

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

August 22, 2006

1. **Welcome & Introductions**

2. **Lunch with Dr. Retterer**

3. **FYI**

- **Renovation Update** – Joann Handeland reported that the capital outlay and local projects in which funding is currently available are:
 - 3rd floor Asbestos Abatement
 - ITV sites
 - Lecture Theater Safety Repairs
 - Fine Arts
 - Science Modernization
 - 2nd floor student center

The science and administrative offices remodel are together and still 3-4 years from now.

Joann will try to set up a month or bi-monthly meeting between College Council and Chris Addington.

Please send an email to Joann and John Daly with issues on the campus.

- **Strategic Planning - Dr.** Harmon passed out a copy of the KCCD Strategic Planning Document. Everyone should review the document and share it with your departmental colleagues. The group will discuss this at later meetings.
- **Accreditation Visit** – The Accreditation Visiting Team will be at Cerro Coso Community College on October 23 – 26, 2006. We will spend the next few months pulling together documentation for the team. KRV & ESCC will also be visited by team members. A preliminary visit with the Accreditation Team Chair has been scheduled for the end of August.
- **Faculty Planning Summary - Extra Duty Days** – Please complete the calendar supplied during the meeting. Please return these at the next meeting. All PALS are invited to each faculty chair meeting.
- **Textbooks – Book Nook Charges** – All charges at the book nook must be approved by the Faculty Chair or Dean. Contact the publisher for free desk copies.

- **Banner Training for Faculty Chairs** – Jill will send out an email for all chairs to gain access by CRN. If you need access to the budget please let Gale Lebsack know.
 - **Meeting Schedule** – The 2006-2007 Faculty Chair Meeting Schedule was distributed.
 - **Student Learning Organizational Charts** – The 2006-2007 Student Learning Organizational Charts were distributed.
 - **Ad Hoc Committee** – Basic Skills is critical. There is an \$83,000 grant application, no staffing allowed, but other issues can be resolved. There is a meeting scheduled for tomorrow on how to bring it all together. Economic Development is also a hot issue at the district.
4. **Spring 2007 Schedule** – Catalog – Jim Manion stated there is an issue on page 30 and we need to make sure we are above board and in concert with the law. Jill Board stated that page 15 regarding plagiarism and cheating was collected from the accreditation.
- The academic freedom statement is this okay? No discussion. For now the statement will remain the same.
- Please have all changes emailed to Shelley Crabtree by 5:00 p.m. on Thursday, August 24th.

Timelines are important and need to be adhered to closely.

Dr. Harmon is not sure why we have already had so many class cancellations. Maybe we should consider offering the course at a different time. Check previous history when building the new schedule. Past practice from the district is that enrollment management needs to be more effective. Minimum number of students per class is 15-20. But there are exceptions to this see Jane for clarification.

South Kern – low enrollment may need to run classes with fewer students.

Math 20 – possibly should over enroll due to attrition rate.

Site decisions need to be made by the Vice President and the President.

Very few Saturday classes are offered. In the past Saturday courses have been successful.

Chairs need to speak with Jane about specific classes and numbers, especially where it concerns the sites.

Bishop Adult School was just released from the high school. Could we consider this as community ed?

We need to create an organizational chart at each site/center.

Tammy will update the list serve for the faculty chairs.

We need to look at the numbers and hear from the counseling staff. Paula Suarez will send an email and cc Dr. Harmon.

If there are any discussions please be sure to include Dr. Harmon.

Next Meeting – September 5, 2006

CERRO COSO COMMUNITY COLLEGE
FACULTY CHAIR MEETING
September 5, 2006
1:30 – 4:00 p.m.

1. Basic Skills Grant (Bonita Robison & Matt Crow) 1:30 – 2:00
2. FYI
 - a. Mode A-1, A-2, & A-3 Evaluation Schedule
 - b. Accreditation Preliminary Visit Update
3. 100% Online Faculty
4. Spring 2007 Schedule (Including ITV scheduling)

**CERRO COSO COMMUNITY COLLEGE
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Next Meeting – September 19, 2006

No minutes to report.

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

September 19, 2006

1:30 – 4:00 p.m.

1. Faculty Evaluation – Shannon Bliss
2. Spring 2007 Schedule
3. Special Assignment Compensation Forms - Review
4. Online Teaching
5. Everything I ever wanted to know about being a successful faculty chair.

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

September 19, 2006

Minutes

1. **Faculty Evaluation** – Shannon Bliss reported on the changes to the faculty evaluation process. The portfolio is a review and summary and completed Form O-1 by the team. The faculty service survey is required for release time only. Otherwise it is an option for community service performed. The faculty member selects people and sends out the survey. Shannon reminded everyone of the makeup of the evaluation committee.
 - a. Faculty Chair
 - b. Administrator
 - c. 1 member chosen by the chair
 - d. 1 member chosen by the evaluatee
 - e. 1 additional member if the administration feels it is necessary

2. **Spring 2007 Schedule** – Dr. Harmon requested that each Faculty Chair make the necessary changes on one of the five copies available, initial and leave them with her at the end of the meeting.

3. **Special Assignment Compensation Forms – Review** – Dr. Harmon will meet with Gale Lebsock for the dollar amount available this year, and if there is any carryover from last year. How do we plan for the future?

4. **Online Teaching** – We have a number of disgruntled students and there needs to be some standards established on the responsiveness of instructors. Response within 24 hours of the initial contact may not be possible. How does this interact with the student grievance policy – Jill Board stated that the student has good ground to stand on. Online students tend to drop much quicker than students who take face to face courses.

Problems – the contract and teaching agreements no longer sent out to adjunct. Lots of fulltime instructors are now teaching online only. The University of Phoenix has a 36 – 48 hour return contact policy for online. Black list and quarantine files may be a part of the problem. Online counseling returns contact within 48 hours. The contract is important but the faculty has a responsibility to the students.

Faculty Issues –

 - Not holding office hours
 - Arriving moments before class begins
 - Leaving immediately after the class ends
 - Not returning phone calls

We need to post good practices for online instruction.
Expectations of students and what the students can expect from you.

Moodle offers the ability to have a messaging system which stays away from the email process. You can track your students closely with Moodle.

The Distance Learning Committee (sub committee of TRT) will would on creating best practices for Online Teaching.

5. **Everything I ever wanted to know about being a successful faculty chair –**

- Wisdom to share
- Possible Manual
- List of all jobs and ways you have found to make things easier
- Jot things down or email Jane any ideas and thoughts

6. **Twenty five New Laptops** – Last year 25 new laptops were purchased. Please submit requests to Cori Marvin. Policy – each faculty member should only have one school issued computer.

Next Meeting – October 3, 2006

Adjunct Evaluations

Reports from representatives

1 month from now – October 17, 2006 Distance Education Committee Report

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

October 10, 2006

1:30 – 4:00 p.m.

1. FYI
 - Revised Faculty Chair Meeting Schedule
 - Evaluation Process/Portfolios/Pre-Evaluation Meeting
 - Accreditation Overview/Self Study
 - Request for One-Time Funds
 - Site Organization

2. Work Items
 - Spring 2007 Faculty Assignment Sheets
 - Academic Year 2007-2008 Schedule

3. Future Discussion
 - Adjunct Orientation & Evaluation
 - Department Reports
 - Regular Department Meetings

4. Everything I ever wanted to know about being a successful faculty chair – items?

5. Other

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

October 10, 2006

Minutes

1. FYI

- **Revised Faculty Chair Meeting Schedule** – Meetings will be held the first and third Tuesday of each month. Additional meeting will be added as needed.
- **Evaluation Process/Portfolios/Pre-Evaluation Meeting** – Student Evaluations will be conducted by the team members. If additional assistance is needed Tammy will help out. The faculty chairs are an important piece of the evaluation process.
- **Accreditation Overview/Self Study** – Dr. Harmon will send out and overview email for the process. The visiting team members will be here October 23 – 26, 2006.
- **Request for One-Time Funds** - We have \$53,000 available as one time funds. A request form has been created and is available to submit your requests. The requests will be submitted to College Council for review in November and December. This is an ongoing process until all funds have been spent.
- **Site Organization** –
 - South Kern – Kristi Lowe is a one person office
 - KRV – Full-time Faculty Director – does not hire adjunct faculty
 - ESCC – New Full-time Director (in process), will assist with hiring of adjuncts

2. Work Items

- **Spring 2007 Faculty Assignment Sheets** – All full-time faculty assignments sheets must be completed and turned into to Tammy by November 3rd. All known adjuncts should also be completed and turned in to Tammy by November 3rd.

- **Academic Year 2007-2008 Schedule** – Go to print on February 14th for summer and fall. The schedule is our best marketing tool available. The schedule should be consistent and one the students can count on. We need to create a long term schedule – 1 year long. Determine number of students per class.

The Academic Senate has formed an Ad-hoc committee to work on a possible trimester calendar. There are lots of issues to discuss with this option (contracts, faculty, students, programs, financial aid, admissions and records, etc. Jill and Jane will request information from Marc Beam on statistics. The committee will meet again on Monday, October 16th.

3. Future Discussion

- **Adjunct Orientation & Evaluation** – These evaluations are spotty. We will work on a consistent process.
- **Department Reports**
- **Regular Department Meetings** – Discussion topics DAC and Summer Schedule
- **Adjunct Hiring Process**

4. Everything I ever wanted to know about being a successful faculty chair – items?

5. Other

Open Lab staffing

Star Party – October 27, 2006

Next Meeting – October 17, 2006

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

October 17, 2006

1:30 – 4:00 p.m.

1. FYI

- **Request for One-Time Funds**
- **Spring 2007 Faculty Assignment Sheets**
- **IT Department**
 - **Laptops**
 - **Moodle**
 - **Computer Lab Software, Spring 2007**

2. Work Items

- **Academic Year 2007-2008 Schedule**
- **Summer 2007 Schedule**
- **Adjunct Hiring Spring 2007**

3. Future Discussion

4. Everything I ever wanted to know about being a successful faculty chair – items?

5. Other

Next Meeting – November 7, 2006

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

October 17, 2006

1:30 – 4:00 p.m.

1. **FYI**

- **Request for One-Time Funds** – Submit on new form
- **Spring 2007 Faculty Assignment Sheets** – Due date is November 3
- **IT Department**
 - **Laptops** – There are 25 available laptops. Send emails with requests if you need one.
 - **Moodle** – Discussed district wide and local, used past several years, paid by CVC in the past, discussion on moving from pilot to full support
 - **Computer Lab Software, Spring 2007** – Early start on any computer lab classes and software. Also computer labs for courses that require special software. December 1st deadline for Spring 07 requests.

2. **Work Items**

- **Academic Year 2007-2008 Schedule** – Schedule lean and working Fall 06. Small campuses should have a college hour on Tuesday/Thursday. Not many 1 hour Friday classes. For Saturday classes, what would the support staff be? IT support in general. Marc Beam: afternoon population, evening population, Friday and Saturday population.
- **Summer 2007 Schedule**
- **Adjunct Hiring Spring 2007** – Jane: Possible to line up flex day with in-service day along with High School. In the next couple of weeks, Jane needs to know if you do not have an adequate pool of adjuncts.
 - Only accepting appointments when needed, all others will be tossed in the trash
 - Within 2 weeks, please let Jane know of need for next semester per department, per site for Spring 07All files in Magi's office need to be checked for equivalency.

3. **Future Discussion** - Swing space for V&P Arts, possible machine tool area. Limited funds available and no additional funds.

4. **Everything I ever wanted to know about being a successful faculty chair – items?**

5. **Other**

Next Meeting – November 7, 2006

1. Online and iTV course evaluations
2. Demographics – ask Jane
3. Procedures for replacement positions – recommendations
4. Draft adjust and faculty hiring process
5. Student complaints against chair goes directly to admin
6. English graduation requirement
7. AA, AS degree

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

October 31, 2006

1:30 – 3:30 p.m.

1. FYI

- **CCCCIO Conference**

2. Work Items

- **Summer/Fall 2007 Schedule**
- **Faculty Chair Responsibilities**
- **Administrative Responsibilities**
- **Student Complaint Policy – Update – Matt H.**

3. Future Discussion

4. Everything I ever wanted to know about being a successful faculty chair – items?

5. Other

Next Meeting – November 7, 2006

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

October 31, 2006

1:30 – 3:30 p.m.

1. **FYI**

- **CCCCIO Conference** – San Diego
1. White paper written capturing FTES for labs. Jane feels that we are on track.

2. **Work Items**

- **Summer/Fall 2007 Schedule** – Make changes on document use post its to mark changes. Numbers are included in the packet, they are from end of the date printed. First draft is due on 11-7-06. ITV Schedule – check carefully. Text books are by department and department chair has the prerogative of determining text book use.
- **Faculty Chair Responsibilities** – See notes
- **Administrative Responsibilities** – See notes
- **Student Complaint Policy – Update** – There is no structure in place for a Level 1 complaint against a faculty chair. We would need to change the board procedure, submit the changes to the Chancellor's Cabinet and then to the board for approval. Information is needed from the group. Jill spoke with PC and BC. Jill and Jon feel that it should be another chair. Recommendations need to be sent to Jon Heaton via email. Jill will gather information and move forward.

3. **Future Discussion**

- **Faculty Replacement**
- **New Hires**

4. **Everything I ever wanted to know about being a successful faculty chair – items?**

5. **Other**

Next Meeting – November 7, 2006

- **Faculty Replacements or new hires**

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

November 7, 2006

1:30 – 4:00 p.m.

1. **FYI**
 - A. **Student Complaint Policy – Update – Jill/Jon Heaton**
 - B. **Online Instructor Evaluation – Matt Hightower**
 - C. **Full-time Faculty Priorities**
 - D. **Site Responsibilities: Directors and Faculty Chairs**
 - E. **Adjunct Recruiting Schedule**

2. **Work Items**
 - A. **Instructional Material Expenditures - Planning**
 - B. **Summer/Fall 2007 Schedule – bring first drafts – please mark changed pages with post-it notes and write your name of the draft – email me if you have questions**

3. **Everything I ever wanted to know about being a successful faculty chair – items?**

4. **Other**

Next Meeting – December 5, 2006 Agenda Items?

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

November 7, 2006

1:30 – 4:00 p.m.

Attendees: Claudia Sellers, Jane Harmon, Valerie Karnes, Mary Kowalski, Cliff Davis, Dick Adams, Jill Board, Dick Benson, Jim Manion, Larry Board, Dennis VanderWerff, Jon Tittle, Paula Suarez, Jim Kiggins, Gayle Whitlock, Corey Marvin, and Lisa Fuller, and by teleconference: Deanna Campbell and Matt Hightower

Not Present: Jon Heaton

1. FYI

- A. Student Complaint Policy – Update – Jill/Jon Heaton** – Jill will work on the language of the document and take it to the district via the Vice Presidents' meeting. This is a document to explain the policy of a Level 1 student complaint and to add direction for Level 1 when the instructor is a faculty chair.
- B. Online Instructor Evaluation – Matt Hightower** – There is a need to have regular course evaluations for online courses. One issue discussed was the ability to evaluate the course without evaluating the instructor and how you would word the questions for that purpose. The instructor of an online course would be able to use such an evaluation to fine-tune their course. Matt will take the evaluation to the Union for them to adjust the content and then will bring it back to the group afterwards.
- C. Full-time Faculty Priorities** – This was tabled until a later meeting. Marc Beam will be asked to put together some demographic information to help in the decision making process.
- D. Site Responsibilities: Directors and Faculty Chairs** – This was tabled until a later meeting.
- E. Adjunct Recruiting Schedule** – Jane is completing a list of Adjunct needs, chairs were asked to email Jane if they need to add to the list. Pam Coward will go through her files to see if there is anyone qualified to fill the positions on the list. Jon Tittle stated that he needs a Psychology instructor in South Kern. He expressed that the hiring process should be formalized but needs to maintain some level of flexibility. Everyone agreed that it is a good idea to have open advertising being done on a fairly continuous basis. Jon Tittle said that he would like to be on a committee to put together ideas discussed at the meeting and come back and report at a future meeting. Jane Harmon and Matt Hightower will work with him.

