

Meeting notes
Council of Chairs and Coordinators
May 13, 2013

1. Professional Development updates- Denise Schulmeyer
 - a. June 7 deadline dates to reserve rooms & send proposals for PD event
PD event during Flexweek Thursday August 15th 9:00 to 10:00am
 - b. Denise sent out a link
 - c. Link is on the PD website
 - d. Please RSVP-breakfast being served

2. Activity Proposal- Tim Flood
 - a. Handout provided on Activity Proposals funded & unfunded
 - b. Reasons given for Activity Proposals unfunded:
 - i. Some were already funded via Wish List
 - ii. IRC funded through other processes institution-wide PD & Tutoring as examples
 - iii. Goal is to treat all depts fairly
 - iv. Request from Community Learning to Fee Based-“curriculum matter” this is the purview of the Curriculum Committee
 - v. Everything that was requested was funded over \$600K
 - vi. 1.6m including institutional expenses e.g. technology campus-wide

3. Compressed Calendar-Judd Curran (JC)
 - a. Discussion of scheduling implications & gathering questions for FAQ
 - b. Goal today is not rehashing/re-run of previous discussion in Academic Senate-goal is to move the discussion forward
 - c. Importance of careful consideration
 - d. Questions that are still out there
 - e. Some depts on board, others not sure, e.g. those depts that have labs would stand to experience hardships
 - f. Compressed Calendar & Thanksgiving Week off: people have strong feelings and may need to separate out two items above
 - g. Question re: Staff Development. Losing the time in a lab would kill some depts. Can we use Flexweek to recover some of that time?
 - h. Let’s get models of different proposals on the table since we only have one proposal at this time
 - i. It’s important to understand the view of the student. Need more “meat” to understand/pedagogical reasons for going to a compressed calendar
 - j. Does this preclude going to M W F schedule?
 - k. Which classes are most effective? MW or TTh
 - l. Clarified classes to be extended by 5mins and passing time would go to 10mins in the current scenario

- m. Why not keep the schedule the way it is and cut down the number of days? Fridays? Or Saturdays?
 - n. Questions of how much time to cut/meet with students is one issue and another is the number of days to meet
 - o. Why can't we do 16 weeks w/o Finals Week & w/o PD Week?
 - p. Does Compressed Calendar allow for 8 Week Sessions? If so, how will they be scheduled?
 - q. Bus Schedule problems for students (late evening buses)
 - r. Question of College Hour if it were to return; how would that affect the Compressed Calendar?
 - s. SMCC utilized a 4 week intercession during Winter. SMCC improved Student Success rates after going to a Compressed Calendar
4. Tutoring Needs: Sue Gonda
- a. Problem for us since 2/3rds of our students are PT
 - b. Admin will send out an email to students to make them aware
 - c. Tutoring Fair to recruit students
 - d. Online tutoring tool Pilot to help take some of the pressure off
 - e. Outreach to Universities
 - f. Meeting with Tutoring Coordinators in our District w/AFT & CSEA to express concerns & issues
 - g. TA's are affected by this proposal as well
 - h. "A in class may qualify you to be a tutor. Let your instructor know"
 - i. 299-A Occupational Course repeatable up to 16 units students does not have to be FT to sign up for a one unit course
 - j. Peer Component-one unit course with the advisory of an instructor
 - k. Can work up to 75 hours
 - l. Will help student resumes
 - m. Students to get transcript credit
 - n. The course is repeatable
 - o. Students are paying for the unit (\$46) though Parking Pass is worth \$40 real cost to student is \$6
 - p. General Work Exp is not repeatable 195 Course
 - q. Repeatable is the one that is related to the discipline
5. Enrolment Strategies-Chris Hill
- a. Committee came back together a couple of years ago in 'crisis mode'
 - b. CH displayed Charge of the ER Committee
 - c. CH informed on removal of redundancies in the charge
 - d. Going to ADSOC next
 - e. Previous Charge made it a 'crisis' committee now it is designed (intended) to be ongoing
 - f. Question of this committee being a decision-making body or a recommendation making body
6. Joel Castellaw (JC) brought forth Council of C & C Charge
- a. Solicited changes/edits
7. Marketing Committee-Evan Wirig
- a. Please update your brochures/flyers

- b. Get them as a pdf to Lynnette Wilson & Jaime Gassert
- c. Will be updated to the website as well

Important Dates

Friday, May 17, or Monday, May 20- Expected date for chairs & coordinators to receive Fall 2013 page proofs

Friday, May 24- Tentative date for C & C's to turnin page proofs to deans

May 31, 2013- Purchase Requisition deadline

Jue 6, Revised deadline for instruction to submit Spring 2013 grades