

# Council of Chairs & Coordinators

## Minutes of the Meeting – Monday, September 13, 2010

### MEETING ATTENDANCE:

X	Oralee Holder , Chair	X	Janet Gelb (CSIS)	X	Priscilla Rogers (Int Bus, Mrkt, Man)
X	PJ Ortmeier (AOJ) Tina Young	X	Bonnie Schmiede (Counseling)	X	Pat Morrison (Library)
	Helen Liesberg (American Collegiate Eng)		Danny Martinez (Cross Cult)	X	Julie Middlemas (Library)
X	Jennifer Carmean (ASL)		Joe Orate (Culinary Arts)	X	Jenny Vanden Eynden (Math)
X	Ross Cohen (Astronomy, Physical Sci, Physics)		David Mullen (Dance)	X	Susan Working (Math)
X	Israel Cardona (Behav. Sci)	X	Kathy Meyer (Dance)		William Snead (Media Commun)
X	Virginia Dudley (Bio Sci)		Nemie Capacia (Dev Math)		Paul Kurokawa (Music)
X	Craig Milgrim (Bio Sci)		Jennifer Bennett (Digital Arts)		Derek Cannon (Music)
X	Brian Keliher (Bus Admin)	X	Jane Nolan (DSPS)		Sharon Sykora (Nursing)
X	Linda Snider (BOT)		Carl Fielden (DSPS)		Diane Gottschalk (Nursing)
	Mark Presnall (BOT)		Angela Feres (Distance ED)		Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst)
	Andy Biondo (CVT, Ortho Tech)		Tim Cliffe (Earth Sci)	X	June Yang (Philosophy, Religion)
	Nadra Farina-Hess (CATL)	X	Oralee Holder (English)	X	Shahrokh Shahrokhi (Polit Econ)
X	Jeff Lehman (Chemistry)	X	Chuck Passentino (ESL)	X	Lorenda Seibold-Phalan (Resp Therp)
	Judy George (Chemistry)		Jim Tolbert (EOPS)		Devon Atchison (SLO)
X	Claudia Flores (CHD Dev, Fam Studies, ED)	X	Jim Symington (Ex Sci Well)	X	Beth Duggan (Theater Arts)-Craig Everett for Beth
X	Sheridan DeWolf (CHD Dev, Fam Stud., ED)	X	Beth Kelley(Ex Sci / Well)		Mary Rider (Trans Center Direc/Coord)
	Angie Gish (CHD Dev Center)	X	Yolanda Guerrero (Foreign Lang)	X	Malia Serrano (Visual Art & Humanities)
X	Roxanne Tuscany (Comm)	x	Robert Henry (History)		

X = present at meeting

### GUESTS:

- Chris Hill, Academic Senate President
- Barbara Blanchard, VP Academic Affairs

**RECORDER:** Rochelle Weiser

### CALL TO ORDER (11:05)

#### I. Adjustments to the Agenda—Oralee

Oralee made the following adjustments to the day's agenda: postponed the discussion regarding enrollment management and CAP to 11:30 in order for Sunny Cooke to join the meeting; added review of the next Orientation Session for new Chairs and Coordinators; added information on the priority waitlist report requested by Barbara Blanchard, VP Academic Affairs.

#### II. Chair's Report-Oralee

Oralee began by noting that the priority waitlist report could be found on the intranet at the "reports" website, under the curriculum heading, she noted that you can then export the report as an excel file. Oralee then reviewed the report; it was clarified that the number for total waitlisted students reflected the number of students that had cycled through the waitlist. Oralee then opened the discussion for questions regarding the waitlist report and what information was needed from the report. Oralee noted that in the English department the majority of classes offered had a waitlist, so she was not sure what information Barbara needed as all courses were impacted. Barbara noted she was looking for which classes had "bottle necks", which classes were filling first, which when had several offerings and still had waitlists, the overall situation of the department. Discussion followed regarding how to obtain the information, processing it, and the additional time required in order for Chairs and Coordinators to do this. It was

