

Council of Chairs & Coordinators

Minutes of the Meeting – Monday, April 9, 2012

MEETING ATTENDANCE:

	Oralee Holder , Chair		Kristi Kluka (Counseling)	X	Priscilla Rogers (Int Bus, Mrkt, Man)
	PJ Ortmeier (AOJ) Tina Young		Danny Martinez (Cross Cult)	X	Pat Morrison (Library)
X	Barbara Loveless (American Collegiate Eng)		James Foran (Culinary Arts)	X	Jenny Vanden Eynden (Math)
	Jennifer Carmean (ASL)		Joe Orate (Culinary Arts)	X	Susan Working (Math)
X	Ross Cohen (Astronomy, Physical Sci, Physics)		David Mullen (Dance)	X	Michael Grant (Media Commun)
	Israel Cardona (Behav. Sci)		Nemie Capacia (Dev Math)		Paul Kurokawa (Music)
X	Virginia Dudley (Bio Sci)	X	Jennifer Bennett (Digital Arts)		Derek Cannon (Music)
X	Craig Milgrim (Bio Sci)		Jane Nolan (DSPS)		Deb Delaney (Nursing)
X	Brian Keliher (Bus Admin)		Carl Fielden (DSPS)	X	Laurel Vanlandingham (Nursing Asst Direc)
X	Linda Snider (BOT)		Angela Feres (Distance ED)		Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst)
	Mark Presnall (BOT)		Tim Cliffe (Earth Sci)	X	Zoe Close (Philosophy, Religion)
	Andy Biondo (CVT)		Oralee Holder (English)	X	Brian Jennings (Polit Econ)
	Nadra Farina-Hess (CATL)	X	Chuck Passentino (ESL)	X	Lorenda Seibold-Phalan (Resp Therp)
X	Jeff Lehman (Chemistry)		Jim Tolbert (EOPS)		Devon Atchison (SLO)
	Judy George (Chemistry)	X	Laura Sim (Ex Sci/Well)	X	Beth Duggan (Theater Arts)
X	Claudia Flores (CHD Dev, Fam Studies, ED)	X	Jim Symington (Ex Sci Well)		Mary Rider (Trans Center Direc/Coord)
X	Angie Gish (CHD Dev Center)	X	Beth Kelley(Ex Sci / Well)	X	Malia Serrano (Visual Art & Humanities)
X	Joel Castellaw (Comm)	X	Robert Henry (History)	X	Yolanda Guerrero (World Lang)
x	Janet Gelb (CSIS)				Denise Schulmeyer (Professional Development Coordinator)

X = present at meeting

GUESTS:

- Barbara Blanchard, VP Academic Affairs
- Janet Castanos, Dean English, Social and Behavioral Sciences
- Sheridan DeWolf, Interim Dean Career Tech Ed/Workforce Development
- Michael Golden, Faculty Biology Department, AFT President
- Michael Gilchrist, Bookstore Manager
- Brian Nath, Director/Information Systems

RECORDER: Rochelle Weiser

CALL TO ORDER (11:05)

I. Chair's Report—Jenny

- **Electing a Chair for CCC**

Jenny reported that Oralee would be stepping down as the Chair of Chairs and she would serve in the interim until a new Chair could be elected. All agreed they would like to vote in May for a new Chair and the election would start a new 2 year term. Joel Castellaw noted he would be interested in the position, but would like to wait until after his Department meeting to make a formal nomination. Jenny noted Oralee had been working on an outline of the job duties and anyone interested in the position contact Jenny and she will provide a job description. All agreed if there is more than one nominee a brief candidate statement would be requested. Jenny noted she would be willing to assist with summer coverage, but perhaps the new Chair could cover the summer. Joel noted if he is able to take the position he would be willing to work with Jenny on summer coverage. It was noted that there is no additional compensation for the Chair of Chairs for the summer; in the past Oralee has worked her Chair of Chairs duties in with the English Department Chair duties for the summer.

- **2012 Summer Chair/Coordinator Compensation**

Jenny reported the process/form for summer compensation would be the same as last year. Jenny reviewed the form. It was noted there would be a separate form for “extra hours” or “special projects”; Barb noted that anyone requesting the extra hours/special projects compensation will be asked to provide rationale for it due to the continuing budget situation. It was noted the timeline should be similar to last year and the Chairs will be receiving the forms midmonth.

