

# Council of Chairs & Coordinators

## Minutes of the Meeting – Monday, October 8, 2012

### MEETING ATTENDANCE:

|   |   |   |                                       |   |  |
|---|---|---|---------------------------------------|---|--|
| X | Joel Castellaw , Chair                        |   | Danny Martinez (Cross Cult)           | X | Jenny Vanden Eynden (Math)                               |
| X | Tina Young (AOJ)                              |   | James Foran (Culinary Arts)           | X | Susan Working (Math)                                     |
| X | Barbara Loveless (American Collegiate Eng)    |   | Joe Orate (Culinary Arts)             | X | Evan Wirig (Media Commun)                                |
| X | Jamie Gould (ASL)                             | X | David Mullen (Dance)                  |   | Fred Benedetti (Music)                                   |
| X | Ross Cohen (Astronomy, Physical Sci, Physics) |   | Nemie Capacia (Dev Math)              |   | Derek Cannon (Music)                                     |
| X | Israel Cardona (Behav. Sci)                   |   | Paul Turounet (Digital Arts)          | X | Lisa Maloy (Nursing)                                     |
| X | Shina Alagia (Bio Sci)                        |   | Jane Nolan (DSPS)                     |   | Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst) |
| X | Craig Milgrim (Bio Sci)                       | X | Carl Fielden (DSPS)                   |   | Chris Rice (Orthopedic Technology)                       |
| X | Brian Keliher (Bus Admin)                     | X | Judd Curran (Earth Sci)               |   | Tom Byrne (Orthopedic Technology)                        |
| X | Linda Snider (BOT)                            | X | Oralee Holder (English)               | X | Zoe Close (Philosophy, Religion)                         |
| X | Liz Barrow (CVT)                              | X | Chuck Passentino (ESL)                | X | Brian Jennings (Polit Econ)                              |
| X | Jeff Lehman (Chemistry)                       | X | Michael Perez (EOPS)                  | X | Peggy Wells (Resp Therp)                                 |
|   | Judy George (Chemistry)                       | X | Laura Sim (Ex Sci/Well)               |   | Angela Feres (SLO)                                       |
| X | Claudia Flores (CHD Dev, Fam Studies, ED)     | X | Jim Symington (Ex Sci Well)           |   | Byron Marshall (Telemetry/EKG)                           |
| X | Angie Gish (CHD Dev Center)                   | X | Beth Kelley (Ex Sci / Well)           | X | Beth Duggan (Theater Arts)                               |
| X | Joel Castellaw (Comm)                         | X | Robert Henry (History)                |   | (Trans Center Direc/Coord)                               |
| X | Janet Gelb (CSIS)                             | X | Priscilla Rogers (Int Bus, Mrkt, Man) | X | Paul Turounet (Visual Art & Humanities)                  |
| X | Kristi Kluka (Counseling)                     | x | Nadra Farina-Hess (Library)           | X | Yolanda Guerrero (World Lang)                            |

X = present at meeting

### GUESTS:

- Sheridan DeWolf, Interim Dean Career Tech Ed/Workforce Development
- Michael Golden, Faculty Biology Department, AFT Vice President
- Agustin Albarran, Interim Dean English, Social and Behavioral Sciences
- Michael Reese, Dean Math, Earth Science, Exercise Science and Wellness
- Chris Hill, Faculty Earth Science
- Steve Baker, Dean Arts, Language and Communication

**RECORDER:** Rochelle Weiser

### CALL TO ORDER (11:00)

#### I. Chair's Report—Joel

Joel presented the agenda for the day and the minutes from the September and April meetings. Joel noted no minutes were available from the May meeting; Oralee noted Jenny had asked her to take notes, but she has been unable to locate them. The minutes from 4/9/12 and 9/10/12 were approved by those present.

Joel highlighted the e-mail from Denise Schultmeyer announcing there are funds available for discipline specific professional development. He expressed hope that the program would be a success and funds would grow.

Joel reported on the Enrollment Strategies Committee meeting: discussions were taking place regarding what to do with LED if Prop 30 passes. Some of the ideas formulated were;

- Give all LED back to the divisions to be distributed
- Give 75% LED back to the divisions; take the other 25% LED and review programs that are “not completing”, areas of “bottlenecks” for students etc...

- Use the LED to populate a Summer schedule

Joel reported that the committee would like discussions among the divisions and departments for input on how they would like to see LED handled if there are funds available. Please pass the information onto Joel and to your Division Deans and Division reps on the Enrollment Strategies Committee. All agreed reports and data on the “bottlenecks” and “non-completer” programs would be useful to the Division Deans and Chairs in order to determine which courses would be best to add back if they are able.

Joel reported on Phase II of the Facilities Master Plan; identifying the oldest buildings on campus for replacement, remodeling or upgrades. Prop V would provide the funding for Phase II. Chairs, Coordinators and Deans from the buildings identified would be asked to participate in a task force to identify the square footage of the buildings, the program needs, etc. This would not be the design portion, but rather fact gathering to create a proposal. The task force will meet from November through January; if you are interested and don't receive an invite to join please contact Joel. Joel noted that both Sunny Cooke and Barbara Blanchard would like the stakeholders involved in the process.

## II. Discussion items:

- **Prerequisite Enforcement-Kristi Kluka**

Kristi reported that between July 1<sup>st</sup> and the first week of classes 1574 prerequisite clearance requests were processed. She reported that assessments were given and noted that they are hand scored while students wait.

