

# Council of Chairs & Coordinators

**Minutes of the Meeting – Monday, October 12, 2009**

**MEETING ATTENDANCE:**

|   |   |   |                               |   |  |
|---|---|---|-------------------------------|---|--|
| X | Oralee Holder , Chair                         |   | Angie Gish (CHD Dev Center)   |   | Jim Wilsterman (Humanities)                              |
|   | PJ Ortmeier (AOJ)                             |   | 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)                               |
|   | Jim Wilsterman (Art)                          |   | Danny Martinez (Cross Cult)   | X | Susan Working (Math)                                     |
| X | Ross Cohen (Astronomy, Physical Sci, Physics) |   | Joe Orate (Culinary Arts)     |   | 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)                            |   | Carl Fielden (DSPS)           |   | Diane Gottschalk (Nursing)                               |
|   | Mark Presnall (BOT)                           | X | Gary Jacobson (Earth Sci)     |   | Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst) |
|   | Andy Biondo (CVT, Ortho Tech)                 |   | 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)                       | x | Jim Tolbert (EOPS)            | X | Lorenda Seibold-Phalan (Resp Therp)                      |
| X | 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) | x | Craig Everett (Theater Arts)                             |
|   | Kathryn Ingrum (CHD Dev Center)               | X | Sue Gonda (History)           |   | Mary Rider (Trans Center Direc/Coord)                    |

X = present at meeting

**GUESTS:**

- Chris Hill, Academic Senate President
- Janice Johnson, Articulation Officer/Counselor

**RECORDER:** Oralee Holder

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

- I. **Issues related to Online Instruction (requirement for hardcopy finals, methods of certifying online instructors, revamping of the organizational structure for various distance education entities, etc...) Janet Gelb and Chris Hill**

**Janet's Report:**

Hardcopy finals for online courses seem archaic. Most online finals are tests with randomly-selected questions, so it's hard to know how to generate a master exam. Masha Raybourn has indicated to Janet (and to Oralee) that there is no legal requirement to keep any finals on file. However, many of the Chairs/Coordinators noted reasons having final exams on file would be useful, including if an instructor were ill or incapacitated at the time of Finals.

Other issues emerged in our discussion: What is the level of security for finals kept in file cabinets in Marsha's office; are the cabinets locked? Etc. What guarantee do we have about the identity of the students taking our Finals-either online or in the classroom? (some instructors reported asking to see photo identification.) Could we get data from Marsha about how often they have to dip into the Final Exam File cabinet and use what is on file?

## **Chris's Report:**

After discussion about how we certify instructors to teach our online courses, Chairs/Coordinators agreed that the Senate would be the next place to take up this question. Typically, an instructor would have completed ED 214, but if we are certifying the instructor based on other qualifications (such as they have taught online at other accredited colleges, etc...), then how would we want to evaluate those credentials. Chairs/Coordinators all agreed that the evaluation should remain in their hands, rather than in an administrator's hands. After all, they interview and recommend adjuncts for hire; they evaluate credentials to determine whether equivalencies have been met, etc.

### **II. Rehire Preference Report/Circumstances under which Adjunct instructors might forfeit reemployment rights (review of contract language, ECT...)**

After a long and lively discussion based on evaluation of relevant sections of the AFT contract (sections 11.3 through 11.9) and some e-mail exchanges Oralee and Jim Mahler had had, Chairs & Coordinators determined the next step would be to invite Jim Mahler, President of local AFT Guild, to our next CCC meeting on November 9<sup>th</sup> to further address new questions and concerns which emerged at the meeting. We brainstormed a series of questions which Oralee will convey to Jim prior to the meeting to help facilitate and focus our discussion.

### **III. Implementing the International Baccalaureate Program-Janice Johnson**

Janice went over a couple of handouts on provisions of the International Baccalaureate program. She clarified for Chairs/Coordinators that provisions on the documents had nothing to do with over-riding any of our college prerequisites and that references to units and heading like "IB Biology HL" or "IB Economics HL" did not refer to any specific Bio or Econ classes. For further information or clarification, please contact Janice Johnson.

### **IV. Sue Gonda requested time on the Agenda to make an announcement about the changes in Title 5 regulations regarding Supervised Tutoring on campus (primarily that only tutoring for Basic Skills student would receive state apportionment monies, etc). Most Chairs and Coordinators in the room knew about this, and there were many questions and concerns expressed, including why many people had not been invited to the October 29<sup>th</sup> meeting on Tutoring which had been called by the VPAA. As Sue hadn't known about the meeting and Tina was unavailable to attend today's session, Chairs and Coordinators simply agreed to follow-up on this issue, share with one another any information we might have, track down the specifics of the October 29<sup>th</sup> meeting, ETC.**

### **V. Dean Janet Castanos, on behalf of Tina, shared some of the conversations going on with regard to cuts that will have to be made to the summer 2010 schedule. Any reductions to sections we make in summer will count toward the fall 2010-Spring 2011 academic year, and that would mean we would have to cut fewer sections in the fall and spring if we can effect summer reductions. We should hear in a couple of weeks what the final plan for summer will be; linesheets will probably come to us in November.**

Departments are being asked to address. Chris let the Chairs and Coordinators know if anyone needed training in the Action Plan software to please contact her.

### **VI. Final moments:**

Mary Rider, who couldn't attend today, wanted to remind everyone that our union, AFT, is making a concerted effort to communicate regularly with faculty, including sending out Monday's e-mail messages.

**Next CCC meeting is scheduled for Monday, November 9, 2009, 11:00-12:15, Room 325A**

**Meeting Adjourned at 12:20pm**