

Council of Chairs & Coordinators

Minutes of the Meeting – Monday, April 12, 2010

MEETING ATTENDANCE:

X	Oralee Holder , Chair		Angie Gish (CHD Dev Center)		Robert Henry (History)
	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)	X	Pat Morrison (CATL, Library)
X	Jennifer Carmean (ASL)		Bonnie Schmiege (Counseling)	X	Julie Middlemas (Library)
X	Malia Serrano (Art & Humanities)	X	Danny Martinez (Cross Cult)	X	Jenny Vanden Eynden (Math)
X	Jennifer Bennett (Art & Humanities)		Joe Orate (Culinary Arts)	X	Susan Working (Math)
X	Ross Cohen (Astronomy, Physical Sci, Physics)		David Mullen (Dance)		William Snead (Media Commun)
X	Israel Cardona (Behav. Sci)		Kathy Meyer (Dance)		Paul Kurokawa (Music)
X	Virginia Dudley (Bio Sci)		Nemie Capacia (Dev Math)		Derek Cannon (Music)
X	Craig Milgrim (Bio Sci)	X	Jane Nolan (DSPS)	X	Sharon Sykora (Nursing)
X	Brian Keliher (Bus Admin)		Carl Fielden (DSPS)		Diane Gottschalk (Nursing)
X	Linda Snider (BOT)		Angela Feres (Distance ED)		Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst)
	Mark Presnall (BOT)	X	Gary Jacobson (Earth Sci)	X	June Yang (Philosophy, Religion)
	Andy Biondo (CVT, Ortho Tech)	X	Oralee Holder (English)	X	Shahrokh Shahrokhi (Polit Econ)
X	Jeff Lehman (Chemistry)	X	Chuck Passentino (ESL)		Lorenda Seibold-Phalan (Resp Therp)
	Judy George (Chemistry)	X	Jim Tolbert (EOPS)	X	Devon Atchison (SLO)
X	Claudia Flores (CHD Dev, Fam Studies, ED)	X	Jim Symington (Ex Sci Well)	X	Craig Everett (Theater Arts)
X	Sheridan DeWolf (CHD Dev, Fam Stud., ED)	X	Laura Sim(Ex Sci / Well)	X	Mary Rider (Trans Center Direc/Coord)
	Kathryn Ingrum (CHD Dev Center)		Antonio Crespo (Foreign Lang)		

X = present at meeting

GUESTS:

- Chris Hill, Academic Senate President
- Janet Castanos, Acting VP Academic Affairs
- Brian Nath, District Information Systems
- Jim Mahler, AFT

RECORDER: Rochelle Weiser

CALL TO ORDER (11:00)

I. Adjustments to the Agenda and Minutes from March meeting-Oralee

Oralee added the following items to the day's agenda; Janet Castanos-adjustments to the printed schedule, Jim Mahler-update on FAQ, Oralee-Blackboard 9 handout.

Oralee then asked if there were any additional items to add to the agenda and asked the Chairs and Coordinators to review the minutes from the March 8 meeting. No changes were made to the meeting minutes.

II. Adjustments to the printed GC Schedule-Janet Castanos Addition to Agenda

Janet explained that in an effort to reduce costs, GC was trying to limit the size and number of advertisements in the printed GC Fall course schedule. She asked that departments take a look at the "ads" that they place and reduce their size or even eliminate the ads if possible. Some other space saving/cost-cutting ideas were recommended, including perhaps placing ads in the online schedule. Janet also noted that some courses may need to be listed as hybrid courses (rather than purely online courses) if students are required to meet even once during the semester for orientations, finals, etc. Such

courses need to be identified as hybrids as they cannot be taken by someone online who is overseas (in the military, etc.).

Some items of concern for the faculty regarding the online schedules and technology were as follows: why there is no ability to have the “ads” present in the online schedule, what happens with notes for classes that have labs attached to them, and whether or not there could be a forum for instructors to post their IT concerns and track if they are resolved. It was noted that it would be helpful to have these IT concerns brought forward to either TTLC or DTEC for discussion and the possible formation of a faculty forum. Chris noted she would take the idea forward to DTEC.

III. Equivalencies-Chris Hill

Chris began by noting that the Equivalency review process was getting closer to completion; some departments are still in process, and some are complete (in terms of identifying whether or not adjuncts hired under the past course-specific equivalency policy meet the new discipline equivalencies). Chris noted for the Equivalencies that were still under review they hoped to have those complete by May 1st. Once completed, the Division Deans, in conjunction with Chairs/Coordinators, would also be meeting with impacted adjunct faculty and providing a template for faculty members who need a completion plan to meet the new equivalencies. Chris noted that once a plan has been developed for the individual faculty member, it is up to that person to follow through. They will have 18 months to meet the new equivalencies in their disciplines.

