

Chairs and Coordinators Meeting

February 11, 2019

Room 38-342B

Chair of Chairs Judd Curran

Call to Order:	11:06 am
1.	Department Spotlight: Chemistry Diana Vance (Chemistry)
	Brochures were made available. Chemistry Department Webpage. They offer many different classes as well as walk in tutoring. Piloting doing lab and lecture separate. Went over faculty FT/PT/Retired. The Chemistry department has a very high standard and are very prepared when going into chemistry at other 4 year colleges.
2.	Curriculum Committee Updates Jeff Waller(Math, Curriculum Committee Faculty Co-Chair)
	Going over the Curriculum Website. Modification of Major form. It allows you to modify your majors ADT Associated Degrees of Transfers. This is to move on to other year colleges/ Judd will send out the information sheet on ADTs. The information has updated links to other information. Look also at the CID and Chancellor office for more information on ADTs. ADTs are supposed to work with the CSU Schools. MOMs Modification of Major. Look at website. Course Outlines. 5 Year review cycle. Dates of Course Outline if your outlines are coming up on 5 years, time to start updating. AB705. Pre-Req or a corequisites How it effects students move through their program. Modifying and course has a how to on the curriculum website. Questions or comments please email Jeff.
3.	Draft of Proposed Instructional Standard Operating Procedures (SOPs) Javier Ayala (Dean, CTE and Workforce Development)
	Academic Affairs Council- Looking for input on (see PDF) This document will be circulated for feedback. LED? Couse Cancellations Student Grading Challenges Student Informal Complaints process Time line of these subjects. Are we bringing Best Practices from other colleges? These are the current practices.

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4.	CCC Chair Updates Judd Curran (Geography, Chair of Chairs)
	<p>New Governance Committees are up and running. Nabil sent out the information about the committees</p> <p>AUP Updated but not currently in place so if you need budget needs there was a form sent out with the agenda to request funds for your department in the interim until the new AUP is in place.</p> <p>Fall line sheets coming this week. Will there be electronic copies. No they will be hard copies.</p> <p>Contract changes. Can also effect how you schedule for fall.</p> <p>Feb 25 will be a meeting about the new contract changes at 11 am</p>
5.	Updated Draft Annual Unit Plan (AUP) Process Cary Willard (Interim dean, MNSESW) Joan Ahrens (Interim dean, ALC)
	<p>How is the cycle going to work? Based on some other colleges we are coming up with that. In November the document was 16 pages, and now it is down to 6 pages. Made it more closely aligned with Academic Program Review. Separate template for student services and soon one for Administrative services.</p> <p>(See the document) Went over Changes.</p> <p>Cary Willard pulled up a form for Off-Cycle budget augmentation.</p>
Adjourn	12:18pm