

# Council of Chairs & Coordinators

**Minutes of the Meeting – Monday, February 14, 2011**

## 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)
X	Barbara Loveless (American Collegiate Eng)	X	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)		Kathy Meyer (Dance)	X	William Snead (Media Commun)
X	Virginia Dudley (Bio Sci)		Nemie Capacia (Dev Math)		Paul Kurokawa (Music)
	Craig Milgrim (Bio Sci)	X	Jennifer Bennett (Digital Arts)		Derek Cannon (Music)
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)		Angela Feres (Distance ED)	X	Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst)
x	Andy Biondo (CVT)	X	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)	X	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:

- Barbara Blanchard, VP Academic Affairs
- Sue Gonda, President Grossmont Academic Senate
- Janet Castanos, Dean English, Social and Behavioral Science
- Marsha Raybourn, Instructional Operations

**RECORDER:** Rochelle Weiser

## CALL TO ORDER (11:05)

### I. Chair's Report—Oralee

Oralee began by welcoming everyone and asked that if any changes needed to be made to the sign in sheet to please do so.

Oralee reviewed items from the Uber-Chairs and Coordinators meeting on 1/18/11. Some items discussed at the meeting were;

- Progress on SB1440; Task Force in place at GC to work on degrees; the Behavioral Sciences Department would have the first two degrees (Psychology and Sociology) from GC to fulfill SB1440. Israel Cardona reported that the work is going well, the model degrees were helpful, and the Department is happy as they previously did not offer an Associates in either of those specialties
- Jim Mahler, AFT, is in the process of negotiation for Summer compensation for Chairs; it is assumed that he would be asking for the same as last summer
- Jim, as a member of the Calendar Committee, is also working on Calendar issues; the possibility of no classes the week of Thanksgiving and making Spring break separate from Easter in order to keep the week at the same time each year

- AFT is also developing an adjunct faculty database; Oralee will send out link to the website

Oralee asked the Chairs and Coordinators to please fill out preferences questionnaire regarding upcoming Conflict Resolution Orientation. Most agreed they would like to utilize the 4<sup>th</sup> Mondays in both March and April to schedule the Orientations; March 28 for Student/Faculty resolution and April 25 for Faculty/Faculty resolution. Other ideas for Orientations; budget, scheduling and program review.

Oralee requested input from the Chairs and Coordinators regarding creating term lengths for the Chair of Chairs position. All agreed they would like to see a 2 year term length with voting in May following the Department Chair elections.

## **II. Workload Reduction options for faculty- Oralee**

Oralee shared recent experiences faculty in her Department had when requesting workload reductions. She provided handouts that outlined the two different options; State Teachers Retirement System (STRS) and the Districts workload reduction. She noted that the STRS option does require the faculty member to retire within 5 years and during that time continue at the reduced workload. She recommended that Department Chairs and Coordinators share all three of the handouts with faculty interested in workload reduction.

## **III. FTES Primer and discussion on Enrollment Strategies issues- Barb Blanchard**

Barb reviewed the FTES Primer explaining what a full time equivalent student is, how FTES is calculated and how funding is based on FTES. She then reviewed FTES for Grossmont for 2010-2011; GC has approximately 780 unfunded FTES. She noted this number is flux, as it has changed in the last two weeks and can continue to change. Barb noted that GC will have to plan for the fall schedule prior to the State budget being finalized but expects a 2% cut; approximately 78 sections. Barb reported the Enrollment Strategies Committee is working on many scenarios for GC. Some items mentioned during discussion were;

- Section cuts are going to need to be made; smaller departments will need consideration as they are already to the bare minimum
- Consolidating sections that just met or are a little above minimums
- Broader discussion needs to occur regarding the mission of GC, the students being served and long term goal in order to make the best choices possible when sections are cut
- Possibility of reprioritizing registration district wide; reports show students who fully matriculate are more successful i.e. high school grads entering college for the first time, but they currently do not have priority registration

Many questions arose regarding Fall line sheets, Barb noted she would like the sheets to come out for planning purposes, allow for review and planning, but hold the due date until after the March meeting of the Enrollment Strategies Committee. Marsha noted that the deadlines for the line sheets are driven by the time that is necessary to have the sections input into Colleague for student registration. Barb reported that she would be meeting with the Division Deans later that day and would continue to update the information.

## **IV. SDICCA program, need for mentors-Pat Bennett**

Pat began by explaining the program is a 1 year program that provides internships for new teachers. She explained it offers a way to nurture new teachers who one day may be a colleague. Many faculty members at GC have participated in the program either as a mentor or as an intern. Pat noted that an advantage to being a mentor is that the Interns can lighten the workload; grade papers, assist in the classroom and teach. She encouraged interested faculty to contact her.

## **V. Information on upcoming Chairs/Coordinator Webinars-Ongoing Professional Development Opportunities-Oralee**

There was not time to cover this item, but I've included the information

- **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 you 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

**The CCC meeting adjourned at 12:30pm. Next meeting: March 14, 2011 Room 331.**