

Minutes
Council of Chairs and Coordinators
Feb 10, 2014

CALL TO ORDER:

Chair Report: (NOTE: Due to Guests' schedules the Chair Report was segmented throughout the meeting, but will appear in the minutes as one item)

Joel stated that the notes from December's meeting had been lost and if anyone took notes to please contact him.

Important dates: 2/27—Pre Planning Data Meeting; 3/14—Annual College Planning Forum;

Report of Uber Meeting with AFT:

Expected growth should be 1.63%

Resource Allocation Formula (RAF) .86% increase

AFT wants to increase the Salary Schedule past year 15 and increase starting salary.

AFT sent a survey to Chairs/Coordinators concerning Re-Assigned Time. Some did not get or see the survey. It was suggested that the AFT re-send the survey. AFT wants re-assigned time for Chairs/Coordinators as a part of the contract. Additional information will be required to attend to the specific needs of each department and the duties of that chair/coordinator.

AFT would like to put Chairs/Coordinators on an 11-month salary schedule to deal with summer, intersession and other duties. More details as they become available.

AFT reminds the Chairs/Coordinators to please send a department representative to the monthly meetings which are held the first Thursday of every month.

AFT encourages the promotion of the Adjunct Faculty Database on the AFT website.

Planning and Resources:

Results of the Faculty Staffing Process were presented. The top 4 on that list will be recommended for funding. Jim Spillers will address the CCC at a later date to discuss the staffing process.

Enrollment Strategies Committee:

Committee has reorganized to act as a resource for attracting students and to aid in the scheduling processes. It was Joel's opinion that this committee will not supplant how departments schedule their classes.

Other Business:

Joel announced that his time as the Chair of CCC is coming to an end and will not seek an additional term. All Chairs may consider running for the position. Joel stated that the release time for Chair of CCC at 10% or about 3-4 hours a week commitment to fulfill the duties as Chair. It was suggested that with the increase of the number of committees the Chair of the CCC must attend, that the release time be increased to 20%.

VPAA:

Dr. VandeWoude expressed thanks and congratulations to everyone who participated in the Accreditation process, and that Grossmont has been accredited for another 6-years.

Enrollment Strategy Workshops are in the process of being set up to deal with the issues of enrollment management and pro-active scheduling of courses. She stated that there is a difference between Planning and Reality and hopes that the workshops will address specific needs and practical goals. Workshops will be held at both CC and GC campuses.

Tutoring:

Chris Hill stated that surveys to assess tutoring needs will be presented. Results will be shares with all stakeholders including Deans and Chairs. Surveys are to help improve the student success. Several suggestion were made to Chris Hill by the CCC concerning clarity and additional questions for the survey

Website and IT Updates:

Brian Nath stated that Accu-Placer has replaced our "In House" assessment tool.

New software for advising and orientation seems to be working well.

Degree Audit Reporting Program was upgraded. Students can work on their degree plans but needs to be updated for full implementation by students. Counselling to be involved in a task force.

Web Adviser: Faculty can now print off their own ADD CODES and see if students actually are using the ADD CODE they were given.

Email was updated over the semester break. Brian Nath stated that it is difficult to accommodate all our programs and Web Access for the numerous and different mobile devices. Chairs/Coordinators should let IT know of their specific needs.

Adobe Site Licensing: All PC users who request it, will be getting a copy of Acrobat Pro. The upgrade will be done automatically. Mac users will need to have it manually installed.

Windows Update: All XP Computers will be switched to Windows 7 by the end of April. Departments need to be aware of any computer or hardware that may need to be updated to support Windows 7.

Wireless: Bring Your Own Device: Brain Nath stated that it was the goal of IT to attain 100% WIFI coverage across campus. IT is aware that the network is not secure, and that several issues need to be discussed by a task force.

ADJOURN 12:19