

# **Grossmont Community College**

## **Council of Chairs and Coordinators**

February 13, 2017  
Building 38B,Rm 342  
11:00 am – 12:20 pm

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### ***Attendees:***

Judd Curran	Tina Young	Jamie Shatwell	Brian Carter
Lina Snyder	Cary Willard	Angie Gish	Robin Sepulveda
Randy Abshier	Clifton Quinn	Oralee Holder	Renee Tuller
Shirley Pereira	Dave Mullen	Julie Middlemas	Helen Liesberg
Diane Vance	Pricilla Rodgers	Tate Hurvitz	Beth Duggan
Christi Vincini	Dominica Oliveri	Lisa Maloy	Nemie Capacia
Marion de Koning	Jeff Lehman	Linda Snider	Liz Barron
Zoe Close			

***Recorder:*** Jacqui Valdivia

### **FEATURED DEPARTMENT - Oralee Holder and the English Department**

Many great events coming up that the English department is participating.

*(Please see handout)*

Sue Gonda of cross culture studies will be doing the featured department next meeting.

### **FUTURE AGENDA ITEMS**

We had some unfinished business from last semester that is not on the agenda today, but we are working on getting these topics discussed in the next few meetings.

- Being a member of CCC and Process for nominating and voting on a chair for your department
- Bonnie would like some feedback on the data metrics. She will be at our meeting next month to discuss how is the data helping you and what data you still may need.
- Lorenze to do a Q&A about budgets

### **FTES UPDATE**

We are currently short by 917 FTES. Our goal to reach base is 13,001 FTES for the 16/17 fiscal year. We are hoping to grow 25% in summer of 2017. We will get closer to this number with 8 week classes and some of the summer numbers. Once final numbers are in we will be more informed on where we are at.

### **AFT Sponsored Chairs and Coordinators Caucus**

The AFT has proposed a new separate meet-up of Chairs and Coordinators, called the AFT-Sponsored Chair and Coordinator Caucus. The format of this meeting would be similar to the Uber-

Chairs meeting that occurs during Flex Week each semester. A meeting date that might work for many is the 4th Monday of each Month. We will have more conversations about this in the future.

### **GETTING TO KNOW EMA - Chris Tarman**

The updated user guide to EMA was handed out. Chris is trying to upload the user guide to reports so that it can be accessed from there. Many people were pulling from many different points to get the data that they wanted to use. EMA or Enrollment Management Assessment is set up to have all the data you would need to know about a section and its data. To access this report you go your browser go to address line and type reports. It will pull up many different types of data and information

In this report it will give you an average enrollment for that section and can estimate enrollment based on three fall semesters. It is calculating FTES as close to the actual FTES that we would report to the state. Effective ftes before term will give you estimates, once in term it will update, and then once census closes this will lock in numbers. Add another column that will be actuals which is a day to day estimate. You can compare year to year by census dates. Positive attendance hours will still have to be an estimate, but going forward we can look at the current enrollment and the last three years and what hours they have attended and get a close estimate. This will also help with scheduling sections in the future.

Looking forward to fall 2017, Chris's team will help with spreadsheets and getting all the data you would like. One issue that was brought up that you can change different elements of the report to see out comes but as faculty we are no longer being given targets. This information should be discussed with particular deans and use the data as information to make those decisions.

### **COUNSELING FACULTY "JOIN IN". PILOT PROJECT- Renee Tuller and Hossna Sadat**

Counseling is trying to build a stronger partnership with all our new initiatives. We know that key to our success is working with CCC and Departments who will help drive students to our new initiatives.

Our Dean for counseling is Martha Clavele 619-644-7447.

We are inviting our CCC to our Dept meetings which are held on Wednesdays at 11am -12:20pm. We would like for all the departments to come as some point to do a presentation of your department. This will help the counselors to steer students in your direction. If we know where our low enrollment is we can help promote low enrolled classes.

Hossna Sadat and Natalie Ray created their first pilot for pre allied health and nursing informational workshops and they continue to be successful at getting student interest in our Pre-Allied Health and Nursing programs. They will learn about different disciplines in Pre-Allied Health. Students leave those workshops with a two semester plan and a fast pass to the counselor office to put together a comprehensive educational plan.

Each department will have a liaison that will help counselors to communicate with faculty and also faculty to update counselors. Counselors will also advise how to register, important dates. The next pilot will be Earth Science.

Karolia Macias gave an update about the Triple SP. The main goal coming from the triple SP is that every student have a comprehensive education plan. This includes the classes they need to complete based on their goal. To educate and inform students the Triple SP will be going to classes and explaining what a "CP" or comprehensive educational plan is and where to get it. They will be more updates in future meetings.

**CANVAS ROLLOUT- Janet Gelb and Chris Rodgers**

Canvas rollout and transition is currently running and the district has gone live with some courses. Blackboard will be gone summer of 2018. Because it will be leaving, faculty will need to transfer data in Blackboard before the summer of 2018. Chris Rodgers is working on some documentation on how to transfer if faculty needs help.

The first two weeks of March we will be training full time faculty on Canvas. Those FT Faculty who want to teach with Canvas online will be required to take a hybrid 4 week class with Chris Rodgers. This course will include meetings on Fridays to discuss the unit they have just learned. It will help each person to discuss any questions or issues you may have.

You can get a free account and play with it by going to the canvas by going to [canvas.instructure.com](https://canvas.instructure.com). Although this link is not live you will also be able to transfer any data you play with into your account once it goes live. Once we get about 50% of faculty trained we will make the Canvas link live.

In the meantime you can also go to the canvas link on the Grossmont page under Canvas training and there is a self-paced training that will help faculty get started now.

If adjunct faculty have taken Canvas courses at other colleges and can show proof, they will not need to take a certification course.

April 3rd will be the date of the next training.

**Adjourned at :12:23pm**