# Grossmont Community College

# Council of Chairs and Coordinators

## September 12, 2016

## 11:00 am – 12:20 pm

***Attendees:*** Judd Curran, Tina Young, Barbara Loveless, Jamie Shatwell, Israel Cardona, Shina Alagia, Brian Keliher, Barb Gillespie, Liz Barrow, Cary Willard, Diana Vance, Robin Sepulveda, Joel Castellaw, Clifton Quinn, Renee Tuller, Sue Gonda, Mark Goodman, Oralee Holder, Pearl Lopez, Randy Abshier, Angela Feres, Priscilla Rogers, Julie Middlemas, Jessica Owens, Nemie Capacia, Derek Cannon, Lisa Maloy, Domenica Dee Oliveri, Christi Vicino, Amanda Robbins, Zoe Close, Peggy Wells, Jennifer Carmean, Beth Duggan, Marion de Koning, Paul Vincent, Debbie Yaddow, Javier Ayala, Tate Hurvitz
***Recorder:*** Jacqui Valdivia

Call to order 11:00 am

***Chair Report: Judd Curran***

1. Thanks to Evan Wirig for his service to CCC.
2. **Website** – We are currently working on our website to update and clean up existing information. Members are asked to go to the council of chairs and coordinators website at <http://www.grossmont.edu/faculty-staff/ccc/default.aspx>.

We will be also looking over the handbook and will be updating it as it has been some time since the last update. Once the handbook is updated, we will be posting to the council of chairs and coordinators home page.
3. **The CCC Charge** – Just to refresh, the current charge for the council of chairs was read and is as follows:
 *The Council of Chairs and Coordinators will discuss issues related to departmental/program functions, scheduling, room utilization, budget, planning processes, student learning outcomes, the mechanics of evaluations and hiring committees, student disruption and discipline matters, ETC. The Council makes recommendations to the Academic Senate for any action items related to these issues.*
4. **Membership -** Please look at the council member’s page and make sure your current chair is listed in your department. Also if your name is listed in two different areas and can be combined to one, please let us know. We will be working to clean up all the information on this page.
General responsibilities are also listed in case anyone would like to look at this information to refresh their current responsibilities of a chair.
5. **Meeting Schedule -** Currently CCC meets on the 2nd Monday of the month, with and additional possible meeting on the 4th Monday of the month if desired or needed. Currently we have meetings planned for October 10, November 14, and December 12. The December date, which this year is scheduled for the 12th, lands on the first day of finals. This date usually gets cancelled. The question was posed to the council if we would like to set up an extra date to meet as this is only 3 meetings we will have for this semester. The date of November 28, 2016 was presented as a possible make-up date for the December meeting. We will be scheduling the meeting for November 28, 2016.

There have been a few suggestions that due to some of the administrator attendees, some of our members are holding back possible issues that could be discussed more freely. A suggestion would be to assign a new meeting that would be for chairs and coordinators only.  More research needs to be done on this request as this may be a violation of the Brown Act which mandates open meeting for government bodies. It was suggested that we may ask as a respect to the CCC. Another suggestion is to have a closed session the first or last 20 minutes of each meeting?  Before a decision can be made we will find out if our council falls under the brown act definition of a government body.
6. **Strategy Moving Forward** – Judd wants to bring the main issues to the CCC that are most important to it's membership that in the past we have not always made a priority. A list of 50 issues or topics that are important to the CCC were submitted by members of the Council last Spring. Some goodfeedback was received, but unfortunately because some of the data did not come back completed, it was hard to prioritizethe topics. After discussing the process, members expressed that it would be easier to rate the issues as opposed to ranking that many issues. This is in hope that we can have some cross over in top issues and can work on them this year. Judd will be asking for the top 10 list and then will present it at the next meeting to vet.
7. **“Minimum Quals” for future Chairs of CCC** - In last year’s elections, there were some uncertainties in the qualifications of the Chair of the Chair and Coordinators. These were raised after the elections took place. Judd would like to develop a clear process of qualifications and rules for electing a new Chair. This would be so that in the future there would not be as much confusion to the election process. It was suggested to adopt the Academic Senate model in order to have a process and qualifications in place quickly. Judd will be taking that model and also taking suggestions in order to draw up a clear and concise process for this position.
8. **Proposed “Department Spotlight”**- Judd proposed that we do a new Department Spotlight where each department would get a chance to present what they are doing in their department. This would be one department each meeting and be a small 5 minute presentation. Members like this idea. We did a random drawing and Biological Science was chosen to go first. They will present at the meeting scheduled for October 10, 2016. These presentations will be a great way to learn about other departments, and to share ideas about how departments are serving students.

***Program Review:*** ***Nate Scharff & Bonnie Ripley***

1. The program reviews intent has been to make adjustments and changes in order to make the process better. With this committee the intent is to share best practices. The process is first semester your department will write and produce the document and it will be due at the end of the semester.  The following semester the document is reviewed. Then PRC sits down with your department and the intent is to find out what you need to make these changes happen and how the PRC can support you. Then in a year, your department will meet with the VP of Academic Affairs, and they will follow up with you on how you applied the suggestions and recommendations of the PRC.

The PRC has been in an internal review as to how they can support the department writers, and with the feedback received they have made more changes to help support the departments. There were three main areas you have asked us to improve on. The most important areas were gathering the data that your department uses, the handbook itself and the support for the writers.

Bonnie Ripley has taken over gathering and organizing the data. Then it is given directly to the writers. This made the process so much easier for the writers. Bonnie will continue streamlining this task and will be giving you this data on a semester by semester basis. This way departments can look at the trends and then just submit these findings every six years. This will also help motivate requests for staff, things outside of the normal budgets and any other request you may have. The data will all be in these reviews and will support the request and overall goals of the college.

The handbook has been revised and will help guide the process of each of the 8 sections that departments are writing on.

The Third piece was the writer support. PRC scanned all the documents so all the prior six years of review are available to the writers. There will also be examples of other reviews that were written well so that writers can use these as a reference. The Deans will also be involved and helping that the reviews are on track. Meetings will also be setup between PRC and departments to give one on one support along the way, in order to help writers in the process. The calendar was handed out and was gone over.

The document will be posted online, but a concern was made to not post the appendices online. Even though the information will be available, it would be better to not post the appendices online, just the report.

**Enrollment Management – Judd Curran**
The enrollment strategy committee has proposed a new committee chair structure that would consist of “tri-chair” arrangement. The proposed chair positions for the committee would include the VPAA (Katrina Vanderwoulde), the VPSS (Mashable Gable*)*, and the *CCC*, currently Judd Curran. They are meeting twice a month. What has been discussed so far is that Grossmont is up in FTES enrollment by 3% for Fall 2016. We need to earn6 %  for the year to hit our base allocation to avoid revenue cuts and the need for stabilization funding Thus, we need to earn around 9% growth through Winter session and Spring 2017 to average 6% for the year and make our base.  We would need to earn 9% to get to growth.  We need to continue to create more classes and fill those classes. Lorenze Legaspi is coming out with new spreadsheets to help understand where we are more precisely and what earning 9% through the remainder of the year will look like in the numbers. Our current strategies are helping, but a question arises of what happens if we do not make growth.  If we fall short we will need to apply for stabilization funding which would need to be paid back over the next three years.

We are looking at the balance betweenhow we are managing versus efficiency. We will be discussing this at the next CCC meeting

***Adjournment 12:20pm***