

**Council of Chairs and Coordinators Meeting**  
**Monday, December 8, 2014**  
**11:05am – 12:20pm, Room 31-370**

**Attendance:** Randy Abshier, Shina Alagia, Liz Barrow, Brian Carter, Joel Castellaw, Zoe Close, Gareth Davies-Morris, Nadra Farina-Hess, Claudia Flores, Janet Gelb, Brian Keliher, Cheryl Kerns-Campbell, Lisa Maloy, Kathy Meyer, Craig Milgrim, Todd Myers, John Oakes, Priscilla Rogers, Robin Sepulveda, Jamie Shatwell, Linda Snider, Scott Therkalsen, Christi Vicino, Paul Vincent, Peggy Wells, Susan Working, Tina Young. **Guests:** Victoria Curran, Michael Golden, Beth Smith. **Recorder:** Tyler Dranguet.

**I. VPAA Corner – Katrina VanderWoude**

Linda Daley, the VPAA's Administrative Assistant, read a letter from Dr. VanderWoude since she could not be in attendance for the day's meeting. First and foremost, she sends her thanks to all of the chairs and coordinators for all that they do every day to support the core technology of teaching and learning at the College for their focus on students. Chairs and Coordinators' contributions to enrollment strategies, program map development, student success, and equity have been invaluable. She also recognized Evan Wirig for his accomplishments as Chair of Chairs. She applauds the work that each department has accomplished this semester and she looks forward to seeing everyone in Spring 2015. Dr. VanderWoude wishes everyone a safe and wonderful holiday break with their families.

**II. Professional Development Issues – Micah Jendian**

Chairs and Coordinators will receive a draft of the Flex Week calendar through Evan so they have an opportunity to include any intra-department meetings and direct faculty to noteworthy Flex Week sessions. Tuesday sessions will focus on curriculum instruction. Thursday will emphasize student equity, access, and success. Friday will focus on technology and instruction. The keynote speaker for Spring 2015 is Dr. Justin Cunningham. Dr. Cunningham is the Superintendent of Bonsall Unified School District and has been working in education for thirty-four years. He is also a noted expert in neuroscience with a focus on how the brain learns. All faculty members are encouraged to attend convocation and the keynote address during Flex Week.

The Professional Development Committee is developing criteria for independent projects. The Needs Assessment Survey identified that there is an important role for faculty-driven professional development. The criteria that the Professional Development Committee is developing will help Chairs, Deans, and faculty with these independent projects. The criteria document has three components: framework tied to Title V; principles to guide projects; and a set of actual proposals that have been approved in the past. Professional Development hopes to utilize this document beginning in Spring 2015 to help create more effective communication on this topic. Professional Development intends to have this document available on December 18<sup>th</sup> with the roll-out of the new College website. The criteria document is a living one; anyone with feedback on it may send their comments to Micah Jendian, Cindi Harris, or Rochelle Weiser.

Micah extended his thanks to the individuals who participated in the campus-wide needs assessment survey. The survey had over three hundred fifty participants. The objective of the needs assessment survey was to identify professional development needs and priorities. The next stage of this assessment will be a series of focus groups to explore three main areas that surfaced through the survey: facilitating student success, cultural competence, and faculty-student interaction. These focus groups and survey responses will contribute to the Dr. Jim Marshall's report and recommendations for the College in mid-January. Upon receiving Dr. Marshall's report, Professional Development will meet with the different constituencies on campus to develop a comprehensive professional development plan.

**III. Pathways Update – Beth Smith**

The Pathways Retreat in November hosted a panel discussion of ways for the College to arrange its Pathways program. At the end of the retreat, attendees were asked to vote for their favorite arrangements. There was no clear, overall winner in the vote, but two arrangements were favorites: arrangement by thematic GE and by major. Both of these arrangements would provide students with a binding agent to link them together in their Pathways groups. The arrangement by major is similar to what the College already has with its divisions, but students who are undecided or change majors may be negatively impacted. Another potential issue is the amount of time it takes for students to get into their actual major coursework. The arrangement by thematic GE was favored by the students who attended the Pathways retreat. This arrangement is similar to the model that the College already uses for its One College, One

Theme program and themes could potentially be converted into minors with CSU partners. (Some community colleges and CSUs are already doing this.) Students could possibly earn certificates for their theme of choice from the College with this arrangement. The thematic GE structure, however, would require building and expanding other infrastructure, but could provide faculty and students different ways to engage the material of their courses. The Council suggested that a summary describing the Pathways program and the choices presented for voting be created to accompany the ballot when it goes out and that it not be sent out until after faculty and staff return from winter break. It was also suggested that students receive some ability to express their views on which arrangement they prefer because the Pathways program is focused on facilitating student success.

#### **IV. Website Update – Lorena Ruggero**

The new website is set to go live on December 18, 2014. The current website will be “in sunset” starting June 2015. Faculty, staff, and students who would like to access the old website until June may access it using [web2.grossmont.edu](http://web2.grossmont.edu). Individuals who have not already undergone training may do so during Flex Week, but it is important that faculty and staff at least look at their department webpages to ensure that they are up-to-date before it becomes available to students. There are currently two ways to update pages that are out of date. Those who have already gone through training should be able to update pages themselves. (Keys are available now or will be available soon to those who have already been through CMS training.) For faculty and staff who cannot get critical website information changed before the 18<sup>th</sup> should email Lorena Ruggero as soon as possible. At this time, information needs to be accurate, not necessarily beautiful. Both basic and advanced CMS training will be available during Spring Flex Week. A district-wide email will be sent out to students notifying them of the website redesign with a link to Grossmont’s website redesign webpage. Anyone with questions is encouraged to contact Lorena at any time.

#### **V. Issues and Concerns**

The Brown Act allows the CCC to have partial or fully closed meetings without administrators if it would like. Evan Wirig asked the Council to think about this matter for the future.

AFT Representatives Victoria Curran and Michael Golden were invited to discuss topics of concern with the Council. To address the topic of adjunct rehire preference, it is not the Chairs and Coordinators’ responsibility to handle this. It’s the administrators’. If a part-time faculty member had problems with their adjunct rehire preference, they should be directed to their union representatives. Adjunct faculty members have one year to “raise their hand” and express to administration that they would like preference. It was suggested that a FAQ or summary of this information be made available to faculty members to promote clarity in this area. Until more information is available regarding adjunct hiring preference, chairs and coordinators should follow past practices so long as they do not conflict with the new contract. Human Resources will also have one year to update their records regarding adjunct rehire preference.

To apply for preference, part-time faculty members must document their own records of past teaching positions and “raise their hands” to receive preference. A written summary of the Union’s workshops for Chairs and Coordinators was requested for individuals who could not attend these sessions. There is currently discussion of another Chairs and Coordinator workshop being held during Flex Week.

**Meeting adjourned at 12:20pm.**

**The next CCC meeting will be held on February 9, 2015, location TBD.**