One item of concern was if a faculty member chooses not to complete a plan to upgrade skills in order to meet the new equivalencies—are they still employable? Jim Mahler noted that because they were not currently in compliance, they would not retain their rehire preference and in reality were currently not eligible to teach.

In closing, Chris noted the process should go as follows; May 1st all Equivalencies will be complete, Deans will sent out notices, Chairs and Coordinators/Deans will meet with faculty, Equivalencies Plans will be completed for those that need them, and faculty will have 18 months to upgrade their skills and meet the new equivalencies.

IV. Updates

1) Summer Compensation-Jim Mahler

Oralee noted that at the joint GC-CCC-AFT meeting in March, chairs/coordinators discussed a possible formula for summer compensation based on the regular-year reassigned time formula. She noted that when campus administrators applied that formula, the college's larger departments were getting much less compensation than they had in the past for summer work, which involves, among other things, student assessments, placement, prerequisite clearances, and adjunct hiring. Jim Mahler noted that AFT would continue to work on a formula for compensation that would be equitable to chairs/coordinators at both campuses and that the AFT was in contact with the District's labor negotiating team and waiting for a meeting date. He noted that AFT was pushing hard for a meeting and would like to have this done as soon as possible before Summer session begins.

2) GE SLO to ISLO Mapping Document-Chris Hill

Chris asked Devon Atchison, SLO Coordinator, to give an update on the GE SLO to ISLO Mapping. Devon began by noting many departments have already completed their mapping and many more were working on them. She reviewed the process for mapping and encouraged faculty to only include the areas that were really covered in their courses. She reviewed the three responses; 1) My course does not address the GE/ISLO area at all (in which case, leave blank); 2) If the course has a course level SLO that matches the GE/ISLO, then put an “S”; 3) If the course simply focuses on an area of the GE/ISLO, then put an “F”. For areas with “F,” campus leadership will be working on possible exit surveys, studies, etc... to be a part of the assessment process. Devon asked that the GE SLO to ISLO documents be turned in by May 21st.

3) Off-Campus Field Trip Form-Oralee

Oralee began by asking if all had received the “Request to Convene Class Off-Campus” form. (Several different forms had been circulating, so everyone checked to see that they had the correct version.) Janet noted that this form would help keep the Deans informed as to where students and

instructors are when not conducting instruction in the classroom. An area of concern was that the form doesn't really address instructor liability or give any guidelines for instructors leading off-campus activities. It was agreed all would like some direction and help in this area to minimize their exposure to liability. Chris noted that the Governing Board is discussing an AP that addresses instructor liability. Janet noted she would follow-up with the deans with regard to instructor liability.

V. Moving Smartcart/Classroom Computers onto the District Network-Brian Nath

Brian began by noting that the District would like to make the Smartcart/Classroom computers "login" stations; faculty or staff would need their GCCCD password to get into the computer. Brian noted this would allow faculty to access their "home drive files"; a portable drive would no longer be needed for access to their files; it would also protect the computers from spam attacks and viruses. This would not affect the ability of faculty to utilize special software for teaching, but would increase the reliability of the computers. Brian noted that IS would like to begin the process during the break between the current semester and the Summer semester; IS would publish a timeline and notify departments as the transition was complete. Brian added that anytime faculty has IS questions to please give him a call.

VI. Interview Questions for prospective Part-Time Faculty-Amber Green

Amber began by explaining that the district received many requests regarding questions that would be appropriate to help gauge a perspective faculty members experience with diversity and insight into their personality. Amber then reviewed the draft "Part-Time Instructor Interview Questions". The areas the draft covered were; Diversity, Motivation for Applying, Innovation, Professional Growth, Understanding the Position, and Personality. Amber noted these questions are only for reference and are not required; a resource for interviewing. She noted this handout would be available to administrators and she would like to make it available on the employee intranet. She noted that this draft covers 99% of the situations, but if there is a question just contact her.

Amber also let the Chairs and Coordinators know that in order to access the "pool" of available applicants they need a discipline specific password and could contact Jeannette Sandu for their password. She also noted that they would be receiving an email with the current number of applicants in the "pool" so it could be determined if their discipline could be "turned off" for a while or if more applicants were needed.

VII. Jim Mahler-update on the FAQ for Adjunct Re-employment Rights

Jim and Oralee noted that the suggestions from the joint GC-CC-AFT CCC meeting in March have been added to the draft document of the FAQ but that more issues have emerged—so a final copy still cannot be produced. For example, Jim noted that he is working with the District with regard to adjunct instructors teaching .15 LED labs (rather than the .20 LED which constitutes an "assignment" in the contract language); it is unclear how records are being kept with regard to those instructors and possible reemployment rights. There are other issues as well. When a final version is available, it will go to chairs/coordinators and administrators.

The CCC meeting adjourned at 12:10pm.

Next CCC meeting is scheduled for May 10 room 524—final regular meeting of the semester.

Joint GC-CC-AFT CCC meeting: June 1, 9:00-12:00pm.