2. Work Items

A. Instructional Material Expenditures – Planning – The faculty chairs will put together proposals for their needs for the funds available and all needs will be presented at the December 5 meeting. There was much discussion about using a great deal of the one-time funds for technology. Dennis also expressed his desire to spend money for new library books – he has a budget need of approximately \$32,000. Corey Marvin and the Technology Committee will bring forward a proposal for technology needs.

B. Summer/Fall 2007 Schedule – bring first drafts – please mark changed pages with post-it notes and write your name of the draft – email me if you have questions – Chairs were asked to bring the drafts to Jane and Shelley in some format as soon as possible and no later than November 17, 2006. It was agreed that changes would still be allowed after that date, but the drafts need to be turned in. Dick Benson discussed the possibility of having summer community classes for kids. This type of class must be self-supporting, so the fees need to be calculated in order to cover all costs involved. A chart was handed out that outlined the different methods of providing instruction.

3. Everything I ever wanted to know about being a successful faculty chair – items?

4. **Other** – Corey informed the group that he is giving last call for laptops. In the next 2-3 weeks the people who have requested laptops will have their console computers traded out with laptops. He also gave 2nd call for lab needs – he has a deadline of December 1 for those.

Next Meeting – December 5, 2006

CERRO COSO COMMUNITY COLLEGE

Faculty Chair Meeting Minutes

December 5, 2006

Attendees: Dick Benson, Cliff Davis, Jane Harmon, Jon Heaton, Valerie Karnes, Jim Manion, Claudia Sellers, Paula Suarez, Jon Title, Dennis VanderWerff, Gayle Whitlock

I. Summer & Fall 2007 Schedule (everything to Shelley)

Schedule changes are due to Shelley by Friday, Dec 15th; however, if departments are still working on them the Jan 5 is acceptable. We are striving to have a first draft by the time we meet in January.

II. Instructional Equipment/Library Materials Expenditures 2006-07

Total: \$157,737.26

Library Materials Recommendation: \$25,000-\$35,000

Corey Marvin reported that technology requests will be reviewed by TRT on Dec. 12th and then College Council by Dec 14th. Requests are coming in from all areas. One Time Forms need to be submitted as soon as possible. LRC 710 upgrade was discussed as needed for Music, Computer Science, Science, Media Arts and Theatre. This is an institutional request for all programs.

We have ongoing instructional funds of \$31,000. Dennis requested funding for library books as there have been no ongoing funds. He estimated the need for \$17,000 annually to maintain baseline levels. After discussions and clarifications regarding the categorization of library materials, it was agreed that one third of ongoing instructional funds will be designated for library books.

For the One Time Instructional Funds, it was decided to designate \$25,000-\$35,000 to library resources.

We need to update the Educational Mater Plan and Jane wants the Faculty Chair very involved in the process. The Educational Master Plan drives the Facilities Plan and the Budget.

Questions regarding the projectors in the East Wing and Corey reported that the four rooms that have the necessary poles will be installed in the Spring and the others will be done in the Summer.

III. Spring Flex Day Schedule

Plans for the Spring Flex day were discussed. Friday, January 19th has been identified. There were discussions regarding presentations from Chris

Addington on facilities planning, Suzie Ama on Retention, Site Director Presentations including Deanna Campbell for ESCC, Gayle Whitlock for KRV and Jon Title for South Kern. They may also be updates from the Basic Skills group, training for CIC, discussions on credit/non-credit requirements, online classes and a Moodle breakout.

Flex day will happen outside of the semester schedule this term. A broader discussion on the calendar and the term length multiplier and the implications of each were discussed.

IV. Faculty Chair Retreat

Jan 12, 2007 - Bishop/Mammoth -

The reception for Deanna Campbell in Bishop will be in the morning. The Mammoth foundation will hold an evening reception. A breakfast will be held Saturday morning. A poll was taken on who would attend and hotel rooms will be arranged for those attending.

Jan 16, 2007: - IWV Schedule for Fall 2007 and activities for the Spring 2007 term will be discussed.

V. Adjunct Hiring Schedule

Attached are the documents that were handed out in the meeting identifying the process and forms. The last page identifies the outstanding applications that need to be completed. Note that many of these files need to be completed by Friday, December 15th.

All adjunct application and materials are available in Human Resources. It was noted that if an adjunct faculty member has problems, the faculty chair can assign another adjunct to the class. HR will make a list of who is the pool. The orientation of adjuncts was brought up and it will be on the agenda in January.

VI. Stipends for Course Development

Stipends for the Spring 2006 will be reviewed by Jane in January. There was discussion regarding the future of faculty stipends for development of online and ITV classes. There will be 3 teaching assistants hired to assist at the remote sites for ITV to provide for handouts and exams. Matt was asked to resend the criteria for stipends that were developed last year to Jane. Curriculum development responsibility for full time faculty was discussed as was preparation time for classes. In the faculty contract, 25% of a full time

CERRO COSO COMMUNITY COLLEGE

Faculty Chair Meeting Minutes

December 5, 2006

faculty time (10 hrs per week) is designated for professional development including curriculum. The consensus was that full time faculty is compensated; however, adjunct faculty need to be paid if they are developing curriculum.

It was recommended that stipends be eliminated for full time faculty unless they have been asked to develop curriculum in addition to their full time responsibility. When a new program is being developed and we have no in-house specialist to develop the curriculum, a request will be brought forward to the Faculty Chairs for consideration.

It was clarified that Spring 2006 stipend requests will be reviewed and considered for faculty; however, there will be no stipends for Fall 2006.

VII. Other

DRAFT



ADJUNCT (Part-Time) INSTRUCTORS

Closing Date: December 1, 2006 @11:00am

Cerro Coso Community College is accepting applications for our part-time faculty pool in the following disciplines and Campus locations only:

DISCIPLINE	LOCATION(S)
Administration of Justice	ESCC, IWV, KRV, SK Anthropology
Administration & Accounting	ESCC, IWV, KRV Coaching (Assistant Coach-Baseball) IWV Computer Information
	ESCC Biology
	ESCC, IWV Business

Systems IWW, KRV Computer Science ONL Emergency Medical Technology KRV English SK Fire
Technology ESCC, KRV Health Careers/Nursing (Acute & Long-Term Care) ESCC, IWW Mathematics
IWW, KRV Philosophy IWW Physical Education* IWW Psychology ESCC (Mammoth), IWW, SK Reading
KRV Speech ESCC (Bishop)

Minimum Qualifications for the above positions are a Master's Degree in the discipline, the equivalent, or a Community College Life Credential. For disciplines where a Master's Degree is not generally expected or available then a Bachelor's Degree and two years of experience, or any Associate Degree and six years of experience is required.

Our locations are as follows: Indian Wells Valley, Ridgecrest (IWW). South Kern, Edwards Air Force Base (SK). Kern River Valley, Lake Isabella (KRV). Eastern Sierra College Center, Bishop & Mammoth (ESCC), and Online (ONL).

Becoming part of the pool does not guarantee you an assignment with Cerro Coso.

*Possible Assistant Coaching positions available.

APPLICATION PROCEDURE

Completed application packets must be submitted, or mailed to: Cerro Coso Community College, Human Resources, 3000 College Heights Blvd., Ridgecrest, CA 93555

Applications are available on our website at <http://www.cerrococo.edu/humanresources/jobs/index.htm>. If you would like to receive by mail, please email pcoward@cerrococo.edu with your name and mailing address, with the request that you would like an adjunct application packet mailed to you. The following documents are required in order for your application to be considered by the committee:

- **Kern Community College District Academic Application**

(Must be signed, and all sections complete)

- Resume**

- Transcripts of all post high-school coursework**

(Copies are acceptable during the screening process. Transcripts must show degree(s) have been conferred.)

The application must clearly state which discipline(s) and location(s) you would like to be considered for. Applications received for any other disciplines, or locations not listed above, will be returned.

1 of 2

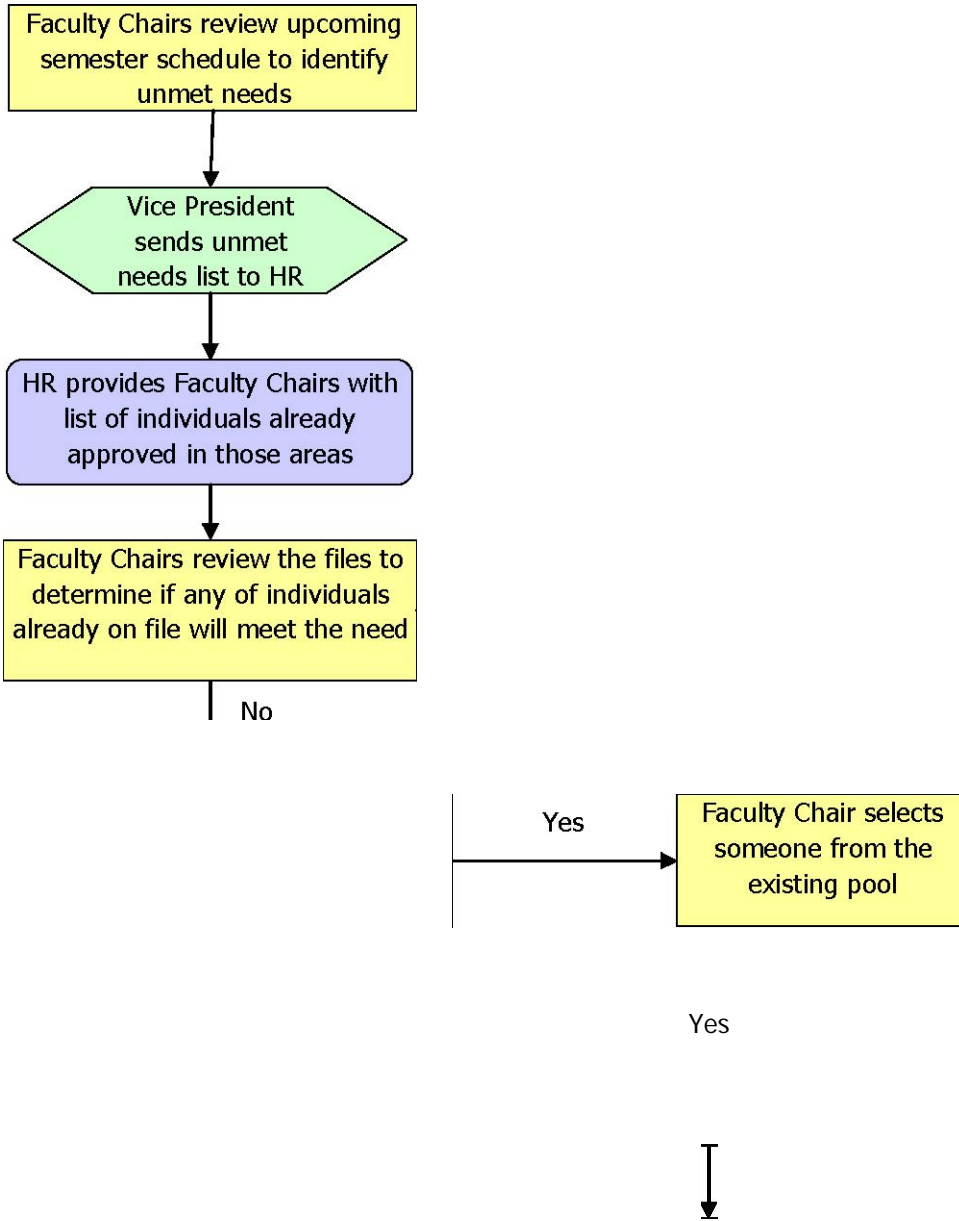
All application packets must be received in Human Resources by the deadline date and time to be included in the applicant pool. Due to time constraints, candidates submitting application packets on the final posting day will not be contacted regarding incomplete materials. Faxed applications not accepted. No postmark dates accepted. For more information, call Human Resources at (760) 384-6229.

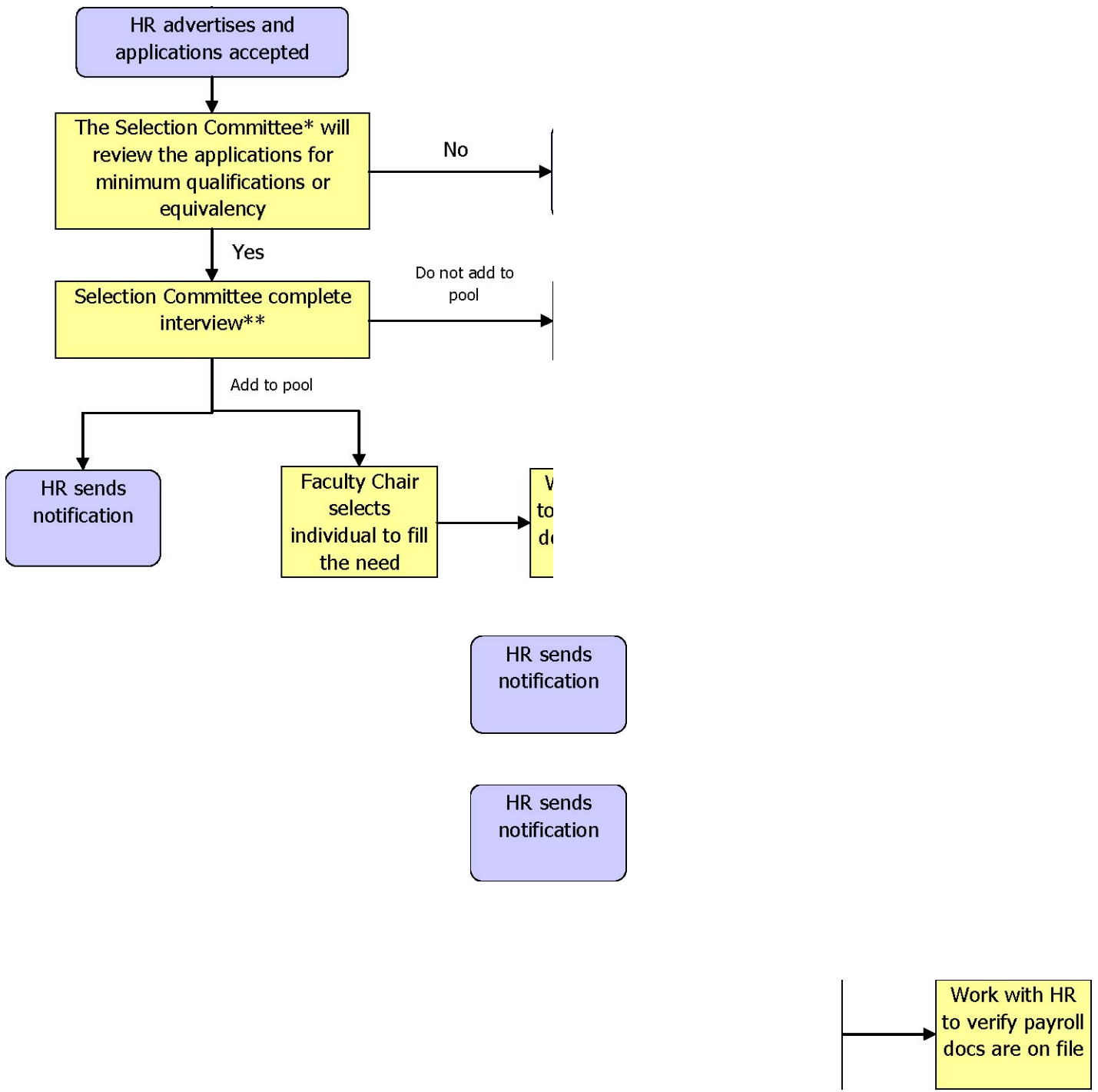
Successful applicant must provide proof of identity and legal authority to work in the United States.