discussed that due to the high enrollment and the reduction in course offerings that it may not be possible to calculate what the actual areas of demand are, because students are taking courses just to be enrolled. It was noted that the Chairs have best sense as to what the numbers on the reports mean to their departments. Barbara noted that what she would like to know is that IF additional FTS were available where is the need for additional courses? It was noted that the Chairs do have the best sense of what sections will fill, what time to offer those, and where to offer them and would make their recommendations accordingly. It was decided that Oralee would send an e-mail to the chairs and coordinators with the following question; if 1-3 courses could be added to the spring schedule what would the Chairs choices y be, what time would the course be offered and where (room or online) would they be offered and please send the recommendations onto Barbara within a week. This would allow Enrollment Management to better evaluate the situation.

Oralee reported the next orientation session for new chairs and coordinators would take place September 22, 2:00-3:15 in room 578 and would cover the hiring processes. She noted that these sessions are directed toward new chairs, but all chairs could attend, as the sessions are very informative and offer additional training and information on many of the new procedures and processes. Oralee referred to the handout regarding the session noting the speakers; Jim Mahler, AFT, will give an update regarding the Adjunct re-employment document; Amber Green will speak regarding interview questions and present a FAQ of the questions regularly asked of her; Maryann Landry will speak regarding hiring new Adjunct faculty for those who have not done this before; Oralee has asked the Deans to add to the conversation regarding hiring practices as well as any faculty who have recommendations for best practices regarding the hiring process. Oralee then noted the sign in sheet that was being passed around and asked that anyone planning on attending please sign up, as to have enough materials available for everyone. Oralee noted that after the session she would try to send out electronic versions of the materials for those unable to attend. Chris reported that a session on Peer Evaluation would take place on September 27. She asked that if any chairs had positive practices for peer evaluation to please forward them to her for inclusion in the session. Discussion occurred regarding the different practices of the various departments regarding peer evaluations.

Oralee asked Chris to speak regarding committee openings. Chris reported that Susan Working agreed to serve as the representative for the Math, Natural Sciences, Exercise Science and Wellness Division on the Enrollment Management Committee. Chris noted that the Room Utilization Committee still needed a representative and it would be helpful that a member of the Chairs and Coordinators fill this position as it is a campus wide committee and the overall views from the departments are very helpful. Chris noted that if the Chairs had a faculty member in their department who they felt had an understanding of the campus wide participation to please have them contact her.

Oralee reported on the joint meeting of the Chairs and Coordinators from Cuyamaca College and Grossmont College which took place during flexweek at the AFT offices. Oralee noted the session was very helpful and informative. It was decided that during each flexweek, Fall and Spring, a meeting would be held and they would continue at the AFT office. Oralee noted one item that was discussed was the different processes that are utilized at the two campuses; one of those is the responsibilities of the Chairs and Coordinators regarding professional development hours. The chairs and coordinators at GC are expected to sign off on professional development contracts, special projects for professional development and any activities being substituted for regular professional development hours. At Cuyamaca the process is quite different; the form is different, the chair does not have to sign off on the professional development hours, the forms are sent to the Staff Development/Professional Development committee for review. It was noted that often Chairs are not comfortable evaluating the activities, unsure of procedure if the activity is not sufficient, and what to tell the faculty member. Jim Mahler was to follow-up on the forms, find out why the forms are different, and why the processes are different at each campus. Chris reported that this item also came up in the Senate Officers Committee and that an active discussion is going on regarding the situation and that a proposal was to come before the Senate for discussion. Discussion occurred regarding whether this issue is a union or a Senate issue; Chris noted that it is an item that overlaps both; professional development hours fall under the "10 + 1" items of the Senate, but the requirement of a faculty signature is a working condition issue; so the discussions would need to occur at both levels in order for any process to change. Oralee reported that summer compensation was also discussed and that all that were present would like to utilize the same process next summer. She also noted Cuyamaca's Chairs and Coordinators received compensation for the first time this past summer. Another item discussed was clarification of the availability and the process to request compensation for special projects; some departments were aware of it and others weren't. Another item discussed was how professional hours were calculated; Jim was to follow up on this item and report at the next meeting.