In response to concerns that were raised at the previous meeting Kristi presented the group with the form that is currently used by both the English and Math departments for prerequisite clearance. After some discussion and input, all agreed they would like to leave the process the as is and not adopt a form for all departments. Kristi noted she would work with the World Languages Department to “clean up” and stream line the process for them.

Kristi reported the following as follow-up to the discussion at the previous CCC meeting:

- All requests received start the clearance process within a day; e-mail is processed each day.
- Recency Law; a time limit is not specified, so unless a program has particular requirements, example GC Nursing Program, previous work is accepted.
- Work experience will be referred to the Chair for prerequisite approval.
- Students are told to submit a request at least 2 weeks prior to registration and once they submit a request for clearance, to attempt to register in 3-5 business days; noting the entire campus is closed on Fridays during the summer.
- If a Chair or Coordinator sends a name to be cleared, they will be cleared and there is no need for follow-up. The same 3-5 day wait period to register applies.
- Improvements and clarification will be made on Web advisor directing students to the prerequisite page and directions.
- If changes need to be made to a department's page, please send updates to Kristi Kluka or Nick Montez. Kristi noted she would find out if Chairs can make their own changes to the web pages; the pages have limited access due to maintaining continuity.

Kristi noted that the implementation of a registration deadline will help the process and encourage students to get their requests submitted. Some discussion occurred regarding creating a prerequisite deadline; Kristi noted this would create a greater burden and time crunch for counseling; Joel advised the discussion occur at another meeting to allow more time for the topic. It was recommended that an advisement to students be added to the directions; No follow-up contact will be made and do not contact the Chair.

- **I.S. Updates-Brian Nath**

Brian reported that the District and GC would be installing standby power generators and the campus would experience the following scheduled outages: November 10- for approximately 3-4 hours nothing will be available. In December GC data center would be

down starting on December 20<sup>th</sup>, the day after grades are due. January 3-4 IS will be working to restore all data and systems.

Brian reported that IS will begin to “push” Internet Explorer 8 to faculty desk tops for installation.

Some discussion occurred regarding the Data Warehouse and the web reports that are available; the data warehouse is a static report, the information is pulled from the web reports and posted to the site, the web reports site gives current information. IS is working on offsite access to the reports, but protecting data is an issue; access to student names and records etc.

- **Annual Program Review Updates-discussion**

Chris reported that the district would be purchasing a new program, TracDat, to replace the excel spreadsheets used in the planning process. A project team will be formed to transition to the new software, training and orientations will occur prior to implementation. Chris is looking for “end users” to give feedback on the new software. If interested in participating please contact Chris Hill.

Some suggestions/ideas/comments for the review process were:

- Take “review” out of the annual process; refer to it as the “Annual Program Update” to alleviate confusion with Program Review.
- Have department/division administrative assistants participate in the orientation and training in order to help their departments.
- The last tab of the excel sheet was not visible, many chairs and coordinators missed it; the new software will remove this problem.
- Tabs 3a and 3b will be reviewed again in the spring.
- Process and calendar will stay the same for now; once TracDat is ready to go Chris will present it to the group.
- Training is available for anyone in a division or department who would like to become a resource for their department.
- When requesting data is it possible to let the person writing the review know what sources are requested; be as specific as possible.
- Can reports be accessed from home? The web reports contain data that needs to be protected and IS would have to work on this if this is to be possible.
- Data Warehouse reports can be accessed from home.
- Would it be possible for TracDat to populate data fields; IS and taskforce will have to research what the software is capable of and the costs.

Chris noted she will return with more information regarding TracDat when it is available.

- **Spring Flex Week workshop on evaluations-Michael Golden**

Michael reported the Evaluation workshops for managers had been well received and it was suggested to offer one for Peer Evaluations. Michael noted the workshop focused on staying within the bounds of the contract. The following items emerged from the discussion:

- Incorporate how to write good/useful evaluations.
- Focus on best practices for writing evaluations
- Start the session with writing evaluations in relation to the contract and add a best practices section.
- Previous best practices orientation Jim Mahler participated and advised on what is acceptable to the contract.
- All agreed need to raise awareness of what is accepted and required by contract.
- Suggested that faculty receive training on what is acceptable for managers to discuss during an evaluation in relation to the contract.

All agreed they would like an Evaluation workshop that started with the contract information and included a best practices portion.

Michael reported on the status of the new evaluation form; the self-evaluation would be optional and the new form would not be available until negotiations occurred between AFT and the District. Until then the old form would stay in place.

- **CCC Training Topics**

Joel reported that he would like input on possible training topics for Chairs and Coordinators and noted that the 4<sup>th</sup> Monday of the month would be available for many to participate. (It was noted that the TTLC also meets the 4<sup>th</sup> Monday, but it may be possible alternate dates for training could be offered.) The following topics were suggested, noted are the numbers that were interested:

- Reports Training-11
- Roles and expectations of Chairs and Coordinators-20
- Conflict Resolution-Faculty to Manager-5

Oralee noted that the Conflict Resolution, Faculty to Student, was well received and many campus resources were available. She recommended that the Collegwide Mediation Committee participate, as well as counselors and trained personal.

**Closing Moments:**

Marsha Raybourn reported that system testing for prerequisite and hard blocks may need to be done for courses not offered in the fall but will be offered in the spring. Please contact her office if your department or program is offering courses in the spring with prerequisites that were not offered in the fall.

**The CCC meeting adjourned at 12:20pm.**

**No November meeting due to the Veteran's Day Holiday**

**Next meeting: December 10, 2012 11:00am-12:20pm Room 36-325**