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Cerro Coso Community College to provide all persons with equal employment and educational opportunities without regard to race, color, ethnicity, ancestry, religion, gender, sexual orientation, national origin, marital status, physical or mental disability, or age. Cerro Coso Community College and the Kern Community College District intend to abide by the provisions of the immigration reform and control act by hiring only those authorized to work in the United States. Successful applicants will be required to provide proof of their right to work as outlined in the IRCA Regulations

ADJUNCT HIRING PROCESS as approved in Spring 2006





* Selection Committee will consist of the Faculty Chair and one other individual within the department. In cases of one person departments, the Faculty Chair will select the second member of the selection committee.

** If the need is at a site, the Site Director will be included in the interview.

STATEMENT OF ADJUNCT FACULTY QUALIFICATIONS

Cerro Coso Community College Name

ID Number:

Location:

Ridgecrest	Kern River Valley	Bishop	Mammoth	Online	South Kern
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Complete Part A or Part B

Part A Applicant meets Minimum Qualifications (Check Area 1 or 2):

Area 1 Vocational OR

Area 2 Academic

OR MA/MS Major: _____

AA/AS degree

BA/BS degree & 6 years' & 2 years' BA/BS Major: _____ experience experience

Part B Applicant qualifies through Equivalency:

Equivalency is granted.

Equivalency is denied.

I. Criteria used for determining the Equivalency (Check one or more):

Degree(s)

Course Work

Alternative ways of achieving mastery

Experience, work, independent education, or academic/artistic/vocational products.

II. Evidence used to support the criteria (Check one or more):

Transcripts

Certificates and/or

Academic, artistic, or vocational products

Detailed work history with references (Including all teaching and/or occupational experience)

III. The evidence in Section II is equivalent to:

| AA degree plus 6 years' experience BA degree plus 2 years' experience
| MA degree (Part B continued on reverse side)

Part B (Continued)

IV. A.

B. Rationale for determining Equivalency for General Education:

Faculty Chair	Date Faculty	Date
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Equivalency Committee		Date
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Vice President of Instruction		Date
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SCREENING COMMITTEE
INTERVIEW SUMMARY

Candidate: _____

Date: _____

Discipline Area/s: _____

Formally Interviewed: Yes No

Recommended Not Recommended

Instructor Availability:

am pm Flex Sat Sun

Summary Comments: _____

Reviewed by: _____

PURPOSE AND INSTRUCTIONS FOR FORM USAGE

Purpose: The Screening Committee Interview Summary form is to be completed by the Screening Committee following part-time instructor interviews. It will provide a written record of the process by summarizing the candidate's availability, the candidate's areas of expertise, membership of the interview committee, and approval/denial of the candidate's application to the pool.

Instructions:

1. Enter the candidate's name and the date of the interview.
2. Enter the discipline area/s and whether the interview was a formal interview.
3. Indicate the committee's recommendation for the pool.
4. Enter any specific areas of expertise or course recommendation.
5. Indicate the a.m./p.m., flex, and Saturday/Sunday availability.
6. Record any other comments or scheduling information in the Summary Comments section.
7. All Screening Committee members should sign in the "Reviewed by" section.
8. The form should be returned to Human Resources for submittal to the Vice President of Instruction for review.

12/5/06

AUTHORIZATION TO BEGIN HIRING PROCEDURE

[] IWV Ridgecrest [] ESCC Bishop []

ESCC Mammoth [] KRV Lake
 Isabella [] SK Edwards AFB []
 Online

Instructor's Name _____

 _____ (Last) (First) (Middle) Address

 _____ (Street) (City) (ZIP) Telephone Number

_____ Expected beginning date _____

Course(s) _____ Discipline Area(s)

_____ Check One: [] Credentials Held

_____ [] Minimum Qualification

_____ []

Equivalency

Hiring Packet: [] Please send [] Already has packet Comments:

Faculty Chair Signature _____ Date _____ Educational

Administrator _____ Date: _____

DISCIPLINE	Screening Committee	# of Applications	Due by Dec. 15 REVIEW REQUIRED INTERVIEW REQUIRED	Due by Feb. 15 REVIEW REQUIRED INTERVIEW REQUIRED
ADMJ	Steve Busby	1	1 1	0 0
ANTH	Jon Heaton	1	1 1	0 0
ART	Dick Benson	3	1 2	1 0
AUTO	Larry Board	1	0 0	1 0
BIO	Claudia Sellers	2	2 2	0 0
BUSINESS	Valerie Karnes/Matt Hightower	10	6 10	0 0
CHDV	Lisa Fuller	2	1 1	1 0
CHEM	Claudia Sellers	1	0 0	1 0
COACH	Dick Adams	3	3 3	0 0
CIS/CSCI	Valerie Karnes/Matt Hightower	9	5 9	0 0

<i>EARTH</i>	<i>Claudia Sellers</i>	<i>1</i>	<i>00</i>	<i>10</i>
EMTC	Steve Busby	2	22	00
<i>ENGR</i>	<i>Jim Manion</i>	<i>2</i>	<i>00</i>	<i>20</i>
ENGL	Cliff Davis	3	33	00
<i>GEOG</i>	<i>Claudia Sellers</i>	<i>1</i>	<i>00</i>	<i>10</i>
HCANC	Mary Kowalski	8	88	00
MATH	Jim Manion	7	57	00
<i>MA</i>	<i>Jim Kiggins</i>	<i>3</i>	<i>33</i>	<i>00</i>
<i>Paralegal</i>	<i>Valerie Karnes</i>	<i>1</i>	<i>11</i>	<i>00</i>
PHIL	Jon Heaton	1	01	00
PHED	Dick Adams	4	24	00
<i>PHYS</i>	<i>Claudia Sellers</i>	<i>1</i>	<i>00</i>	<i>10</i>
PSYC	Jon Tittle	7	47	00

Red Italics denote discipline not advertised.

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

January 16, 2007

10:00 – 2:00 p.m.

- 1. FYI**
 - A. Adjunct Faculty Hiring Process – Jon Tittle (5 minutes)**
 - B. Sexual Harassment Training for Faculty Chairs – March 6, 2007**

- 2. Work Items**
 - A. Summer/Fall 2007 Course Schedule**
 - B. Spring 2007 Faculty Chair Schedule**
 - C. Adjunct Faculty Orientation and Development**

- 3. Everything I ever wanted to know about being a successful faculty chair – items?**

- 4. Other**

Next Meeting – February 6, 2007 Agenda Items?

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

Minutes, January 16, 2007

1. FYI

- A. Adjunct Faculty Hiring Process – Jon Tittle (5 minutes)** – Jon reported that the new process was tested in November. Ads were placed in late November for the spring 07 semester. We need to set up an Ad-hoc committee which should include HR to discuss the process. Thank you Pam Coward for all of your help during the transition. Also we need to consider giving the site authority to hire adjuncts.
Committee Members – Jane Harmon, Pam Coward, Lisa Couch, Deanna Campbell, and Jon Tittle.
- B. Sexual Harassment Training for Faculty Chairs – March 6, 2007 – 1:30 – 3:30.**
Training is mandatory for all chairs. This is a regular faculty chair meeting day and time.
- C. Performance Reviews for classified staff by faculty members – training has been requested.**

2. Work Items

A. Summer/Fall 2007 Course Schedule –

- February 6, 2007 Go to print copy to sign off for Summer/Fall 2007 schedule

B. Spring 2007 Faculty Chair Schedule –

- February 2007 Shelley will supply Spring 2008 1st draft
- February 20, 2007 meeting will be discussion of Spring 08 schedule
- March 6, 2007 MANDATORY Sexual Harassment Training for Chairs
- March 20, 2007 all changes for Spring 2008 submitted to Shelley on or preferably before this date
- April 2-6 Spring Break
- April 17, 2007 2nd draft review of Spring 2008 schedule

C. Adjunct Faculty Orientation and Development – Dr.’s Retterer & Harmon would like to see Cerro Coso Community College host a faculty orientation. The event would be for all adjuncts and consist of two nights. Faculty chairs are an important piece of the process. The event would be called “**Adjunct Welcome and Orientation**” and will be held on January 30 & 31, 2007 – 5:30 – 6:30 p.m. the location will be determined soon. The adjunct faculty handbook needs to be updated. Administrative & faculty chair support is necessary to make this event successful.

Committee Members – Jane Harmon, Tammy Eberhardt, Valerie Karnes, Deanna Campbell, and Jim Manion.

Possible Agenda Items – Assignment Sheets, Evaluations, BanWeb, Grades

3. **Everything I ever wanted to know about being a successful faculty chair – items?**
4. **Other – Mary Kowalski recommended that the chairs give Area Reports at the end of each meeting.**

- Mary Kowlaski has been busy getting the lab and CAN program setup at ESCC. Good job Mary.
- Counseling and A & R will be open until 4:00 p.m. Friday, January 19, 2007 for student support.
- ESCC has received approval to hire temps at both Bishop and Mammoth campuses to assist in answering the telephones during the busy registration process.
- IT is busy redesigning the open lab and lock down of computers on the second floor. The time tracking system is not working correctly and they are addressing this issue. IT is solid and moving forward. Re-imaging of the lab class computers has also been completed.

Next Meeting – February 6, 2007

- Syllabi
- Adjunct Faculty Evaluations
- Performance Reviews for classified staff by faculty members

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

February 6, 2007

1:30 – 4:00 p.m.

- 1. FYI**
 - A. Access Data – Marc Beam, Director Institutional Research at KCCD**
 - B. Adjunct Faculty Hiring Process**

- 2. Work Items**
 - A. Annual Unit Plans**
 - B. Faculty Evaluations – Mode A-3. Mode B, & Faculty Chairs**
 - C. Summer/Fall 2007 Course Schedule**

- 3. Everything I ever wanted to know about being a successful faculty chair – items?**

- 4. Other**

Next Meeting – February 27, 2007 Agenda Items?

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

February 6, 2007
Minutes

1. FYI

A. Access Data – Marc Beam, Director Institutional Research at KCCD – Unit planning tool. Dr. Harmon brought to the attention of CIC. BC's unit plan and documents are a good guide. CIC will play a role in the Educational Master Plan. CIC is recommending along with the VP to include annual unit plans. Marc Beam will share how to gather the data.

Vocational Education – 2 year review; must also pull external data from outside sources. Labor market information, how do we gather outside info?

Lisa Fuller and Jim Manion will pilot for Marc Beam.

Planning is critical and we need to update annual unit plans.

B. Adjunct Faculty Hiring Process – HR will house the files. Applications will be accepted on an ongoing basis. We will make it clear that there is no contract until the adjunct is selected for a position. HR will house the files for 1 year. Interviews will be conducted by the faculty chair, area member(s), and the site director as needed.

2. Work Items

A. Annual Unit Plans – There are due by February 20th, and should include the following:

- Mission Statement
- Program Statement
- Closing the Loop – if applicable. Update what has happened and include SLO's.
- Future Development Strategies
- Required Resources
 - Facilities
 - Budget
 - Equipment
 - Staffing Trends

B. Faculty Evaluations – Mode A-3, Mode B, & Faculty Chairs – Evaluations are due to the Chancellor's Office by the middle of May. Meetings will be scheduled through the VP and Dean's offices. Adjunct evaluations are also beginning for the Spring semester.

C. **Summer/Fall 2007 Course Schedule** – Friday, 7:30 – 8:30 in the Administrative Conference Room the schedule will be available for final review. The summer schedule is available on the “G” drive and an email was sent out last night.

3. **Everything I ever wanted to know about being a successful faculty chair – items?**

4. **Other** – no additional items

Next Meeting – February 20, 2007 Agenda Items?

Annual Unit Plans – Bring your draft copy

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

February 20, 2007

1:30 – 4:00 p.m.

- 1. FYI**
 - A. Adjunct Faculty Hiring Process**
 - B. Faculty Evaluations**

- 2. Work Items**
 - A. Annual Unit Plans**
 - B. Summer/Fall 2007 Course Schedule**

- 3. Everything I ever wanted to know about being a successful faculty chair – items?**

- 4. Other**

Next Meeting – March 6, 2007 Agenda Items

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

March 6, 2007

1:30 – 4:00 p.m.

1:30 – 3:30 Sexual Harassment Training – Ken Robison

1. Work Items

A. Equipment Budget

B. Adjunct Faculty Hires – Summer/Fall 2007

C. Adjunct Faculty Evaluation

D. Faculty Chair Evaluations

2. Discussion Items

A. Staffing for IT

B. Spring 2008 Schedule Creation

C. Adjunct Orientation & Information Task Force

3. FYI

A. Unit Plans Update

B. Accreditation Update

C. Non Credit Update

D. Term Length Multiplier

4. Everything I ever wanted to know about being a successful faculty chair – items?

5. Other

Next Meeting – March 20, 2007 Agenda Items

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

March 6, 2007, Minutes

1:30 – 3:30 Sexual Harassment Training – Ken Robison

1. Work Items

- A. Equipment Budget** – We are 40K overspent and will need to discuss prioritizing the requests. Classroom safety and technology issues are the highest priority.
Priority Group – Jane Harmon, Dennis VanderWerff, Corey Marvin, and Valerie Karnes. The group will meet at 7:30 a.m. on Friday, March 9th.
- B. Adjunct Faculty Hires – Summer/Fall 2007** – We are working with HR on this process. Please send your requests for Adjunct Faculty to Jane via email by April 1st. Please be very specific in your requests – i.e. Microbiology Instructor for ESCC.
- C. Adjunct Faculty Evaluation** – Adjunct evaluations will be conducted this semester. Packets were handed out during the meeting. If you have an adjunct that you would like to evaluation and did not receive a packet for please let Jane know ASAP. Gayle Whitlock and Deanna Campbell will assist at the sites with these evaluations. If you have questions please speak with Jane, Tammy or Magi.
- D. Faculty Chair Evaluations** – Jane feels this evaluation should be formative. We are not on schedule as planned for these evaluation but we will continue with the process.
Question – Should we include adjunct faculty in this process? Yes – 7 No – 2.

2. Discussion Items

- A. Staffing for IT** – Currently we have a faculty director 40% release time for CC Online and another faculty director 40% release time for IT. Combining these two positions would help create one full time Director for IT, Online and ITV. TRT is currently working on a proposal for support and budget to be submitted to College Council for review. The IT department has not been fully staffed for a very long time. The current Interim IT Director, Corey Marvin will not continue in this position after June 2007.
- B. Spring 2008 Schedule Creation** – Jane and Valerie will meet with individual departments to discuss courses not needed, long term planning, evening courses, marketing, retention, etc. Phone conferences will be okay. Shelley is pulling together information now. By the end of the semester we will have a draft and will only need to fine tune from there.

- C. Adjunct Orientation & Information Task Force** – Jane would like to see a portal created. She is working with Cori Ratliff to create a place on our website where all documents will be accessible to all faculty (adjunct and fulltime). Any recommendations please send via email to Jane. What type of information do we want the adjuncts to receive?
Committee – Cliff Davis, Jane Harmon, Tammy Eberhardt, Lisa Fuller, Dennis VanderWerff, and Pam Coward or Lisa Couch from HR.

3. FYI

- A. Unit Plans Update** – Lisa Fuller has a meeting scheduled with Marc Beam to discuss this. Bill Locke will attend the next meeting to demonstrate the PE unit plan information and data gathering.
- B. Accreditation Update** – Jane Harmon, Jill Board, Dennis VanderWerff, Suzie Ama, Lisa Fuller, Jon Tittle and Tammy Eberhardt met this morning and we are looking at the recommendations for the college. We should consider an SLO committee. This feeds back into the planning and Suzie Ama is currently the SLO Coordinator. Questions to address - What are we doing now and where, and what isn't being done and should it be?
- C. Non Credit Update** – Jane, Valerie, Deanna, and Gayle visited San Diego Community College District on Monday. They will also check into San Francisco for additional data. Please look at internal structure, primarily vocational. We cannot offer this with our current full time faculty.
- D. Term Length Multiplier** – Two days before the schedule was due Shelley's computer crashed. She rebuilt the schedule, and it has been checked for accuracy. Greg Chamberlain told Jane there was a problem with the current block schedule. Unit classes must run 50 minutes. We will continue to work on fixing the problem.