Oralee began the discussion on enrollment management and CAP with her observations of the first weeks of the semester; very crowded classes, enormous waitlists, confrontational students, and the overall difficulties and stress faculty faced in managing the situation. Sunny began by noting the hand out regarding Enrollment Management. Sunny reviewed the process the district utilized to determine their target cap; 5% over FTES cap. She then reviewed how GC was to arrive at that 5% over cap; cut sections and limit services, thereby managing the number of students at GC and an overall increase efficiency. She then reviewed the discussions that had occurred campus wide regarding who would manage the waitlists; through those discussions it was determined that faculty felt very strongly that they needed to be in control of the waitlist from the first day of class. Sunny acknowledged that as instructors and educators having to tell students no is not what anyone wants to do, but in the current climate it unfortunately it occurs. A discussion occurred regarding enrollment marketing; Sunny noted that GC has not marketed for enrollment in 1 ½ years, but rather for the community to participate in functions at the campus; athletic events, literature and drama productions; other areas outside of academics. Discussion continued regarding the waitlists, class crashers, and the best way to manage students; many ideas were shared how to better serve the students. Sunny noted that faculty input was both encouraged and welcome to continue to figure out how to best serve students during these times. Discussion continued regarding waitlist students vs. those that actually showed up to crash classes; many felt an obligation to waitlist students prior to the first day of class, then once classes began felt that the students that showed up for class should become the priority. Ideas that came of this discussion; an attendance policy for the first two weeks of class in relation to being dropped; making sure the language for being dropped is tied to class registration; once an add code is given to a student making sure they register immediately; whether or not the two week period mandatory or can it be shortened; better managing students arriving in classes they are not really qualified for; perhaps limiting the number of waitlists students can be on for classes held at the same time. Ideas were shared how instructors managed their students and waitlists; Oralee suggested gathering these ideas and suggestions together to be able to share them with faculty. In closing Sunny noted that the Planning and Resources Council was trying to ease the burden for instructors with the recommendations for class CAPS, not trying to create more anxiety. Sunny noted that funds may be available to be able to add sections in areas that have the greatest demand and the discussions will occur at Planning and Resources Council. Oralee noted that she would be sending an e-mail to Chairs and Coordinators asking what courses they would like added back if possible, with a response going to Barbara Blanchard, VPAA. The recommendations from Chairs and Coordinators could be utilized by Planning and Resources Council and the Enrollment Management Strategies Committee to help better serve students.

### **III. Intelcom Video Clip Database-Roxanne BenVau**

Unable to cover this item due to time constraints

### **IV. The Dreaded October Deadlines: your chance to ask questions/seek clarification!**

Oralee briefly reviewed the October deadlines. Chris then reviewed the e-mail that was sent the previous week and noted the forms and information would be available on the website later in the day. Chris then noted that the Planning and Resources Council was able to fund beyond the initial items and to please check the updated list as all items were funded and Chairs would not have to include those in the requests again if the activity had been funded. Chris then reviewed the website and the information available. Chris noted the templates should be available later in the week. Chris noted that in request for resources section a few changes had been made; facilities requests and staffing requests had been moved out of that section. Chris asked if the Chairs had any questions to please contact her.

### **V. Distance Education Subcommittee-Janet Gelb brainstorm ideas re: training, orientation, evaluation for online instruction (continuation of discussion from the Senate meeting 8/30)**

There was no time to cover this item due to time constraints.

**The CCC meeting adjourned at 12:20pm.  
Next meeting October 11, 2010 Room 325**