- **Coping Skills for Chairs & Coordinators**

Jenny distributed blue index cards and asked the Chairs & Coordinators to fill them out with the following two questions:

- List one chair/coordinator duty you struggle with and would like assistance with.
- What are you stressed about/

Jenny noted she would like to share the cards at the next meeting for a discussion and exchange of ideas among the Chairs and Coordinators. Jenny shared Denise Schultmeier has received requests for more Chair training as part of professional development and reported she is working on more workshops/training sessions for the fall.

II. WebAdvisor not reflecting open seats once the semester has begun-Laura Sim

Laura expressed concern that once the semester has begun, WebAdvisor does not reflect open seats or seats available via add code to students and students aren't getting into courses they might be able to take. Laura asked if it was possible to have WebAdvisor reflect the seats available via add code, but continue to have instructor control of the add codes. Brian reviewed the reason for the change to zero once the semester had begun; showing the seats available, but the students being unable to register for the course, created a lot of confusion/frustration for students and instructors. Brian noted in order to make any changes to the WebAdvisor/Colleague system the change would need to go to the various constituency groups for review (Student Services, Counseling, and the district). Discussion followed some items mentioned were;

- Past practice of posting open class list; this was done by an individual in the Student Services department that is no longer there and due to the budget/staffing situation the position has not been filled.
- Could a notice be posted on WebAdvisor or the college website to inform students that once the semester has started to check with instructors on course availability and add codes?
- Include in the “First Year Experience” a section on navigating the college system; how to register, crash classes, etc....
- It was suggested that discussions should occur in the Departments for a consensus on making a change.
- Student Services would need to be involved in the discussions; Diane Glow would be the current contact person.

Laura and Jenny will work with Brian Nath and Diane Glow to pursue the possible changes/suggestions.

III. Section reductions, maintaining program viability, enrollment strategies—Barb Blanchard

Barb began by thanking Chairs and Coordinators for holding to course maximums and reviewed the impact it has on the planning process. Barb reported that no notices for summer registration appointments would be going out to students as GC would only have 22 sections available to students. She reported that most of these would fill with the state mandated priority registration i.e. DSPS, EOPS, Veterans and Foster Youth. She noted most of the courses would be prerequisite/conditioning courses for fall athletic programs with few GE courses available. Barb reported Cuyamaca will have a few more GE courses available and instructors could refer their students there. It was noted that Cuyamaca was able to offer a few more GE courses because they were able to cut non-credit courses (GC did not offer non-credit courses) and this was the first year CC had to reduce sections in credit courses. Barb explained that the Districtwide goal last year was to be at 5% over cap; GC was approximately 4.5% over cap and Cuyamaca was approximately 3% over cap.(Which allowed for fewer cuts for Cuyamaca as they were closer to the cap goal.) Barb stated that the Districtwide goal now was to be at cap. Barb reported that the situation is the same for colleges across the state and the San Diego area; summer sessions have been greatly reduced or cancelled. Barb expressed concern for students and reducing the options

available for students. Barb then reviewed the process used to determine the reductions; Barb's office calculated the reductions needed at the Division level; then the Division Councils were to determine how to apply the reductions. Barb reiterated it is not an exact science, rather a constant process of using the FTEF/FTES ratios and averaging over the semesters; using best projections. Barb requested faculty remain diligent in keeping to course maximums in the Fall; going over will result in cuts to Spring sections. Barb urged Chairs and Coordinators to be aware of program viability; make sure students can complete the programs in the appropriate time frame. Barb asked that if the Chairs and Coordinators are having problems with being able to offer the courses needed for student completion to request a discussion with their Dean as well as with her. Discussion followed regarding Full Time Faculty Load; Barb noted that all Deans are aware of maintaining faculty load. Barb also noted she would be holding a meeting regarding this issue and invited Michael Golden (President of AFT) to attend. In closing Barb reported that the Fall assignments were almost complete and the Spring 13 line sheets would be forthcoming.

IV. Textbook Orders for Fall 2012- Jenny & Michael Gilchrist

Michael reported that due to the delay of the Fall course assignments the bookstore was not going to be able to meet the deadlines for buying back student's books or order used books for the Fall semester; which would be a significant cost to students. Michael asked the Chairs and Coordinators if they would agree to look at the spreadsheet for the Spring semester in order to determine what textbooks would be used for Fall 2012. It was understood that the instructors may or may not be teaching the classes in Fall 2012, but rather it would be used to determine what textbooks would be used. All agreed this would be a good solution for students. Michael would send the spreadsheet to Jenny for distribution to the Chairs and Coordinators with a reply deadline of April 27, 2012.

The CCC meeting adjourned at 12:00pm. Next meeting: May 14, 2012 11:00am room 55-524