4. Everything I ever wanted to know about being a successful faculty chair – items?

5. Other

Next Meeting – March 20, 2007 Agenda Items

- ✓ **General Education Requirements**
- ✓ **Bill Locke will demonstrate Unit Plan information and data gathering**
- ✓ **Program Review**
- ✓ **Student Learning Outcomes**
- ✓ **CIS Replacement Position**

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

March 20, 2007

1:30 – 4:00 p.m.

1. Work Items

- A. Unit Plans – Bill Locke presentation – 2:20 p.m.**
 - *Bring Unit Plan Draft*
- B. Student Learning Outcomes – requirement for Annual Accreditation Report due May 16, 2007**
- C. Full Time Faculty Hires – data gathering**
- D. Spring 2008 Schedule Creation – Jim Manion**

2. Discussion Items

- A. Course Revisions/deletions – Dennis VanderWerff**
- B. Adjunct Advertising for Fall 2007**
 - *Bring Adjunct Hiring need list*
- C. 2008-2009 Academic Calendar**

3. FYI

- A. Syllabus Form**
- B. General Education Requirements – Dennis VanderWerff**
- C. Program Review – Lisa Fuller/Dennis VanderWerff**
- D. Evaluation Update**
 - a. Full time Faculty**
 - b. Adjunct Faculty**
 - c. Faculty Chairs**
- E. Accreditation Update**
- F. Instructional Equipment Budget**
- G. Faculty Recommendations for IT Staffing – Corey Marvin**

4. Everything I ever wanted to know about being a successful faculty chair – items?

5. Other

Next Meeting – April 17, 2007 Agenda Items Next Meeting

- **April 17, 2007 12:30 Scandinavian Lunch?**

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

March 20, 2007

Minutes

1. Work Items

- A. **Unit Plans** – Bill Locke presented on how to obtain data through ODS after working with Marc Beam. If you would like additional information contact Bill Locke.
How do we share unit plans – possibly on the intranet, faculty resources? Cori Ratliff can create a folder.
Marc Bean will be assisting with data collection for the unit plans.
Program outcomes will be different; some departments are so diverse that course outcomes may be more logical.
SLO's and program outcomes will be addressed in the science program review.
Unit Plans should be an overview of department and yearly needs, also include site issues.
LRC is adding comparison of FTE/Librarians services.
Student Services – adopted model long ago on how to sever geographical areas.
Closing the loop – what have we done in the past? Future development and resources; staffing outlook for 5 years in advance.
Each area of student services is creating their unit plans.
How do we handle general equipment needs? This will cover each unit plan in each department.
Media Arts created 1 until plan with separated course information and included equipment status, possible future needs, licensing, etc.
Annual Unit Plans is a summary of the program review.
How will IT be incorporated into each plan? IT will have its own unit plan.
Review of until plans should take place in the Fall, budgeting, staffing, planning for the future.
Final document are due by 4/17/07.
Send drafts to Cori Ratliff via email for posting to the web.
- B. **Student Learning Outcomes – requirement for Annual Accreditation Report due May 16, 2007** – We are on our way with the SLO's, but we need to update approximately 45 courses. Will indicate % of completion to date for this report. CIC is very involved in this process as well. Why is an exam or grade not a reasonable assessment? The same question must be asked each time.
- C. **Full Time Faculty Hires** – data gathering to support fulltime hires, nothing is automatic.
- D. **Spring 2008 Schedule Creation** – Target efficiency number below what it should be. Do not put up road blocks for the students. Eight week courses should be considered.

2. Discussion Items

- A. **Course Revisions/deletions** – Dennis VanderWerff reported the following information:
 - Identify deletions
 - By April 17th Dennis VanderWerff will supply a list of current courses
 - April 9th and 23rd required second reading
 - 45+ courses for discussion
 - We have been blessed by good leadership in the past with CIC
- B. **Adjunct Advertising for Fall 2007**
 - Bring Adjunct Hiring need list for 2007/2008
- C. **2008-2009 Academic Calendar** – The calendar can be a major impact on both counseling and admissions & records.

3. FYI

- A. **Syllabus Form** – Sample document handed out.
- B. **General Education Requirements** – Dennis VanderWerff
- C. **Program Review** – Lisa Fuller/Dennis VanderWerff
- D. **Evaluation Update**
 - a. **Full time Faculty**
 - b. **Adjunct Faculty**
 - c. **Faculty Chairs**
- E. **Accreditation Update** – Student Learning Outcomes
- F. **Instructional Equipment Budget** – Faculty Chairs to follow-up on status
- G. **Faculty Recommendations for IT Staffing** – Corey Marvin

4. Everything I ever wanted to know about being a successful faculty chair – items?

5. Other – nothing additional

Next Meeting – April 17, 2007 Agenda Items Next Meeting

- [April 17, 2007 12:30 Scandinavian Lunch?](#)

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

April 24, 2007

12:30 – 4:00 p.m.

12:30 – Luncheon

1:30 - Meeting

1. Discussion Items

- A. 2007-2008 Budget Process – Gale Lebsock**
- B. 2007-2008 Annual Unit Plans**
 - **Data Needs**
 - **Future Needs**
- C. Flex Day Agenda**
- D. Program Review**
- E. SLO Report – Suzie Ama**
- F. Safety Procedures**

2. Information Items

- A. Faculty Chair Manual**
- B. Faculty Chair Retreat**
- C. 2008 Spring Schedule Planning**
- D. Fall 2008 Assignment Sheets**
- E. Adjunct Hiring/Support Update**

3. Everything I ever wanted to know about being a successful faculty chair – items?

4. Other

Next Meeting – May 1, 2007 Agenda Items Next Meeting

CERRO COSO COMMUNITY COLLEGE

FACULTY CHAIR MEETING

April 24, 2007

12:30 – Luncheon

1:30 - Meeting

1. Discussion Items

- A. 2007-2008 Budget Process** – Gale Lebsock reviewed the budget process and stated that it was not just an augmentation, justification for change must be included. No one went crazy and we should have a balanced budget.
- B. 2007-2008 Annual Unit Plans**
 - **Data Needs** – we are required to have a draft copy to the Chancellor by May 7, 2007.
 - **Future Needs** – We need a research analyst in the budget for next year.
- C. Flex Day Agenda** – August 23 will be department meetings, and August 24 will be the presentation
- D. Program Review**
- E. SLO Report** – Suzie Ama
- F. Safety Procedures**

2. Information Items

- A. Faculty Chair Manual**
- B. Faculty Chair Retreat**
- C. 2008 Spring Schedule Planning**
- D. Fall 2008 Assignment Sheets**
- E. Adjunct Hiring/Support Update**

3. Everything I ever wanted to know about being a successful faculty chair – items?

4. Other

Next Meeting – May 1, 2007 Agenda Items Next Meeting

Faculty Chair Meeting
August 21, 2007
10:00 – 3:00

Where are we now

1. Binders
2. Meeting Schedule
3. Faculty Chairs
4. KRV Leadership Team
5. Academic Calendar
6. KCCD Functions & College Functions
7. Faculty Chair Responsibilities
8. Faculty Chair Evaluations
9. Catalog Workload Report
10. Faculty Flex Days & Faculty Flex Credit
11. Program Review Cycle
12. Accreditation Progress Report
13. Distance Education Report
14. Staffing
15. Fall Semester
16. Enrollment Management

Where are we going

1. Long Term Schedule
 - a. Format
 - b. General Education/Liberal Studies
 - c. Other
2. Spring & Summer 2008
3. Monthly Meetings with Chairs
4. 2 Department Meetings per semester
 - a. Minutes on faculty chair website

Lunch Guests: Deborah Ernst, DSPS
 Mary Retterer, President

Area Updates (1 - 2 minutes)

Communications	CIS/Business
Humanities/Language	Media Arts
Visual & Performing Arts	Child Development/Education
Math	Career Technical Education
Science	CC Online
Social Science	ESCC
Counseling	KRV
Physical Education/Health	Student Services
Industrial Arts	

Faculty Chair Meeting

August 21, 2007

10:00 – 3:00

Where are we now

1. Binders – New and updated information was handed out to each chair. Binders were created for all new chairs.
2. Meeting Schedule – 2007/2008 meeting schedule was handed out and discussed. January 17, 2008 KCCD will host a Faculty Chair Training in Bakersfield. Corey Marvin and Dennis VanderWerff will participate. This is an all day event.
3. Faculty Chairs – 2007/2008 faculty chair roster was distributed and all new chairs were welcomed.
4. KRV Leadership Team – Yihfen Chen and Gayle Whitlock will be sharing KRV leadership responsibilities. The document indicating responsibilities was handed out.
5. Academic Calendar – Copy of the 2007/2008 academic calendar was handed out.
6. KCCD Functions & College Functions – A copy of the functions for KCCD and college level responsibilities was handed out and discussed.
7. Faculty Chair Responsibilities – We will create a website to house minutes from the faculty chair meetings, department meeting, and all sub committee meetings. You can use Moodle, CCCConfer, video conferencing, and teleconferencing to host your department meetings. Please include adjuncts when possible. M & O – what are show stoppers and what are not show stoppers for requests. Don't make everything urgent when it is not.
8. Faculty Chair Evaluations – Several chairs will be evaluated this semester. The deadline for chair evaluations is February 15, 2008. Load banking information from the contract was also supplied.
9. Catalog Workload Report – Updated catalog was given to each faculty chair.
10. Faculty Flex Days & Faculty Flex Credit – It is really important to see the faculty chairs at the flex day events. We are sending the wrong message by not attending.
11. There will be a Basic Skills presentation on learning communities, tutoring, and what is working.
12. We are attempting to get a Dean of IT but this has been held up for now. Valerie will have over site for now. Several of the Career and Technical Education faculty expressed their concern regarding Valerie taking on the additional duties as the IT over site person.
13. Student Services offices will remain open until 5:00 p.m. on Friday, August 24, 2007.
14. Joann Handeland presented the Facilities Planning Update: Capital Construction Projects include Fine Arts Modernization; Science Modernization; Main Building Modernization. Scheduled Maintenance Projects – in process included: Main Building Security; Lecture Hall Safety Repairs; Gym Parking Lot Repair. Scheduled Maintenance Projects completed this year (2007) Freight Elevator Repair-Main Building; Small Project Repairs-Carpet and painting modernization – main building; Gym re-roof project. Larry Board expressed thanks to everyone who worked on the Art space and moving equipment. Larry Board, Loren Sandvik, Dick Benson, Don Seymour, Bob Kinnan and Kevin Leffler.
15. Program Review Cycle – changes were made and will be submitted for review.

16. Accreditation Progress Report – Copies of the progress report were distributed and discussed.
17. Distance Education Report – Copies of the distance education report were distributed.
18. Staffing – Dr. Harmon requested staffing needs from each department.
19. Fall Semester
20. Enrollment Management

Where are we going

1. Long Term Schedule
 - a. Format
 - b. General Education/Liberal Studies
 - c. Other
2. Spring & Summer 2008
3. Monthly Meetings with Chairs
4. 2 Department Meetings per semester
 - a. Minutes on faculty chair website

Deborah Ernst, Program Coordinator for DSPTS – Debra gave handouts to all faculty chairs and explained her programs.

Program Highlights:

Serve students with verified disabilities

Verified by outside provider(s)

Visual, Hearing, Physical, Mobility, Speech, Acquired Brain Injury, Learning, Developmentally Delayed, Psychological, Other Health Impairment.

Verified by on-site testing

Learning Disability

Mary Retterer, President handed out copies of the Strategic Plan handbook. She discussed the upcoming presentation by Dr. Roueche, discussed where we are for enrollment and FTES. Since the state budget has not been approved Dr. Retterer requested that all major purchases be placed on hold for now if possible. Cerro Coso was evaluated on productivity and enrollment; 136K stabilization money for this year. Some of the LA districts will not receive pay checks until the budget is approved and signed by the governor.

The Energy Summit is scheduled for Friday, September 14, 2007.

PV field and smart sprinklers are already on our campus. We are on our way to becoming a “Green” college.

The two Taurus’ are old and need to be replaced. There is a grant to replace old vehicles and Mary is working with Toyota on new replacements with Hybrid models. It may be possible to replace the grounds workers trucks with the new Hybrid vehicles as well.

Dr. Retterer and Gale Lebsock are working on a way to keep fund balances in case you wish to save for big items. The college does not loose money.

Area Updates (1 - 2 minutes)

Communications – Down 1 fulltime instructor, adjuncts are covering 4 of the classes; Matt Crow and Cliff Davis are covering the other 2.

Visual & Performing Arts – New swing space is coming along, new dark room has been built and everyone is working hard to complete the projects prior to the start of the semester.

Math – New faculty members for 1 semester only Steve Rogers (fulltime temp)

Science – Met with adjuncts while in Mammoth. New adjunct Dennis Jensen will pick up classes. October 19, 2007 is the Astronomical Star Party.

Social Science – Debra Rundell is our new Fulltime faculty member in

Psychology/Human Services. She will spend 1 day at KRV and 4 days at IWV. She is also working on revising curriculum with Anne Benvenuti.

Counseling – Busy working with new and returning students.

Physical Education/Health – We have hired a new assistant baseball coach.

Library – Installed a Proxy server which is more secure and should improve access.

Dennis is participating in the basic skills initiative, In CIC the state SLO's are a topic of discussion and how are they to be evaluated needs to be included.

Industrial Arts – Larry attended a conference at the Queen Mary and is looking forward to the semester. He is researching the possibility of a new Hybrid/Hydrogen vehicle program. Getting in on the ground floor would be great for the college. He also spent a day in Mammoth during the Energy Institute with the BMW representative on their new Hydrogen vehicle.

CIS/Business – has 3 new adjuncts and 26 total. The department is looking at the Paralegal program as an ITV across the district. We are upgrading the Office 07.

Media Arts – Down one full time faculty member for now.

Career Technical Education – The Dean of IT position has been placed on hold for now.

Dr. Retterer is working on this issue, to correct if possible. For now Valerie will be the over site for the IT department. The Employer Summit is scheduled for September 14th.

CC Online

ESCC enrollment is slow and low. Deanna is working with the adjuncts on encouraging enrollments. The Energy Institute was a week long with 40 participants. The event was very successful.

Faculty Chair Meeting
September 4, 2007
1:30 – 4:00

FYI

1. Basic Skills Funding
2. Drop for Non Payment
3. Meetings with the Vice President

Work Items

1. Spring 2008 Schedule (bring your working documents)

Area Updates (1 - 2 minutes)

Communications
Humanities/Language
Visual & Performing Arts
Math
Science
Social Science
Counseling
Physical Education/Health
Industrial Arts

CIS/Business
Media Arts
Child Development/Education
Career Technical Education
CC Online
ESCC
KRV
Student Services

Faculty Chair Meeting

September 4, 2007

Minutes

FYI

1. Basic Skills Funding – The Basic Skills funding has been reduced at the state level.
2. Drop for Non Payment – Student will be dropped after 10 working days for non-payment prior to the start of the semester.
3. Meetings with the Vice President – Schedule your meeting with Dr. Harmon ASAP. Work with Tammy to schedule these meetings.

