

Council of Chairs and Coordinators Meeting
Monday, November 10, 2014
11:05am – 12:20pm, Room 31-370

Attendance: Randy Abshier, Shina Alagia, Liz Barrow, Derek Cannon, Brian Carter, Joel Castellaw, Cruz Cerda, Zoe Close, Gareth Davies-Morris, Nadra Farina-Hess, Claudia Flores, Janet Gelb, Oralee Holder, Brian Keliher, Cheryl Kerns-Campbell, Helen Liesberg, Kathy Meyer, Craig Milgrim, Todd Myers, John Oakes, Priscilla Rogers, Robin Sepulveda, Scott Therkalsen, Christi Vicino, Peggy Wells, Cary Willard, Evan Wirig, Susan Working. **Guests:** Beth Smith. **Recorder:** Tyler Dranguet

I. VPAA Corner – Katrina VanderWoude

The second phase of enrollment strategizing began on November 3rd when the Enrollment Strategies committee began looking at the data that it has, what additional data it need, and discovering how best to look at the information it receives. A planning calendar is forthcoming and will help the College be more proactive with its planning and strategizing.

Human Resources is currently bolstering both the short-term and long-term faculty hiring pools in preparation for the upcoming Spring semester to ensure that enough coverage is available for classes.

With the emergence of Ebola, flu, and Meningitis, discussions of preparedness are currently taking place. The use of Blackboard shells to help in emergency situations is of particular interest since the Blackboard servers are separate from the College's and could help disseminate critical information during an emergency. Training on this topic will likely occur in the near future.

Distance education will be seeing an increase in evaluations. Deans will be receiving training on how to effectively evaluate online classes. Training for chairs and coordinators will also occur since they are heavily involved in the evaluation process. The addition of online learning initiatives will be helpful amenities in the online course evaluation process.

II. Instructional Technology/Distance Education – Janet Gelb

Currently, success and retention in distance education is very low. The Distance Education Committee is currently looking to make Distance Education more intuitive for faculty members. With the implementation of the new contract, online classes will now be evaluated. Training will be offered in spring for deans, chairs, and coordinators to help evaluators determine if aspects like course design will help student success in the course. During the Friday of Spring Professional Development week, the CSIS lab will be offering multiple training courses on website development and Blackboard. Attendees are welcome to walk-in and stay for as little or as long as needed. These training opportunities are an excellent time for faculty members to see how their webpages were affected during the roll-over in December. There will also be additional workshops and a panel of faculty discussing websites as tools for teaching. Discussions of an informal, monthly meeting to discuss Blackboard and website utilization are currently taking place.

Pat James, Director of [OEI](#), will be on campus during Flex Week for an entire day. OEI will affect online courses in the future, so faculty are encouraged to learn about this early so they can remain up-to-date. OEI currently has a rubric posted to its website to show which courses will be available on the online exchange. The college is not currently looking into obtaining certification. Instead, it is currently focusing on creating well-built courses for online classes.

In spring, the new edition of Microsoft Office will be pushed out to campus computers. Faculty and staff are reminded that they must remove their old desktop icons and create new ones in order for the icons to function when the new Office suite is downloaded. A step-by-step email will be sent out in spring to assist in this process.

Also in spring, old Blackboard containers will begin being deleted. Only seven semesters (including summer) will be retained on the system. Individuals who would like to keep their older content or containers are encouraged to begin archiving now as the containers will be removed in summer 2015.

Both Cuyamaca and Grossmont Colleges' student success rates are lower than the State expects for distance education. The College is currently looking at what it can do to increase retention and success rates in online courses. When faculty can use more tools more effectively, students tend to receive more direction in regard to the course's content and are generally more successful. A self-evaluation for students will be available to help students determine if they are prepared for online classes and information will be compiled onto the new Distance Education website so students can better access information regarding online learning.

III. Updates: Pathways/Student Equity/CCCSE – Beth Smith

The CCCSE assessment will be returning in spring right after Spring Break. Faculty should plan their course schedules according if their section(s) are chosen to take the assessment. Program map templates have started going out to faculty. The College plans to have initial program mapping complete by the end of Spring Flex Week. The Pathways retreat will be taking place this month and emails have been sent out for faculty to RSVP to the event and all are encouraged to attend. Last week, Professional Development sent out its needs assessment survey. All faculty and staff are being asked to complete the assessment as soon as possible.

In order to receive Student Equity funds, the College must do research on areas that may be adversely impacted such as gender, former/current foster youth, disability status, low income, veteran status, and ethnicity. Student equity, as defined by Title V includes access, course completion, ESL and basic skills, degree and certificate completion, and transfer. The State is currently providing data to help the College track if people successfully found jobs after their coursework at the College. Student Equity funds may be spent on outreach, student services, research, to hire a student equity program coordinator, on student equity planning, professional development, adapting academic or career-related programs and courses, instructional support services, in-state travel in support of student equity programs, and other direct student equity initiatives.

Currently, the College is creating its plan to mitigate areas of identified disproportionate impact (Hispanics and men). The College will be purchasing Hispanic media time to advertise to this affected group. The College's goal is to provide the same opportunities to impacted groups as all other students. Additional research will be conducted and training will be provided to faculty so that focus groups and student feedback can be obtained on these topics. Spring 2015 will mark the start of continued research and action to address and mitigate disproportionate impact.

IV. Follow-up from AFT 11/7/14 Report – Evan Wirig & Victoria Curran

Evan and Victoria wanted to quell any fears that occurred as a result of Friday's AFT meeting to discuss contract changes. The need for a district-wide, systematic process is evident, but department chairs and deans are not expected to implement all of the new contract pieces on their own. Chairs and coordinators will be receiving emails from the AFT executive committee for one full-time and one part-time representative for each department. The contract is only as good as faculty members' familiarity with it, so it is important to understand the contract's additions. It is important to note that discussions are ongoing. CCC will have an opportunity to discuss these topics again.

Every class, every semester must have student evaluations submitted beginning in the spring semester. The evaluation cannot be given by the course's instructor, but may be given by another faculty or classified staff member. These evaluations will provide pedagogical feedback for instructors more frequently.

Adjunct faculty members may now submit three peers' names for their peer evaluations. If they do not submit any names, then their forfeit their right to choose who their peer evaluator will be.

Meeting adjourned at 12:20pm.

The next CCC meeting will be held on December 8, 2014 in 31-370.