

## **Council of Chairs & Coordinators**

**November 26, 2007**

### **Meeting Notes**

**PRESENT:** Chris Hill, Christi Vicino, Donne Leigh, Evan Wirig, Jane Nolan, Janet Gelb, Jennifer Carmean, Jim Symington, Jim Wilsterman, Joe Braunwarth, Joel Castellaw, Judith Zander, Kathy Meyer, Linda Snider, Lorenda Seibold-Phalan, Mary Rider, Oralee Holder, Pat Bennett, Patty Morrison, PJ Ortmeier, Priscilla Rogers, Rick Kirby, Ross Cohen, Sheridan De Wolf, Sue Gonda, Susan Working, Sylvia Montejano, Virginia Dudley, Zoe Close

**GUEST:** Janice Johnson

**RECORDER:** Andrea Whitney

#### **I. EMP Packages – Shirley Pereira and Chris Hill**

Shirley Pereira and Chris Hill reviewed the new EMP packet with the group. Complete one EMP form for each activity and add a priority for your department. This year we will have to complete non web-based forms. Next year they are hoping to provide these forms electronically at the beginning of the semester and incorporate the packet of forms given into just one form. Shirley asked that everyone do a report card from last year. If there are any questions, concerns, or comments about the EMP forms, which are due February 15, please email Shirley or Chris.

#### **II. Fair compensation for summer session/workload task force – Where are we?**

In spring 2007, a task force drafted a list of recommendations for compensation and workload. (Handout of recommendations was distributed). After a short discussion, it was agreed that the task force needs to reevaluate and prioritize the list and then bring it back to the CCC for approval. If anyone has recommendations for additions or deletions to this list, please send to task force member Mary Rider.

#### **III. Chair and Coordinator reassigned time & oath of confidentiality update – Zoe Close**

Zoe Close provided an update to the council on reassigned time. The recalculation sheets will be coming out so please review them to make sure they are correct. Please look at the “Discretionary add-ons”; you can request more as a discretionary add-on under the “Chair section” and it can be negotiated. Confidentiality agreement update: Remember to write the sentence agreeing to only what is in listed in the terms. Chris Hill noted that the briefing statement will not be attached. Let Zoe know if any issues arise from your sentence of agreement.

#### **IV. Articulation timeline – Janice Johnson**

Janice Johnson, Articulation Officer, (Room 506A) spoke to the council about the Articulation timeline (handout indicating timeline was distributed). Almost all of our courses are CSU transferrable. To get a course transferable to the UC system the class has to be taught very similarly on at least one UC campus. If the course is appropriate they like to get it in the general education packages. Janice advised this is where all the deadlines come in. The deadline to submit them is December 10th. If they are not submitted by then you must wait an entire year. Janice's office is working with Marsha's office to get some of the requests placed earlier. Janice will be offering a workshop during flex week to demonstrate the mechanics of how that sequence works. She reminded the group that she does make office calls and would be happy to meet with anyone to review course outlines or support your process as necessary.

#### **V. Tina Pitt as regular member of CCC meeting.**

The group discussed Tina Pitt's request to be a regular member of the CCC meetings. It was decided not to make this issue person-specific, so the question became: should the VP of Academic Affairs come to CCC meetings? It was tentatively decided to invite that person as the need arises, but just a bit more research is needed before we make a final decision. This matter will be re-addressed at the first CCC meeting in spring 2008.

There are no more CCC meetings this term.  
Meeting adjourned at 12:13pm

PM:aw