Work Items

1. Spring 2008 Schedule (bring your working documents) – The chairs discussed the best possible schedule for Spring 08.

Area Updates (1 - 2 minutes)

Communications
Humanities/Language
Visual & Performing Arts
Math
Science
Social Science
Counseling
Physical Education/Health
Industrial Arts

CIS/Business
Media Arts
Child Development/Education
Career Technical Education
CC Online
ESCC
KRV
Student Services

Faculty Chair Meeting
September 18, 2007
1:30 – 4:00

FYI

1. Student Email Addresses (Matt)
2. Program Review Cycle (Dennis)
3. Rubric for Evaluating Institutional Effectiveness
4. Minutes
5. Basic Skills Initiative Update

Work Items

1. CCC Research Agenda
2. 2008-2009 Full-time faculty needs
3. Adjunct Faculty
 - a. Orientation
 - b. Email
 - c. Communication
 - d. Other
4. Targeted Marketing
5. Adjunct Hiring Needs for Spring 2008
6. Moodle Migration Timeline (Matt Hightower)

Area Updates (1 - 2 minutes)

Communications
Humanities/Language
Visual & Performing Arts
Math
Science
Social Science
Counseling
Physical Education/Health
Industrial Arts

CIS/Business
Media Arts
Child Development/Education
Career Technical Education
CC Online
ESCC
KRV
Student Services

Faculty Chair Minutes
September 18, 2007
1:30 – 4:00

Where are we now

1. Dennis, Larry and Valerie reported on the Employer Summit. We have been receiving positive feedback regarding the summit. Site tours are going to be setup for the Tehachapi Wind Farm and FPL. Valerie will announce the dates and they would like to encourage faculty attend.
2. Student Email Address – This has been a discussion in the District Distance Learning Committee. We are currently looking for a temporary solution; however, it may not be until November before a real solution can come about.
3. Program Review Cycle – Dennis reviewed the Program Review Cycle list and made necessary corrections to the years for the Instruction programs that should be evaluated.
4. Rubric for Evaluating Institutional Effectiveness – Dr. Harmon presented the Rubric received from the Accrediting Commission. She has advised everyone to hold onto their copies and bring them back to the next meeting.
5. Minutes – Dr. Harmon would like any corrections to the minutes to be sent to Tammy electronically.
6. Basic Skills Initiative Update – a team of 16 Cerro Coso faculty and administrators from IWV, KRV, ESCC, SK, and Online are attending the Basic Skills Initiative Workshop being held at the Weill Center in Bakersfield on September 28. Funding for the initiative has been approved by the legislature and the governor has signed it.

Where are we going

1. CCC Research Agenda – Dr. Harmon explained that we need to explain to the Institutional Researcher why and what we need. Members suggested that everyone email a request for information to Marc Beam and cc Dr. Harmon and Yifen Chen. In addition, the requests should identify a deadline. Yifen will send everyone a list of a sample request in order to identify the data we need to collect.
2. 2008-2009 Full-time faculty needs – Group Discussion regarding full-time faculty replacement process for 08-09. Positions identified were as follows:
 - a. 1 full-time Reading – replacement for John Garcia
 - b. 1 full-time Business – this is a replacement position, vacant for more than 1 year.
 - c. 1 full-time CIS – the committee believe this position was built in the 07-08 budget.
 - d. 1 full-time Biology @ ESCC – this position needs to be verified
 - e. 2 full-time Math – replacement positions
 - f. 1 full-time Counselor – this is a replacement position, vacant for more than 1 yearFaculty Chairs voted to replace two Mathematics positions, one Reading position, and one Business Position.
3. Adjunct Faculty – Bringing the adjunct faculty in is very important. Suggestion was made that we create a website with information for adjunct faculty to be able to refer them to. Dr. Harmon and Tammy will work with faculty chairs and Cori Ratliff on this.
4. Targeted Marketing – Discussion about new markets and building on populations that we currently are serving.
5. Adjunct Hiring Needs for spring 2008 – Dr. Harmon asked that each Faculty Chair identify adjunct hiring needs for spring 2008 and let Pam Coward know of these needs by October 4th. This includes individuals who have been hired on an emergency basis for one semester and need to go through the regular adjunct hiring process if they are going to teach again.
6. Moodle Migration – Matt Hightower will communicate with all online instructors regarding the migration. Faculty instruction for Moodle is available through the INST 269 course.

Area Updates

1. Automotive will be adding evening classes.

Dr. Harmon announced that there will be a two week break before we will start the summer schedule.

Faculty Chair Meeting
October 2, 2007
1:30 – 4:00

AGENDA

1:30 Textbook Discussion

- Student Cost of textbooks – Natalie Dorrell & Gale Lebsock
- Instructional Copies

2:00 Spring 2008 Schedule

Spring 2008 Load Sheets

Summer 2008 & Fall 2008 Schedule

3:00 Department Procedures Template – Shannon Bliss

Field Trips/other forms

Other

Upcoming Meetings

October 16, 2007 – All Faculty Chair Meeting

October 30, 2007 – Academic Faculty Chair Meeting

November 6, 2007 – All Faculty Chair Meeting

November 20, 2007 – Academic Faculty Chair Meeting

December 4, 2007 – All Faculty Chair Meeting

Faculty Chair Meeting
October 2, 2007
Minutes

AGENDA

1:30 Textbook Discussion

- **Student Cost of Textbooks – Natalie Dorrell & Gale Lebsock** – NBS System is not instructor driven, it is driven by course. Changes made by the instructors then become the book of record. Natalie has over 474 courses, 628 titles and over 12 thousand books and 6 books stores. It is an overwhelming job with limited staff. Shipping is a HUGE issue and can be very expensive. She encourages every faculty member to order books early to avoid additional drop ship/expedited costs. These costs are passed down to the students. Natalie does not pay for Course Compass when it accompanies a textbook (example Math). But, she is not able to buy back those books as course compass is password protected and can only be used once. Course Compass sold separately can be costly.

All additional are passed down to the students.

Question – Is the delivery method the most effective and efficient way to order and ship books.

Book buy backs have slowed considerably due to other book selling opportunities.

Formula for online courses – Natalie orders books for 50% of the enrollment.

Students buy their books from a variety of sources.

The general rule for mark up in the book store is 40%, but it does not actually equate to that. Natalie will do price freezing, and has a lower mark up for the higher priced books. Paying lower tuition at the community college level makes the cost of books seem much more expensive.

All faculty members are welcome to drop by the book store a few weeks prior to the start of class to ensure that there are enough books on hand.

Profits from the book store go to student development. Approximately 75K per year, but some years the book store has suffered a loss. There needs to be some sort of reserve for the lean times.

What is the definition of student life and what does it mean to all students, and how should the money be spent. Some students are not able to participate in student life due to having jobs, families, etc.

Action Items – 1) Karen, Deanna and Natalie will work on a document for all faculty regarding textbook issues, how to order, changes, etc. 2) Hold a discussion on how college life funds should be spent.

Currently BC has the Insight Program which is used for textbook adoption only.

- **Instructional Copies** – In the past Shelley Crabtree ordered all instructor desk copies, a few years ago it was passed to the Faculty Chair. The process will be added to the adjunct handbook and website.

2:00 Spring 2008 Schedule – Check the final version today for any errors and make the corrections. Shelley will make the corrections and send off for printing. The process was smooth and clean, thanks to everyone for all their hard work. Paula Suarez shared how counseling views the block schedule and what they look for. Handouts – Student Education Plan, IGETC form, and the CSU GE form. There is a foreign language deficiency in the spring semester each year. Paula recommended a possible rotation schedule.

Spring 2008 Load Sheets – Faculty assignment sheets for the spring 08 semester are to be completed and brought to the October 16th meeting.

Summer 2008 & Fall 2008 Schedule – Due to Dr. Harmon and Shelley by December 4, 2007. If you send it via email send it to both Dr. Harmon and Shelley. If you supply a hard copy please drop it off in Dr. Harmon's office. January 15th will be the read through and any final changes.

General Education Program Review – General Education Program Review – Committee Make-up

With more than half the members of the committee absent, the first discussion concerned the makeup of the committee. What quorum is needed to do business? Two factors are clear. One is that General Education degree requirements are far ranging and impact a lot of courses taught by a lot of faculty. Since two of the goals of this review cycle are 1) Program Level Outcomes (PLOs) required of all courses in each GE requirement area and 2) an agreed-upon assessment method for each of those outcomes in each GE requirement area, it is imperative that faculty chairs be present. Otherwise, someone else will be dictating to a department's faculty what their goals are without input from the department.

The second factor is that some faculty chairs have a greater number of courses at stake than others or have a greater impact on at least one requirement area. It was therefore determined that we should think of some chairs as *principal members* of the committee—English, math, humanities, library information technology, sciences, PE, social sciences, and counseling—whose presence shall be required. And some chairs shall be considered secondary members of the committee—media arts, child development, business administration, and health careers—who have two or three courses at most and whose presence is far less crucial and therefore not required.

It was asked if the faculty chairs themselves have to be present or whether any member of the department could substitute for them. It was agreed that faculty chairs are responsible for their department's participation. They may arrange for someone else to represent them, but in the end they are bottom-line responsible for the work getting done.

Next action: A quorum must be determined by the committee and any substitutions of chairs by members of their departments. Due: next meeting.

Determination of PLOs and Assessment Statements, Timeline, and Assignments

It was quickly determined that the seven requirement areas are a natural guide to the PLOs: outcomes shall simply be generated for each requirement area. It was also quickly

determined that most requirement areas need to identify only a single outcome. For example, John Stenger-Smith volunteered that the program outcome for the Natural Science requirement area might be something like “Demonstrate an understanding of the scientific method.”

For requirement areas comprised of courses from several departments—for example, Humanities and Social & Behavioral Sciences—the faculty chairs of all departments with courses in that requirement area shall meet and mutually agree on an outcome.

Besides determining PLOs, assessment statements must also be generated for each PLO: what *one common method* of assessment will be employed by *all* courses in the requirement area to track the success of the PLO. John volunteered that in the case of the Natural Science PLO, it might be that students’ knowledge of the scientific method might be assessed by exam—four common questions on all science course final exams, measured, says John, with an 81.20933% efficiency.

Who shall be in charge of what areas? It was decided that those faculty chairs that have the greatest stake in any particular requirement shall take the lead in convening meetings with all faculty chairs in their area.

Natural Sciences

Lead: John Stenger-Smith (36 courses)

Jon Heaton (1)

Jon Tittle (3)

Social & Behavioral Sciences

Lead: Jon Tittle (32 courses)

Jon Heaton (10)

Lisa Fuller (1)

Humanities

Lead: Dick Benson (56 courses)

Lead: Jon Heaton (41 courses)

Corey Marvin (14)

Jon Tittle (1)

Language and Rationality

Lead: Corey Marvin (4)

Lead: Dean Bernsten (10)

Jon Heaton

Jon Tittle

Information Competency

Lead: Dennis VanderWerff

Diversity

Diversity is a special case since it covers several departments and CIC already has a statement about what makes a diversity course. Suzie Ama and Lisa Fuller have agreed to review the criteria and take the lead in designing an assessment statement.

Additional Requirements

Lead: Dick Adams (3 + all PE activity courses)

Lead: Lisa Fuller, who has volunteered to co-lead (2)

Steve Busby (3)

Jon Tittle (1)

In terms of a timeline, it was suggested that the first week of December be a good time to come back with 1) the PLO(s) written for each area, and 2) an agreed-upon assessment method for each PLO. However, it was agreed that since not that much time is needed to draft what amounts to two sentences and since the Accreditation team arrives in early November and it would be good to show progress, the end of October might be a better deadline.

Suzie has volunteered to meet with all leaders and faculty chairs in all areas to provide assistance in designing and drafting PLOs and assessment statements.

Next Action: Requirement area leaders to convene meetings, draft PLOs, and draft assessment statements. Due: At the faculty chair meeting, Tuesday October 30.

3:00 **Department Procedures Template** – Shannon Bliss shared the document created to use a template for the department procedures. Department can use all of part of the template which includes priorities setting for department planning, development of course proposals and course revisions, course offerings, selection of faculty for program area review and other appointments, faculty evaluations, conference travel including faculty development, course assignments, fall, spring and summer, multi-site assignments, safety procedures, and textbook selection.

Field Trips/other forms – Tammy will put together a packets or the required documents and distribute to the chairs. Faculty Chair & Administrative approval prior to the field trip is required. Sites must also obtain the Directors signature.

Upcoming Meetings

October 16, 2007 – All Faculty Chair Meeting

October 30, 2007 – General Education Program Review Faculty Chair Meeting

November 6, 2007 – All Faculty Chair Meeting

November 20, 2007 – General Education Program Review Faculty Chair Meeting

December 4, 2007 – All Faculty Chair Meeting

Faculty Chair Meeting
October 16, 2007
1:30 – 4:00

AGENDA

1. Spring 2008 Schedule
 - a. Adjunct needs
 - b. Load Sheets
 - c. Distribution
2. Cerro Coso email addresses for Full Time & Adjunct Faculty
3. Faculty Name Tags (\$10.00 each)
4. Long Term Schedule
5. Updates from State
6. CIC Update – Dennis VanderWerff
7. AACMS password reset – Corey Marvin
8. Summer & Fall 2008 Schedule – Due December 4, 2007
9. Annual Unit Plans Update – Due December 15, 2007
10. Other

Upcoming Meetings

October 30, 2007 – General Education Program Review Faculty Chair Meeting

November 13, 2007 – All Faculty Chair Meeting – *East Wing 210*

November 27, 2007 – All Faculty Chair Meeting – *East Wing 210*
General Education Program Review Meeting (if necessary)

December 11, 2007 – All Faculty Chair Meeting

Faculty Chair Meeting

October 16, 2007

Minutes

1. **Spring 2008 Schedule** – The schedule is currently at the printers and should arrive on campus by October 26th.
 - a. **Adjunct needs** – October 15, 2007 was the deadline to submit requests to Pam Coward in HR.
 - b. **Load Sheets** – Due date is today and not many have been received. Remember to submit the full time and adjunct load sheets today. Reminder to also submit office hours for all fulltime faculty.
 - c. **Syllabi** – This is very important and need to be submitted each semester. There was discussion as to how the template should look and what is required. Required information should contain a consistent drop policy, as well as the disability accommodation.

Action Item – Dr. Harmon will send out an email with a basic template and ask the chairs for an email discussion and recommendations. She will also check Ed Code for the regulations regarding syllabi.
 - d. **Distribution** – November 27th the schedule will be mailed to all community members in our service area. We have eliminated the newspaper inserts. Extra schedules were not ordered. We want the schedule in the hands of the students. Kiosks and computers will be available for the students once the schedules are gone. The computer houses the most up to date schedule. This is a change of culture for our students as they are used to having hard copies of the schedule. There will be copies supplied for the first classes held on Monday and Tuesday morning. Any extra should be returned to counseling.

Action Item – Ask Cori Ratliff to design a flyer for the website to indicate this change and it should include the request for each student to update their personal information (email address, phone, name, etc). Dr. Harmon will check with KRV (Gayle Whitlock) on the availability of a computer near A & R at KRV for student use. Provide a link for online students via their current online course.
 - e. **Adjunct Evaluations** – With the recent change the Administrators will also evaluate the adjunct faculty. Student evaluations must be completed in each class, and they are to be conducted by faculty and administration only. You may request help from the site directors as well as other full time faculty members at the sites. Classified staff should not conduct the student evaluations.

Action Item – Dr. Harmon will check with Greg Chamberlain on the use of the forms.
2. **Cerro Coso email addresses for Full Time & Adjunct Faculty** – This is a contact issues for student if a CC email is not used. One problem is that the CC email box

fills quickly and has a limit on it. The adjunct agreement must state that the faculty member is required to use a CC email address. We have the ability to forward CC email to another email address. Adjunct faculty are not included in the CCA contract. Who will manage the updates/deletions/additions? We also have an adjunct faculty office available on the third floor, which now has one computer. Adjuncts at the South Kern office also need access, and Jon Tittle will work with Kristi on that.

3. **Faculty Name Tags (\$10.00 each)** – If you would like name tags for your department members, contact Louise Farmer for ordering information. The cost for each name tag is \$10.00. Each name tag should only have faculty or adjunct faculty. One exception is for Alex Shlanta for the Star Party.

