

## MINUTES

### Chairs/Coordinators Council

October 14, 2013

#### Chair Report—

Faculty/Staff Committee to begin process. CCC to have input on new Rubric on the hiring process. Chairs/Coordinators should speak to their Deans concerning the process.

New Test Scanning Machines (Datalink) will be installed during the semester break. Chairs/Coordinators to tell faculty and students not to stock up on Grademaster sheets. More info will be forthcoming and probably presented at the December Meeting.

Reminder that the CCC is an Open meeting unless the body requests that it not be. Such changes should be discussed with Joel.

CCC Charge was presented and discussed.

#### VPAA Report—

Dr. Vanderwoude discussed Accreditation Visit during the week. Chairs/Coordinators encouraged to keep a portable communications device with them during the week.

Website is undergoing development. More info will be forth coming in other meetings (i.e. Senate)

Reassigned time applications are coming due. Communicate with Deans to help with the process.

Assembly Member Shirley Weber will be presenting on Diversity and Inclusion on campus Nov 7<sup>th</sup>. More details will come via e-mail or other communication.

#### Waller and Wright—Modification of Major

Handout of Modification of Major; All Course Substitutions Must meet the requirements of the course being substituted. No course waivers will be considered and no “double dipping” of courses will be permitted. Admission and Records Office has Modification of Major forms. Chairs and Coordinators should have forms available in their offices. Discussion to continue at future meetings.

#### TracDat Trouble Shooting—

Planning section due by Oct 25<sup>th</sup>. Confusion about the due date and what exactly was due. TracDat needs SLO assessments, Program Review and Planning information. There are limits to the amount of characters that can be inputted in a given window.

Review of CCC Duties—

Suggested that training for some duties occur. Ideas for training were discussed. Training should be from the list of duties.

Next CCC Meeting will be in December.

Adjourn