

Council of Chairs and Coordinators Meeting

Monday, March 9, 2015

11:05am – 12:20pm, Room 38B-342

Attendance: Randy Abshier, Shina Alagia, Liz Barrow, Derek Cannon, Israel Cardona, Jennifer Carmean, Brian Carter, Joel Castellaw, Zoe Close, Gareth Davies-Morris, Nadra Farina-Hess, Claudia Flores, Janet Gelb, Sue Gonda, Oralee Holder, Brian Keliher, Cheryl Kerns-Campbell, Pearl Lopez, Lisa Maloy, Craig Milgrim, Todd Myers, Shirley Pereira, Priscilla Rogers, Linda Snider, Scott Therkalsen, Renee Tuller, Katrina VanderWoude, Christi Vicino, Paul Vincent, Peggy Wells, Evan Wirig, Susan Working, Tina Young. **Guests:** Joan Ahrens, Judd Curran, Jim Mahler. **Recorder:** Tyler Dranguet.

I. Online & Technologies Learning – Janet Gelb

A. Video Solutions Workshop

On Friday April 3rd from 12:00 to 2:00pm, a video solutions workshop will be held to demonstrate how to integrate video features into Blackboard. Information will be posted to the Professional Development calendar soon and all faculty are highly encouraged to attend.

B. Courses on ADA Compliance

A two-part series on ADA Compliance for Blackboard will be held on April 10th and April 17th. Because ADA compliance applies to Blackboard as well as face-to-face course areas, it is important for instructors to make sure that the information available to students is compliant with ADA requirements.

C. Online Teaching Conference

The 2015 annual Online Teaching Conference will be held at the San Diego Convention Center on June 18 and 19. The College will be sponsoring at least thirty faculty registrations for this event. More information is forthcoming.

D. Training for Online Courses

Training for Deans to evaluate online courses is currently underway. Training for Chairs and Coordinators is anticipated in the near future. Formal training for course evaluators will begin taking place during Fall Flex Week.

Beginning Summer 2015, online instructors teaching in the Fall semester will be required to take a course on online instruction before they will be allowed to teach. If instructors cannot make the regularly scheduled course, other options will be available to them to obtain approval to teach online.

E. Online Education Initiative

The OEI was given \$67 million to develop online educational tools in the State of California. Their mission is to support students and help faculty throughout the California community college system. Some of the services offered by the OEI include online resources for students, professional development for online teaching, and information on basic skills knowledge in underrepresented groups.

Part of the resources available through OEI include training modules for both students and faculty members including: introductions to education, getting technologically ready, organizing for online success, online reading strategies, and getting started with online coursework.

Members of the CCC Body expressed concern regarding the OEI Portal and potential problems that it may face to on-campus education. Individuals were also concerned about the College's obligation to honor credits obtained through the OEI if the College chooses to participate. These are important topics that will be discussed should the College decide to examine other Portal options and as the OEI course exchange program begins to pilot its first programs this Fall. Colleges are not mandated to use the Canvas portal available through OEI.

F. Online Readiness Test

The Distance Education Committee is currently creating an online readiness test for students which they hope to implement during the Fall 2015 semester. This test will help students recognize if they are prepared to be successful in online courses. Grossmont College currently has the lowest online student success rate for online courses. Many other colleges require students to pass an online competency test before they are allowed to enroll in distance education courses. While students will not be hard-blocked from courses after taking this competency test, it will help students to better evaluate their chances of success in these courses.

II. VPAA Corner – Katrina VanderWoude

A. Enrollment Strategies

Enrollment at the College is currently down, but many proactive measures have been taken since last year's enrollment strategies workshops. The Enrollment Strategies Committee meets on the first Monday of the month from 3:30-5:00pm in Griffin Gate for those who would like more information. The meeting is open to all who would like to attend.

B. Interim Administrative Positions

Although the College currently has a number of individuals serving interim roles, there are a large number of projects that progressing across campus and everyone is in roles where they are doing well and getting things done.

C. Pathways

More feedback is being sought for the Pathways program before a decision is made regarding the program's design (by major, by theme, or a hybrid of the two.) Individuals with questions regarding Pathways are encouraged to contact Katrina VanderWoude, Beth Smith, Sara Glasgow, or the CPIE office.

D. Concerns with Online

BlackBoard evaluation training for online courses is currently being piloted with division deans. It is anticipated that chairs and coordinators will begin training shortly after the pilot's completion. Janet Gelb is currently working on generating a regular Distance Education newsletter to keep faculty and staff updated on important Distance Education updates. She is also hosting the campus's Refresh Friday sessions for interested individuals.

Beginning in Summer, instructors teaching online courses will be required to complete a certification course to ensure that they have the right tools to teach distance education courses. Instructors who cannot attend these certification sessions will have other opportunities before the beginning of the semester.

III. **AFT Contract Q&A – Jim Mahler**

A. Guide to Adjunct Preference

A "cheat sheet" for how to address Adjunct Preference is currently being created for department chairs. Until Spring 2016, adjunct instructors can only "raise their hands" and opt-in to the new preference program. It is important to remember that while a cheat sheet will be helpful, the CBA would override any discrepancies between the cheat sheet and contract language. A joint statement from the Union and HR is also being created to notify part-time faculty about opting in for preference. A tracking worksheet is also being created to assist deans with tracking. Department chairs will not be responsible for tracking preference for their adjunct faculty.

B. Adjunct Evaluations

The process for adjunct instructors to choose three evaluators for their courses is still being designed. Evaluators may evaluate instructors at any point in the semester. While a minimum of one fifty minute session is required, there is no cap as to how many times an evaluator may return.

Meeting adjourned at 12:20pm.

The next CCC meeting will be held on April 27, 2015 in Room 38B-342. (Please note date change!)