4. **Long Term Schedule** – Dr. Harmon is concerned about the general education and liberal arts. The long term schedule will be put online using excel. John Stenger-Smith, Paula Suarez, and Cori Ratliff will work together to design and create a format for student use.
 ESCC – class cancellations pose a problem for students. What guarantee are we going to give our students?
 This document should be used for classes which we can commit to on a long term schedule. Past history of VP’s have been to play accounting games, how much money does this class bring in. It was requested that we put in writing and have as part of our mission to put together a solid long term schedule. A statement indicating that we will stick to the long term schedule, if not sure about the course place “tentative” next to it, we also need to include a disclaimer. Faculty chairs have not felt empowered in the past. It is incumbent upon chairs to do program review and bare bones long term schedules. A core long term schedule is important. General Education program review is the template for the long term schedule. Provide one for department use and one for student use. New Courses – please be aware of how this may fill a need in many areas. Send a draft copy of the long term schedule to administration, site directors, and counseling for review.

5. **Updates from State** – Skill or Career Certificates are 18 credits or less. 12 credits or more must be approved by the state. Certificates do not show on transcripts. Pass/no pass will replace credit/no credit; “C” or above
 Class Audit – no state funding received.
 Basic Skills 33.1 million approved by the state. Improving student retention is key. Possibly hire TA’s to assist in gatekeeper courses and help students with coursework.

72,000	06-07 rollover
-15,000	fall 07 expenditures
<hr style="width: 50%; margin-left: 0;"/>	
57,000	07-08 remaining
82,000	additional funds
<hr style="width: 50%; margin-left: 0;"/>	
149,000	Total

6. **CIC Update** – Dennis VanderWerff reported that CIC will create a schedule or plan for 80+ courses that need to be updated. They are currently working on getting courses updated. Suzie and Dennis will help with the SLO’s and assessments if you like. Suzie is willing to attend department meetings as well. It is not a difficult

process, once one is completed it flows from there. Suzie provided SLO handbook and will provide copies soon.

7. **AACMS password reset** – Corey Marvin – If you would like the ability to reset the student passwords (including ITV) yourself contact Valerie Karnes.
Action Item – Dr. Harmon will ask Valerie Karnes to send an email indicating the process regarding this information.
8. **Summer & Fall 2008 Schedule** – Due December 4, 2007. An email was sent from Shelley with the rollover. The spring semester process went very smooth and clean. Only a couple of mistakes. Please review the schedule carefully. Look at the email schedule and review with sites first. We are not starting new; the previous schedule is very solid. Do not wait until December 4th to make your changes, we need to start early and work with the chairs.
9. **Annual Unit Plans Update** – Due December 15, 2007. Review future development strategies. Anything done goes into Closing the Loop. Resources are an important piece. Conduct department meetings and review the department unit plan. BSOT is missing in the Educational Master Plan. Jane will work with Suzie to make the corrects.
10. **Other** – ESCC-John Stenger-Smith visited Mammoth last week and there are still issues with the water in the eye wash station and safety shower. The water is warm to hot. This has been an ongoing issue for some time now. John Daly is aware of the issue and has stated that he will check on it.

Replacement Positions – Dr. Retterer has requested data for all replacement positions and she will present the requests and back up data at the Chancellor's Executive Council. English, Math- 2. and Business.

Upcoming Meetings

October 30, 2007 – General Education Program Review Faculty Chair Meeting

November 13, 2007 – All Faculty Chair Meeting – *East Wing 210*

November 27, 2007 – All Faculty Chair Meeting – *East Wing 210*
General Education Program Review Meeting (if necessary)

December 11, 2007 – All Faculty Chair Meeting

Faculty Chair Meeting
November 13, 2007
1:30 – 4:00

AGENDA

TIMELINE

11/27/07 Summer/Fall completed schedule to KRV & ESCC directors for review
12/4/07 Summer/Fall schedule to Shelley Crabtree
12/15/07 Annual Unit Plan updated
Include justification for extra equipment, labs, computers, etc.
(example: 3rd lab for science)
Adjunct Faculty evaluations due
Faculty Chair Evaluations due
Mode A 1, 2, & 4 Evaluations due
Spring 2008 Adjunct hire

1. General Education Update – Corey Marvin
2. Syllabus Format
3. Distance Delivery Addendum – Dennis VanderWerff
4. Office 2007 Training & Deployment for Faculty – Valerie Karnes
5. FYI
 - a. Red Phone
 - b. Budget Update
 - c. Priority Registration begins November 14th – Reminder your students

Upcoming Meetings

November 27, 2007 – All Faculty Chair Meeting – *East Wing 210*
General Education Program Review Meeting (if necessary)

December 11, 2007 – All Faculty Chair Meeting

January 15, 2008 – Faculty Chair Retreat –10:00 a.m. – 3:00 p.m. lunch included

Faculty Chair Meeting

November 13, 2007

Minutes

AGENDA

TIMELINE

- 11/27/07 Summer/Fall completed schedule to KRV & ESCC directors for review** – Dr. Harmon requested that the chairs work closely with Yihfen and Gayle from KRV early in the process.
- 12/4/07 Summer/Fall schedule to Shelley Crabtree**
- 12/14/07 Annual Unit Plan updated**
Include justification for extra equipment, labs, computers, etc. – Chris Addington knows the state requirements and there have been a few colleges that have not submitted all of the information and the funding was denied. Please be inclusive of all needs. (example: 3rd lab for science)
Adjunct Faculty evaluations due – so far only one completed file has been returned.
Faculty Chair Evaluations due – missing email address from Dennis and Larry. Send those to Tammy ASAP.
Mode A 1, 2, & 4 Evaluations due – deadline is approaching quickly, please complete all student evaluations and submit them to Tammy for scanning.
Spring 2008 Adjunct hire
- 12/17/07 Software Requirements due to IT**
- 1. General Education Update – Corey Marvin** – Last year 160 + students received General Education degrees. The GE degree is out of compliance with Title 5. It will be removed from the catalog and we can no longer offer it. This is a major issue for Cerro Coso. Heather is attending an articulation conference and this is a topic of discussion. The GE degree was fast and easy for students. Beginning this Fall students will be asked to define a focus. CTE's are heavy unit degrees. 30-35 units are general ed., possibly consider a certificate option prior to degree attainment. This might help to get the students connected. UC's and CSU's are currently articulating transfer classes and they will provide a list of classes that are basic prep courses required. The earlier you can help students get connected the better. The catalog next spring will reflect the changes. The GE degree goes away in July. Liberal Studies degrees are geared specifically to teacher prep and teacher credentialing. There is a grandfather clause for existing students in the general education degree program.
ACTION: Counseling will bring information to the next meeting which will include ASSIST information on UC and CSU requirements.
The General Education Program Review group will continue its work which is almost complete.

2. **Syllabus Format** – The syllabus is a contractual issue, not Title 5. Syllabi collection is the responsibility of the faculty chair for each department. Magi Mauldin keeps track of who has submitted a syllabus for the semester. The syllabi are very important to the students and for record keeping in the future. The syllabi must follow the COR and should also include SLO's. Suzie Ama is willing to attend department meetings to assist.
ACTION: Dr. Harmon will send an email to all instructors including adjuncts regarding syllabi collection each semester.
3. **Distance Delivery Addendum** – Dennis VanderWerff – Title 5 requires approval of each mode of delivery. CIC has reviewed and discussed the new form. All iTV courses currently taught will be grandfathered in. Hybrid classes need to be listed in the face to face portion of the schedule. Any technology that benefits several departments will be purchased by the IT department budget. Specific technology needs will need to be budgeted through the individual departments. Dennis would like to finalize the document at the November 30th CIC meeting. Matt Hightower will attend that meeting.
4. **Office 2007 Training & Deployment for Faculty** – Valerie Karnes – The IT department is ready to deploy the new Office 2007 software. It looks a bit different. Training sessions will be offered and the first one will be held on November 30th in the morning. Classified staff will be trained the week of December 17th.
ACTION: Office 2007 deployment for faculty will be done after Wednesday, December 19th. This will give faculty the opportunity to submit grades and finalize classes. Karen O'Connor and Valerie Karnes will put together a training schedule for faculty and staff. Valerie Karnes will also work with the sites to determine the best time for deployment and training.
5. FYI
 - a. **Red Phone – 760-382-1378** – Members of the Management Team will rotate coverage for evenings and weekends and will carry the Red Phone. Weekend coverage will rotate as well. The on-call manager will pick up the Red Phone at the switchboard and carry it all evening, including carrying it home. A manager who is “on call” does not need to remain on campus the entire evening as long as they have cell signal. Phone numbers for the management team will be programmed into the Red Phone. You will only need to remember one phone number. If there is a life threatening emergency call 911 FIRST and given them your location. College phones all show the main number when an outside number is dialed. Call the switchboard next and inform the operator.
 - b. **Budget Update** – Dr. Retterer stated that there is a cash flow shortfall in the state of approximately 10 billion dollars. Not sure of when the cut will affect us. Politically a hot topic and they don't want a cut mid year. There may be a slight cut in January. Community Colleges have been asked to get their priorities in order. The budget committee will re-convene to review the budget. Next year we will come in with a very lean budget in

order to be prepared for the worst case. There is a lot of speculation about what will happen and when. Mary is very concerned about the revenue for next year, and she would rather add back to the budget as opposed to taking away. Dr. Retterer does not want to cut existing staff/faculty. She recommends that the faculty positions proposed be placed on hold temporarily. Dr. Retterer will keep everyone informed on any updates that may come.

- c. **Priority Registration begins November 14th** – Reminder your students
- d. **Dr. Harmon will be out of the office until November 27th.**
- e. **Password reset for students** – send your name to Valerie if you would like this clearance.
- f. **Schedule Distribution** - Dr. Harmon thanked the faculty for handing out the schedules in class and working with the students. Counseling has been busy working with the students earlier.

Upcoming Meetings

November 27, 2007 – All Faculty Chair Meeting – *East Wing 210*

December 11, 2007 – All Faculty Chair Meeting

January 15, 2008 – Faculty Chair Retreat –10:00 a.m. – 3:00 p.m. lunch included

Faculty Chair Minutes
November 27, 2007
1:30 – 3:20

Attendees:

Dick Adams, Dick Benson, Dean Bernsten, Yifen Chen, Lisa Fuller, Dr. Jane Harmon, Jon Heaton, Valerie Karnes, Corey Marvin, Karen O'Connor, Heather Ostash, Angela Sellers, John Stenger-Smith, Jon Tittle

Where are we now

- Dr. Harmon reviewed the 16.3 Scheduling Matrix.
- Discussion regarding vacant positions. Due to the anticipated budget reduction we are not sure if the vacant positions will be filled.

Where are we going

- Catalog is going to be re-done in Spring 2008.
- According to the direction of the Chancellor's Office, the Associate of Arts in General Education will no longer be offered. Because the Gen Ed degree does not require an 18 unit emphasis the degree will need to be modified to meet the Title V requirements.
 - Heather Ostash is scheduled to attend a Region 9 meeting next Thursday. She will bring back a model from other schools. She will contact Lisa Fuller.
 - The new program will be assigned to a faculty chair member and a committee will be created.
- Annual Unit Plans are due December 14th; however, if anyone would like to turn them in after the winter break that is not a problem.

The meeting was completed at 3:20

Faculty Chair Meeting
December 11, 2007
2:30 – 5:00

AGENDA

1. Budget Update
2. Fall & Summer 2008
3. Faculty Chair Retreat – January 15, 2008 10:00 – 3:00 (lunch included)
4. Flex Day – January 18, 2008
5. Priorities for Spring 2008
6. Basic Skills Initiative
7. Dropping Students

Upcoming Meetings

January 15, 2008 – Faculty Chair Retreat – 10:00 a.m. – 3:00 p.m. lunch included

January 22, 2008

January 29, 2008 (tentative)

Faculty Chair Meeting

December 11, 2007

Minutes

AGENDA

1. **Budget Update** – We need to plan for a 10% cut across the board. We will take a look at the allocation and review what we can do this year to ease the cuts necessary for next year. We have areas and positions with breakage. The upgrade on the ITV equipment is currently on hold. The budget development committee recommends that we look at what is a “true need” or can we wait. Please review all budget requests carefully.
The summer scheduled needs to be reviewed as well. Summer school last year was not successful or fiscally healthy. Currently all online courses are coded as Independent Study and we do not collect the same amount of FTE. WSCH & DSCH classes are based on actual student contact hours.
2. **Fall & Summer 2008** – Some of the department schedules are still missing. Schedules must be submitted before you leave for winter break. Continue to encourage the students to schedule an appointment with the counseling staff. We will take a close look at the summer schedule.
3. **Faculty Chair Retreat – January 15, 2008 10:00 – 3:00 (lunch included)** –
Agenda Items
 - Summer/Fall 2008 Schedule Review
 - Late Registration Issues
 - Cost Analysis Benefit
4. **Flex Day – January 18, 2008** –
Agenda Items
 - Rubric Roundtable – Suzie Ama
 - Classroom Assessment – Jane Harmon
 - Office 2007 – Karen O’Connor
 - Grant Writing – Valerie Karnes
 - Syllabus Creation
 - Multimedia Carts Demonstration
5. **Priorities for Spring 2008** – What do we need to focus on?
 - a. Curriculum Revisions
6. **Basic Skills Initiative** – Corey Marvin will be acting Coordinator for Spring and Fall 2008. There are currently three projects ongoing – Pilot supplemental instruction; comprehensive learning (on site and online); non credit basic skills, we need to apply for the funding. There is a need for people hours for these projects to reach completion.

7. **Dropping Students** – Dropping students can cause issues with Financial Aid, FTE collection, as well as becoming an ethical issue. If instructors are not dropping students for non-attendance we are giving a false sense of FTES, and PI will not reflect the same information that has been gathered during the semester. Keeping students on the rosters even though they are not attending class is a legal and ethical issue. We need to communicate the expectation to all faculty members (adjunct and fulltime) to avoid this in the future. How can we be clearer? Matt Hightower sends out an email to all online faculty members during the third week of class to remind them to drop no shows. This is also an educational issue and it was recommended that this be included in the adjunct faculty orientation. Dr. Harmon will deal with this on a case by case basis. Late registration is also an issue for dropping students.

Email from David Cornell, Director of Admissions & Records –

To: All Faculty

From: Dave Cornell

Re: Class Rosters and Accountability

Date: August 24, 2007

You are receiving a temporary roster of those enrolled in your class(es) as of Friday, August 24, 2007. This record will assist you in keeping track of your rolls during the late registration period. You will be receiving Permanent Rosters after the census date, 9/10/07. Please note, that the KCCCD Board Policy and Procedure (4C7A and 4C7B) requires you to certify that the students enrolled on the census date or that the hours of positive attendance reported are accurate and verifiable. To aid you in this process, please pay close attention to those students currently registered in your class, and, hence, not allow those students who do not appear on your roster to attend class after the late registration period

If a student is listed on your roster and that student has not contacted you or attended at least one class session you MUST drop that student from your class list before your specific census date (as listed on your Permanent Roster). You can drop any student who has not attended at least one class meeting by using banweb or sending a list to your campus' Admissions & Records.

You have the ability to print an Official Roster which shows the specific dates for your class. Those dates are the census date (the date that enrollment in your class is captured for funding purposes), the 30% date (the last day a student can drop a class without entry on the permanent record and the deadline for a student to petition for /Credit/No Credit grading), and the 60% date (the last day to withdraw from a full term class with a "W" printed on the permanent record).

To access this feature, go to "Faculty Services" after you have logged into the system, select the term and CRN you wish to view. On the next menu, select "Class Roster." Then select "View Print Friendly Roll Sheet." In order for the roll sheet to print out on one page (if enrollment allows), follow the following printing instructions for Internet Explorer Browsers:

1. **Click File – Page Set-up**
2. **Change the top and bottom Margin to .3**
3. **Delete the characters in the Footer field (u&b&d)**
4. **Click O.K.**
5. **Print**

Once you have done the above steps, you won't have to do it again. Keep in mind, however, that this change will affect every web page you print from this point on.

Admissions & Records Office Security

In order to assure academic record integrity for our students and to comply with the requirements set forth by our accreditation agency (WASC-JR), "The institution maintains student records permanently, securely, and confidentially." The Admissions & Records Office door remains locked to ensure this integrity, and the staff makes every effort to assist and serve students, faculty, and staff via the counter, telephone, and email.

