

# *Grossmont Community College*

## **Council of Chairs and Coordinators**

October 10, 2016

11:00 am – 12:20 pm

---

### **Attendees:**

Judd Curran	Brian Carter	Isreal Cardona	Linda Snider
Liz Barrow	Diana Vance	Angie Gish	Robin Sepulveda
Joel Castellaw	Clifton Quinn	Dave Mullen	Oralee Holder
Randy Abshier	Priscilla Rogers	Julie Middlemas	Jessica Owens
Shirley Pereira	Nemie Capacia	Derek Cannon	Lisa Maloy
Christi Vicino	Amanda Robbins	Zoe Close	Scott McGann
Peggy Wells	Beth Duggan	Sarah Moore	Marion de Koning
Paul Vincent	Janet Gelb	Dominica Oliveri	Agustin Albarran
Tate Hurvitz			

**Recorder:** Jacqui Valdivia

### **I. Call to order 11:06 am**

### **II. Announcements**

- A.** An Email from Heriberto Vasquez our new outreach coordinator was sent out letting everyone know about the upcoming October 29, 2016 Open House Event. He is aware that the last two open houses did not go well, but he is working to make this a very successful event. He asks that the CCC please participate in this open house, and he will be sending out an email with all the information and he is looking for a prompt on how you can participate and why it is important questions.
- B.** Please mark your calendars for the date of Tuesday, October 18, 2016 from 2:30pm-4:00pm. This will be a meet between Nabil Abu-Ghazaleh and Chairs and Coordinators. We can look at another alternative time too so everyone who wants to participate can.
- C.** The Adjunct office space feedback has been forwarded to Michael Golden. His reply was that there were a few departments that lacked the office space for adjunct, but for the most part people had the space.
- D.** Annual Planning deadlines are approaching, but currently there have not been any announcements on the actual deadline dates. An email has been sent to the CPIE office to see if there is an update and when they would be shared. Currently we have not received the information. Once there is clear information it will be passed on to CCC.

## ***Council of Chairs and Coordinators***

- E. Page Proofs are due to the dean on October 14, 2016. The final edits will be made with instructional operations by October 24, 2016

### **III. Department Spotlight: Mark Goodman from Earth Sciences**

- A. Earth Science offer courses in geography, geology, and oceanography. This includes lecture, lecture lab, and Lab. We do offer an online course and that is going well both in terms of enrollment and face to face contact with students.

We are also working on a couple of new courses called global studies and issues. This is in for approval at the moment. We are also trying to create a second level GIS class. With the current students they are requesting a second class. This is a class that can be used to get a job fairly quickly in the workforce so it is a great opportunity for students who take this class. There is a student who had taken one class and competed in a poster competition at California Geographic Society in San Jose. He won a prize and the department is extremely proud.

Bonnie Ripley has announces we had 6 transfer of AST degrees. Which is a big number?

The department currently has 5 Full Time and 5 Part Time. The Earth Science department is involved in many committees, and some are even working on the football chain committee. We also always offer Flex trips at the beginning of the year and they will continue to do so in the future. Many of the Earth Science are involved with the community itself doing many different things like activities with US Geology Survey, to being part of the American Legion, the Coast Guard Auxiliary, Environmental Caucus and the Ocean Beach planning board. ES also likes to study abroad in Iceland, Taiwan, and Biking across the USA.

Our next highlighted department will be Shina Alagia from Biological Sciences. Our backup will be Marion de Koning from Visual Arts and Humanities.

### **IV. Task Forces**

#### **A. Election Process**

Members are Shina Alagia, Liz Barrow, Janet Gelb, Evan Wirig. They will be working on coming up with a process for election.

#### **B. Updating the Handbook**

## ***Council of Chairs and Coordinators***

Members are Jennifer Carmean(Maybe), Angela Feres, Amanda Robbins, Paul Vincent. We posed the question; Do we want to work on the handbook and 87% said yes they would like it worked on and it is an important book. They are currently looking for more volunteers. In the meantime there is a link to the handbook on the CCC website.

### **V. Chair Report: Judd Curran**

#### **A. Most important Items on the Agenda**

A chart was shown of the breakdown of what the CCC member find to be the most important topics to speak about during this meeting. Enrollment management was by far the most popular subject to speak about. This graph will be sent out with the descriptions so they will be on the radar and some of these could be discussed sooner than later.

#### **B. CCC Meeting with just Chairs and Coordinators**

The CCC would like to designate some minutes to just CC members. This will be in Nov and April. We discussed how much time would be spent with just CC members, and if it should go at the beginning of the meeting or at the end. The later half of the meeting seem to be the best as this way CCC would not need to have other staff leave. It was decided that the meeting in November would be a closed meeting from 11:00am-11:30am and then it will become an open meeting.

#### **C. Enrollment Management**

Judd presented three charts that show our enrollment numbers over the last several years and where we are currently. These charts showed mostly that we have adjusted both ways over the last few years with scheduling more classes and then scheduling fewer classes, and trying to leverage more students, but it was not controlling the growing problem. There were many questions surrounding the data and if certain scenarios showed in the charts. Where classes cut that should not have been? If a student's class got cancelled did they drop from the other enrolled classes? Do our numbers reflect the student who have not yet paid for their classes this year? Did some of these situations helped us or hurt us. Mostly the data showed that we were not being efficient in the goals at those different times. CCC will plan to share with Nabil and Katrina at the upcoming meeting about what they are seeing happening in the classrooms, and some ideas on how become more efficient.

***Adjournment 12:20pm***