- II. **Workload Reduction options for faculty—Oralee—handouts provided at the meeting—11:20-11:30**
 - District workload reduction option
 - STRS workload reduction option
 - Feedback from Jim Mahler

- III. **FTES Primer and discussion of Enrollment Strategies issues (including probable section cuts for Fall semester 2011)—Barbara Blanchard—11:30-12:00**

- IV. **SDICCA program, need for mentors—Pat Bennett—12:00-12:05**

- V. **Information on upcoming Chairs/Coordinators Webinars, as part of ongoing Professional Development opportunities—Oralee—12:05-12:15**
 - **March, 10, 2011:** The Most Important Things You Need to Know (and Do) as a Department Chair
 - **March 24, 2011:** A Quick and Practical Guide to Managing your Time and Stress
 - **April 7, 2011:** Best Practices in Effective Communication and Conflict Management
 - **April 21, 2011:** What Department Chairs Can Do to Foster Excellent Teaching
 - **May 5, 2011:** Best Practices in Budgeting, Resource Management, and Planning for Results

Ground Rules:

- We will stick to the time allotted for each issue/presentation;
- We will allow the person giving a presentation to finish before asking questions; and
- If we have further questions or comments and we run out of time with regard to a particular issue, we will choose from the following options: continue with the current presentation/discussion if the majority approves; address the issue in an e-mail forum following the meeting; address the issue at the next available CCC meeting; forward the issue to Academic Senate for further discussion; or schedule a special 4th Monday CCC meeting to continue discussion.