8. **Updated Annual Unit Plans** – These should be submitted prior to leaving for Winter Break, but Dr. Harmon stated that it would be okay to submit no later than January 15th at the Faculty Chair Retreat.

Upcoming Meetings

January 15, 2008 – Faculty Chair Retreat –10:00 a.m. – 3:00 p.m. lunch included

January 22, 2008

January 29, 2008 (tentative)

Faculty Chair Meeting
January 15, 2008
10:00 – 3:00

1. **Introductions**

2. **Summer/Fall 2008 Schedule Review**

3. **Annual Unit Plans**

4. **Budget Update**

5. **Instructional Material Funds**
 - a. **RP457 – District wide Instructional Materials (Carryover funds)**
410VI0 – \$4,552.14
410OT6 - \$2,078.15
 - b. **RP599 – Block Grant Instructional Materials (Carryover funds)**
410VI0 - \$6,333.75
410OT8 - \$25,104.40 (Library \$5,010.86)

6. **Timeline for Year**

7. **Late Registration Issues**

8. **Basic Skills Planning**

9. **Faculty Chair Responsibilities**

10. **Future Plans**

Area Updates (1 - 2 minutes)

Communications

Humanities/Language

Visual & Performing Arts

Math

Science

Social Science

Counseling

Physical Education/Health

Library

Industrial Arts

CIS/Business

Administration of Justice

Media Arts

Child Development/Education

Health Careers

Career Technical Education

CC Online

ESCC

KRV

Student Services

Faculty Chair Meeting
January 29, 2008
1:30 – 4:00

1. Engineering Discipline – John Stenger-Smith
2. Missing Science Cart – John Stenger-Smith
3. 2008 ARCC Report – Jill Board
4. Instructional Material Funds
 - a. RP457 – District wide Instructional Materials (Carryover funds)
410VI0 – \$4,552.14
410OT6 - \$2,078.15
 - b. RP599 – Block Grant Instructional Materials (Carryover funds)
410VI0 - \$6,333.75
410OT8 - \$25,104.40 (Library \$5,010.86)
5. Summer/Fall 2008 Schedule Review
6. Annual Unit Plan Updates
7. Missing Adjunct Faculty Evaluations - Fall 2007
8. Evaluations – Mode A-3, Mode B, and Adjunct Faculty

Area Updates (1 - 2 minutes)

Communications

Humanities/Language

Visual & Performing Arts

Math

Science

Social Science

Counseling

Physical Education/Health

Library

Industrial Arts

CIS/Business

Administration of Justice

Media Arts

Child Development/Education

Health Careers

Career Technical Education

CC Online

ESCC

KRV

Student Services

Faculty Chair Meeting
February 12, 2008
1:30 – 4:00

- 1. Summer Schedule Details**

- 2. Summer/Fall 2008 Schedule Review**
 - a. Instructional Materials Fees**

- 3. Long Term Schedule**

- 4. Annual Unit Plan Updates**

- 5. Missing Adjunct Faculty Evaluations - Fall 2007**

- 6. Evaluations – Mode A-3, Mode B, and Adjunct Faculty**

- 7. Art Department Visitation**

Area Updates (1 - 2 minutes)

Communications

Humanities/Language

Visual & Performing Arts

Math

Science

Social Science

Counseling

Physical Education/Health

Library

Industrial Arts

CIS/Business

Administration of Justice

Media Arts

Child Development/Education

Health Careers

Career Technical Education

CC Online

ESCC

KRV

Student Services

Faculty Chair Meeting
February 26, 2008
1:30 – 4:00

1. **Moodle Demonstration – Cori Ratliff**

2. **Review Liberal Arts Proposed Majors (replaces the General Education major) – Paula Suarez**

3. **Review Course Placement Survey – Paula Suarez**

4. **Summer/Fall 2008 Schedule Review to include changes to front pages and table of contents – Jim Fay**

5. **Time Line for Summer/Fall 2008 Schedule of Classes – list attached**

6. **Adjunct Faculty Assignment Sheets -Process – Magi Mauldin**

7. **Scheduling Classes (lecture hours and rigor) – Karen O’Connor**

8. **Missing Adjunct Faculty Evaluations - Fall 2007 – list attached**

9. **Adjunct Evaluations – Spring 2008 – list attached**

10. **Department Visit**

Area Updates (1 - 2 minutes)

Communications

Humanities/Language

Visual & Performing Arts

Math

Science

Social Science

Counseling

Physical Education/Health

Library

Industrial Arts

CIS/Business

Administration of Justice

Media Arts

Child Development/Education

Health Careers

Career Technical Education

CC Online

ESCC

KRV

Student Services

Faculty Chair Meeting
April 1, 2008
1:30 – 4:00

1. **Introductions – Valerie Karnes**
2. **Five Year VTEA Plan – Valerie Karnes & John Means, Association Chancellor, Economic & Workforce Development**
3. **Budget Development 2008-2009 – Gale Lebsock**
4. **New Discipline List Format Proposal – Jim Fay**
5. **Standard Instructional Unit Floor Plans – Jim Fay**
6. **Update on Liberal Arts Proposed Majors – Paula Suarez**
7. **Student Contract – Jim Fay**
8. **Spring 2009 – Due to Shelley May 1st**
9. **Adjunct Faculty Evaluations – Spring & Fall 2007**
 - a. **Due Date – May 15, 2008**
10. **Adjunct Evaluations – Spring 2008**
 - a. **Due Date – May 15, 2008**
11. **Department Visit**

Area Updates (1 - 2 minutes)

Communications

Humanities/Language

Visual & Performing Arts

Math

Science

Social Science

Counseling

Physical Education/Health

Library

Industrial Arts

CIS/Business

Administration of Justice

Media Arts

Child Development/Education

Health Careers

Career Technical Education

CC Online

ESCC

KRV

Student Service

Faculty Chair Meeting
April 1, 2008
1:30 – 4:00

1. **Skype Demo – Cori Ratliff**

2. **Supply budgets and the process by which we purchase things – John Stenger-Smith**

3. **Spring 08 Schedule – James Fay**

4. **08 - 09 Catalog – James Fay**

5. **09 - 10 Catalog – James Fay**

6. **Importance of keeping within time limits on student introductions at the awards lunch.**

7. **Curriculum – Dennis VanderWerff**

8. **Department Visit**

Area Updates (1 - 2 minutes)

Communications

Humanities/Language

Visual & Performing Arts

Math

Science

Social Science

Counseling

Physical Education/Health

Library

Industrial Arts

CIS/Business

Administration of Justice

Media Arts

Child Development/Education

Health Careers

Career Technical Education

CC Online

ESCC

KRV

Student Service

Faculty Chair Meeting
August 19, 2008
9:00 – 2:00

Leadership Team Retreat

Visions 08: Cerro Coso will be:

- A Leader in renewable energy, recognized by CA and the nation.
- A Leader in Higher Education in our communities.
- A One Stop Higher Education solution.
- An Institution known for premier online education.
- Known for Improvement in the ARCC (student success) measurements.
- Known as a great place to work and learn

1. Meeting Schedule for 2008-09
2. Faculty Chairs 2008-09
3. Academic Calendar 2008-09
4. Faculty Chair Responsibilities - Handout
5. Faculty Chair Evaluations – Late January
6. Faculty & Staff changes - Handout
7. Catalog Schedule 2009-10 - Handout
8. CIC Report: Program Review Cycle, CORs - Dennis
9. Accreditation Issues (Assessment, SLO, Faculty Evaluations, Dept. Meetings)
10. Fall Semester – enrollment numbers
11. Enrollment Management: Duplicate online classes & Faculty Overloads
12. FLEX DAY – Friday August 22
13. Keeping in touch: Please ask all faculty and staff for main & backup phone numbers, email addresses, and mailing addresses. Please ask your students, especially online students, for the same information

Special Issues

1. Long Term Department Schedules
2. Scheduling Initiatives for Spring and Summer 2009
3. Open Educational Resources/Low-cost Textbooks
4. University Center
5. K-16 Bridge
6. Communication: Holding Department Meetings each semester-please send Jim the dates of the meetings. He will try to attend as many meetings as possible.
 - a. Add Meeting Minutes on faculty chair website
7. Academic Senate Report – Rachel
8. Career Technical Education - Valerie
9. CC Online & iTV- Dylan
10. Student Services – Jill

11. Assessment – Suzie
12. Facilities update – Joann
13. Faculty Load Issues – Magi
14. Luminis Portal – Cori

Morning Guest: Mary Retterer

Campus/Department Updates (2 - 3 minutes)

ESCC
KRV
Communications
Humanities/Language
Visual & Performing Arts
Math
Science
Social Science
Health Careers

Physical Education/Health Sci.
LRC
Pub. Service/Admin of Justice
Counseling
Industrial Arts
CIS/Business
Child Development/Education
Media Arts
Career Technical Education

Faculty Chair Minutes
August 19, 2008
9:00 – 2:00

President Retterer Update: Dr. Retterer welcomed everyone back for the new year.

- Enrollment is up 6.8%
- All campus enrollment is up with the exception of South Kern (large online enrollment)
- P2 is higher than the final
- Dave Cornell is tracking information closely
- Mammoth student housing is now open and students must take 12 units each semester to qualify. \$3 million was donated to build the housing.
- New Management – James Fay as of January 2008 and Dylan Mattina as of June 2008. Dylan stated he has a good IT team.
- Enrollment numbers always increase the last two weeks of the semester
- We can get better data with the ODS to help make decisions.
- Institutional Research Analyst – 2 applicants now and interviews in approximately 3 weeks, and possibly on board by October or November.
- New faculty members – Steve Rogers – Math, Laura Vasquez – Reading/Developmental Writing.
- We are asking for permission to hire a faculty member (interim) for the wind energy program. Claudia (attending on John Stenger-Smith's behalf) recommended looking at hiring someone that can teach physics, astronomy, and technician courses.
- The counseling office is very busy right now, and this is a good thing.
- Star Party – September 19th and Larry Board will cook tri-tip. We will celebrate Alex Shlantas contributions to Cerro Coso. There is a retired Admiral in Tehachapi, trained engineer, and a passion for astronomy and renewable energy. The alumni baseball game will be held on Saturday.

Vice President James Fay Update:

- Dr. Fay thanked everyone for the assistance in adjusting to the new job here at Cerro Coso.
- Cerro Coso is moving ahead in California with Wind Energy and we are ahead of the game. We will offer a wind energy program in Cal City, and we are working on a cooperative program with Antelope Valley.
- Mammoth Student housing holds 55 students. It is very nice, high quality, plasma TV, top of the line exercise equipment, and amazing views. During the down time the rooms will be rented out at a reduced rate. This is still in the works, and the announcement will come out when it is final.
- No state budget yet. They are getting closer, and we will have tough budget years ahead.

Leadership Team Retreat

Visions 08: Cerro Coso will be:

- A Leader in renewable energy, recognized by CA and the nation.
- A Leader in Higher Education in our communities.
- A One Stop Higher Education solution.
- An Institution known for premier online education.
- Known for Improvement in the ARCC (student success) measurements.
- Known as a great place to work and learn

1. Meeting Schedule for 2008-09
The schedule is attached.
2. Faculty Chairs 2008-09
New Chairs:
Mary O'Neal CHDV
Norm Stephens Social Science
Cliff Davis Communications
3. Academic Calendar 2008-09
The 2008-2009 calendar is attached.
4. Faculty Chair Responsibilities – Handout
The Faculty Chair responsibilities are attached.
5. Faculty Chair Evaluations – Late January
Faculty Chair evaluations will be conducted in late January and must be finalized by February 15th.
6. Faculty & Staff changes – Handout
Attached to agenda
7. Catalog Schedule 2009-10 – Handout
Annual catalog now and the next print will be Mid-March. Please continue to update catalog information.
8. CIC Report: Program Review Cycle, CORs – Dennis
 - CIC is working on simplifying the process, which is cumbersome at best. The process was evaluated over the summer, how and why. They will introduce major changes to CIC next Friday.
 - October 31, 2009 is the deadline expected to demo assessment completed on all programs. We are way behind now. Accreditation Commission requires all CC's meet requirement. We must take this very serious and produce results by 10/2009 or we will end up on warning status or worse. 5 – 7 years ago assessments required. The grace period is over. SLO's and assessments must be defined first.

- Courses – 900
SLO's defined – 512
Assessments defined – 177
- All approved courses require Board of Trustees approval. All COR's must be updated. If not updated in the past 5 years the course does not exist and it should not be taught. CC has been put on notice that we need to update COR's by the Chancellor's Office. Experimental courses are no longer acceptable, and must be defined s Special Topics
- What can Dennis do to expedite the process and assist chairs to complete it?
 - Simplify process and paperwork
 - Karen has been very helpful in getting this moving forward
 - Lots of forms, basically the same information
 - One form all inclusive
 - Paperless process (Karen found a source at NISOD)
 - Sinclair College and Dennis will work with IT to evaluate the software.
- Dennis has revised CIC forms, and the intent is to simplify for Dennis, Magi and the chairs
- Cori moved all related materials for CIC to the website under CIC
- CIC calendar includes meeting dates and COR due date
- Agenda must be posted 72 hours in advance
- Dennis reviewed the website and how to find items
- Dennis and Jim will work with faculty to update all COR's. The payoff will be once everything is updated and in the new format and approved nothing further will need to be done unless there are changes in Title 5
- Content review form is required for each condition of enrollment per course
- October 2009 deadline is for programs only and not for courses. Courses will be next

9. Accreditation Issues (Assessment, SLO, Faculty Evaluations, Dept. Meetings)
Our midyear report will be due in October 2009. We currently are not complaint with the faculty evaluations; we will continue to work on this. Please submit department meeting minutes to Dr. Fay. Continue to work on assessments and SLO's for courses.
All of these are issues with the Accreditation Report.

10. Fall Semester – enrollment numbers

Dr. Retterer reviewed the enrollment information. BC & PC tend to fill classes quickly and much earlier that CC.

11. Enrollment Management: Duplicate online classes & Faculty Overloads

Faculty overload is 1.6 by contract. Try not to load over 1.6 as a general guideline. We do have a shortage for adjuncts in some areas.

Online overloads – general Chancellor's Office would prefer no faculty by 100% online. CCA met with an attorney and Abe Ali, and demanded bargaining this issue. No policy regarding 100% online. The issue will never be resolved until the union becomes involved. 3 flex days – professional development to fulfill obligation.

12. FLEX DAY – Friday August 22

Flex Day agenda is attached

13. Keeping in touch: Please ask all faculty and staff for main & backup phone numbers, email addresses, and mailing addresses. Please ask your students, especially online students, for the same information

Can Human Resources take care of this? Jim will look into it

Special Issues

1. Long Term Department Schedules

Can we develop a user friendly document?

What happened to the block schedule we used to get?

2. Scheduling Initiatives for Spring and Summer 2009

- Think about shortening 16 week semester and offer more options. Not all courses will fit.
- Online and campus scheduling are very different. It may not work for all sites.
- We need to take small steps – 8, 10, 12, & 16 week blocks should be considered. Pilot at 8, 10, 12 & 16 weeks to see what happens
- We need to ensure quality.
- What is expected should be clear for students and faculty
- Be involved in your online classes
- Chairs please recommend to all online faculty to build in training into online. This should begin in the spring.
- 17% of the student we serve are outside the KCCD service area
- We will refer back to this topic throughout the year
- Student Services will be highly impacted by short term courses
- Cannot continue to grow and place \$'s in reserves and not grow our faculty/staff
- Create a formula for how we hire; balance with one additional counselor. Look at the data and create a balance to present to Academic Senate
- Decisions were not made by Academic Senate

3. Open Educational Resources/Low-cost Textbooks

- Legislation for open source text books
- Jim suggested using Math as the guinea pig
- Looking for additional funding
- Jim will serve on the steering committee

4. University Center

- Jim is working with several colleges
- National University & CSUB contract is currently at the district office

5. K-16 Bridge

- Victor Valley College pioneered this

- 100% of grads attend college
 - District Superintendent is working on this and will start with High School Jr. & Sr. Each student will have a webpage to assist with career path
6. Communication: Holding Department Meetings each semester-please send Jim the dates of the meetings. He will try to attend as many meetings as possible.
- a. Add Meeting Minutes on faculty chair website
7. Academic Senate Report – Rachel
The Academic Senate Executive Board meets on Thursday and will discuss senate issues, meeting dates will be determined. They will announcement during flex day regarding what's new in the departments.
8. Career Technical Education – Valerie
- Angela is out on maternity leave and Laura Lozano will substitute for her until late October
 - Larry and Jim attended the Wind Energy training August 8 – 11. Both men climbed the tower in Tehachapi
 - Forming screening committee for Industrial Technology full time position
 - Employer Summit – September 12th – possibly the next summit will be Health Careers
 - SB70 grant – received \$350K – CC will receive a portion of the funding
9. CC Online & iTV- Dylan
- CC Online & iTV had a great deal of thing happen this summer
 - Investigating options for better service to your desk top
 - Intra & internet upgrades
 - Moodle us currently hosted off site and we are trying to upgrade, may bring back onsite. District IT have been stellar. Working with Kiana on Moodle. Need latest version of Moodle.
 - Best practices for teaching online & iTV
 - iTV - needs additional training for each faculty member. \$180K is being spent to upgrade iTV equipment. Let Dylan know what you need and the most effective delivery
 - 4 to 1 to teach effectively online
 - Podcasting, twitter, & tweeting; Dylan is striving for online fabouosity
 - Stagging technicians throughout the day
10. Student Services – Jill
- Turnit In – should use it for more than online courses.
 - Grade sheet are not being turned in on time
 - Incompletes – many have been awarded, and we should not issue incompletes
11. Assessment – Suzie

12. Financial Aid – JoAnn

- There is a student employment hiring process
- Step by Step
- Work study program
- Request for hiring student employee
- Student worker authorization form
- Approval/denial to start student worked
- Website with a link to all forms
- Institutional procedures
- Student supervision manual - detailed

13. Faculty Load Issues – Magi

- Approved for online delivery
- A – lecture/lab
- B – Lab
- .600 adjunct load is the maximum
- 1.6 full time faculty load is max, anything over goes directly to Dr. Fay
- Electronic copies of load sheets were sent electronically this morning
- Due date is August 29th in order to meet payroll deadline
- Collect syllabi from adjunct and full time faculty – electronic or hard copy okay
- If load factor does not appear correct please see Magi
- If course is in Banner w/fee connected then the student must be able to take something they completed in class with them
- Catalog – please review carefully. The next catalog will go out in March 2009

14. Luminis Portal – Cori

- What do you as faculty want to have on your tab?
- Training sessions will be conducted
- Launch scheduled for mid Spring 09
- Cori will work with the faculty on this
- G-Mail will be aliased

Campus/Department Updates (2 - 3 minutes)

KRV – getting mobile computer lab, things are going well and Pam thanked everyone for the support and help during the transition.

Communications – Laura Vasquez has been hired

Humanities – No report, but good fishing over the summer

Visual & Performing Arts – Not much new; Loren is now teaching online. For the first time in 30 years we are not teaching ceramics. Tree transplant is going well.

Industrial Arts – wind training, visited Washington D.C., and will have 26 day book camp for wind.

Math – Steve Rogers hired for the KRV campus

Science – Program review completed with SLO's. Science will lose a lab during the construction.

Social Science – enrollment is looking good

Health Careers – 11 online classes, sole provider in Ridgecrest possibly sole provider at ESCC. Can offer CNA every 12 months; Podcasting now; laptops in ESCC from foundation; new iTV equipment. Cheryl has a new granddaughter.

Physical Education – 10 classes activity and 1 health science; new equipment; women's basketball 12; baseball 34-35; 1st alumni game on September 20th.

Administration of Justice – 2 academies started with 53 now have 48 students; built new class; working on recruits at state; EMT classes 3 going at 3 sites; 1 core course in BC; modular academy in Cal City.

Counseling – culture change with students, counseling busy all summer, register early is key, boot camp for English and Math; short term PE.

Business/CSCI – new classes and working on CSCO in Owens Valley, Mammoth Mountain recreational survey conducted.

Child Development – added 6 online courses which filled to 45 – we need CHDV faculty. Needs for faculty must be included in your annual unit plans.

Media Arts – enrollment is growing, Mammoth is low right now but direct advertisement helps, 2 mini certs added, looking forward to productive year.

South Kern – in the future may consolidate in Mojave

LRC – Julie Cornett is working on Mammoth LRC to get it up and running. Dennis will be at KRV every Wednesday to develop the library and assist students.

Faculty Chair Minutes

September 9, 2008

- 1) Handout Catalog Schedule due dates
- 2) Dennis will submit new forms; some COR's only need quick review. Anything older than last year needs student assessments.
 - Discrepancies – see Dennis to check out.
 - Dennis handed out COR's for each area which includes dates to be cleared.
 - Determine revised or something else
 - New forms available next week.
 - Content review
 - OE course mode – new form OE addendum needs to be completed
 - Single signature page covers all pages
 - If offering course in spring and not on list see Dennis.
 - Revisions not final until Magi has signatures and electronic version to Magi.
 - Action for each course

New Faculty Chairs must sign for every COR.

- Complete new forms
- Send signature page to Dennis electronically
- Sign and obtain faculty chair signature, send to Magi.

SLO's, Content Review, assignments and how evaluated

- If have existing content review and no changes you can use old form.
- Faculty Chairs should work with full-time instructors to write COR's

- 3) Assessment, SLO, and Matrix in Program Outcomes Form not new.
 - Suzie working directly with chairs to complete process
 - What is procedure for suspending program?
 - a) New form course/program deletions signed by appropriate faculty submitted to CIC, to VP to Chancellors.
 - b) Suspension of programs is different process than deletions
 - c) Dennis will check and let everyone know.
 - District asking for assessment on programs only.
 - Jill will work with Suzie to correctly report Student Services info.
 - Only need to complete assessments on things in the catalog.

4) Special Issues

- Problem at ESCC and power issue working with SCE to correct issue. All TV classes cancelled.
 - Need to train faculty on each mode. Identify people in your area for training. Bringing in outside experts. Moodle is also a problem. Student having problems should contact Lori, Kiana and Dylan.
 - Email list serve student TA's must be reported to Dylan/HR. Students cannot have access to student info. No rosters, grades, personal info, not to create tests. Exams. FERPA – Privacy Act, Teaching Assts = Classified work.
 -
- 5) FTES – 16% increase incredible increase smarter scheduling, chancellor said we cannot grow anymore will not be funded. Bigger slice of district pie. Grown faster than PC & BC.
- 6) New Enrollment Strategies – adult Ed. Contract ED – Magi & Shelley will research prior course. Mary indicated we need to settle into where we are now and not continue to grow. Facilities will be an issue as well. Low enrolled classes are watched constantly by Sandra. Summer under 50% online/54% total enrollment Fall 08. Need to give high quality courses and be state leader.
- 7) District wide convocation in October charge to share with BC & PC on adjuncts, dept issues, etc.
- 8) Faculty Evale – T
- 9) Employer Summit – Friday RSVP ASAP
- 10) Faculty Load Sheets – to Magi ASAP
- Any changes should be communicated clearly to students.
 - Jim will check into possible options for what Banner can accommodate.
- 11) Faculty Overload – each January
- We would prefer to not have 100% online although Mary stated the contract language and policy does not exist
- 12)
- 1) Long Term Schedule – get these to Jim, work with Pam and Deanna
 - 2) Department Meetings – send dates to Jim for accreditation. Virtual meetings qualify
- QUESTION - Suzie will email questions to Jim

Jim Action Item Is district requiring sites to complete SLO's?

Spring 09 schedule due dates – Jim will supply tomorrow.

Intra College mail to ESCC – issue with missing if time sensitive send via regular mail.

Art, science and bookstore all have inventory control at IWV

Flex Classes – consider 4, 6, 8 week courses for spring.

Dennis and Heather will have proposal for PACE program.

Prime slots are full and we need to consider moving to different time slots. Mid-afternoon classrooms are vacant.

Book store online ordering available.

- Currently online classes at KRV
- Online ordering was experiment this semester.
- Need to move toward this and book store has experienced the volume of requests.
- Bookstore helps support ASCC

ESCC – Thanks to chairs for working with ESCC on schedule

- Mammoth Housing – 38 filled with full time students additional 10 for spring
- ITV issues working on addressing this.
- Experienced book challenges also

KRV – Classes are full

- Computer class struggling
- Thanks for input and help during transition
- ITV developing greater awareness in community

Communications – Laura Vasquez BS

- Call department meeting and revise all COR's worked well
- Cliff working with BC's new dean for revise ESC
- Laura, Lucella, Matt and Bonita interested ESC
- Enrollment good

Humanities – Full classes, 1 low enrolled first time taught

VP Arts – clicking along okay.

Math – Big classes, Steve @ KRV good

Science – 1st class engineering 2 + 2 program

- Science program review completed
- Some low enrolled classes, but required for graduation.

- 1st Chemistry @ ESCC 22 enrolled, lab renovation and starting soon.
- BBQ Star Party and relay for life.
- Social Science – a okay

HCRS – growing, classes full, LVN every 12 months – January next need instructors. All new TV equipment at IWV

PE – classes good, waiting for new equipment.

Counseling – Tired, hot, playing catch up , not quite yet. Student services have experienced health issues.

IA – Wind Tech

- 39 students approval for climbing tower from chancellors office. Will increase comfort level 20 ft, 40ft etc
- Mike M. will oversee climbings
- Boot camp 2 weeks by Larry. Wait list
- Faculty working on new solar sources.
- Solar will have huge impact in our area
- 130 apps now

CI/Bus – Flex Friday class try

- Try accelerated 8 week courses.
- A+ certification created employment website.
- Fall Fair, October coordinated to participate at event
- Press releases are working well

CHDV – were running Saturday class and did not fill shifted to TR class and filled 36 per class for online. Many advertised on statewide website 12 adjuncts

MA – enrollment up Mammoth almost triple attrition due to no books, digital animation will be temporarily suspended

Senate Management Thursday

Faculty Chair Meeting
Sept. 9, 2008
1:30 – 4:00

1. Catalog Schedule Dates 2009-10 - Handout
2. CIC Report: Program Review Dates, CORs – Dennis - Handout
3. Assessment, SLO, Faculty Evaluations, Dept. Meetings – Suzie
4. Fall Semester – Fat 16%
5. Cerro Coso- the Online College: new numbers
6. Enrollment Management: Duplicate online classes , Faculty Overloads, Online Loads
7. New Enrollment Strategy – Adult Education and Contract Education
8. Contact BC, PC, and other CC Chairs to get backup adjunct faculty
9. Employer Summit – We need Chair and Faculty participation
10. Faculty Load Sheets –Please get them in
11. Faculty Evaluations

Special Issues

1. Long Term Department Schedules – Please send them to me
2. Holding Department Meetings each semester-please send Jim the dates of the meetings
3. CC Online & iTV Best Practices – Dylan
4. Courses in schedule without instructors - Jim
5. Intra-college mail to ESCC – John Stenger-Smith
6. Spring, Summer, and Fall 09 Enrollment Issues: More flex schedules and attention to underutilized time slots

Campus/Department Updates (2 - 3 minutes)

ESCC	Physical Education/Health Sci.
KRV	LRC
Communications	Pub. Service/Admin of Justice
Humanities/Language	Counseling
Visual & Performing Arts	Industrial Arts
Math	CIS/Business
Science	Child Development/Education
Social Science	Media Arts
Health Careers	SK

Department Presentation/Visits

Faculty Chair Meeting
September 23, 2008
1:30 – 4:00

1. CIC Update – Dennis
2. California Community Colleges Curriculum Report System – CCRC – Dennis
3. Department Updates (2 – 3 minutes)

ESCC

KRV

Communications

Humanities/Language

Visual & Performing Arts

Math

Science

Social Science

Health Careers

Physical Education/Health Sci.

LRC

Pub. Service/Admin of Justice

Counseling

Industrial Arts

CIS/Business

Child Development/Education

Media Arts

Career Technical Education

4. ODS Training – Marc Beam

Faculty Chair Meeting

October 14, 2008

1:30 – 4:00

Meeting Starts at the **Student Center at 1:30**

with

Assemblywoman Jean Fuller

1. CIC Report – Dennis
2. Assessment – Suzie
3. Enrollment Management: ODS Reports - Jim
4. Summer and Fall 09 Enrollment Issues: More flex schedules and attention to underutilized time slots - Jim
5. Faculty travel reimbursement - Jim

6. New Enrollment Strategy – Adult/Community Education and Contract Education – KCCD will help here - Jim
7. Faculty Evaluations - Jim
8. Long Term Department Schedules – Please send them to Jim
9. Holding Department Meetings each semester-please send Jim the dates of the meetings
10. ESCC Tour & iTV Best Practices – Dylan

11. Budget issues
12. Other reports

Campus/Department Updates (2 - 3 minutes)

ESCC

KRV

Communications

Humanities/Language

Visual & Performing Arts

Math

Science

Social Science

Health Careers

Physical Education/Health Sci.

LRC

Pub. Service/Admin of Justice

Counseling

Industrial Arts

CIS/Business

Child Development/Education

Media Arts

SK

Department Presentation/Visit

Faculty Chair Meeting
November 25, 2008
1:30 – 4:00

1. Budget and Class Caps- Jim

CC taking substantial cut. Looks like blow will be softer at CC due to growth last year. Dave Cornell got us 13 FTE. CC will receive larger cut of pie from District. Better shape than originally thought, but will be tough for 3-4 years. Alternative energy growing, hopefully new admin can prime pumps. Large solar project in Mojave funds and been pulled back. Last year 7.4 million in reserves estimate of KCCD 6.1 and 6.2 million why do we need to cut? We have more in reserves than will be cut, might be worse than original estimate. Will be uncertain for next several months

Class caps – Grew so much in fall will need to watch spring. Will we have minimum of 15 – 20 students.

2. CIC Update – Dennis

The Board Action completed and sent to district yesterday, Magi's count handled 689 CORS and program documents. Reports a little over 2/3 of total inventory. Last report to WASC was 45 % of courses had SLO's many course not updated for over 20 years. Thank you to all who worked so hard to complete the large tasks. Special thanks to magi for tracking and reporting. Job well done.

ITV & pod casting on Friday – Excellent people and approach, worthwhile experience. Scott McLean authority on communication and dealing with distance delivery has good understanding of importance of tech and delivery of content in various setting. If we are not paying attention to technology and incorporating in teaching, little as 5 years will be irrelevant. CC has reputation of being on leading edge of distance learning. Need to pay attention and stay on leading edge of technology, need to grow up and pay attention to becoming an adult org and function in the world of distance education. Become aware of the variety of ways to present class materials.

Hope to have seminars of next few years on technology in higher education. Many changes coming and we need to adapt to those and remain the leader. AS will propose some attention to some sort of presentation/training related to technology. Dylan and Dennis will conduct a 1 week summit in Mammoth over the summer.

With the continued problems of ITV and remote sites makes it difficult.

Technology can be very expensive and we do not have the support for training or using the equipment. No one to help facilitate problems when they occur in the evening. Need to offer more in depth critical training. New ITV equipment will be installed and the power issues will be resolved for those rooms.

Four campuses fully online programs:
Bakersfield College
Cal State East Bay
Dominguez Hills

Talk to Dylan about creating a trouble shooting manual for faculty for ITV.

Franklin University contract is moving forward. Chancellor has some questions which have been clarified.

3. Scheduling for PACE Program Summer & Fall 2009 – Dennis

Earlier this semester agreed we would adopt online PACE program. Will begin Fall 2009 semester. Dennis passed out list of courses which have been identified. Other faculty has expressed interest in adding courses. Dennis handed out beginning and end planning worksheet. Online AA in Liberal Arts. Need to publicize online and clearly, need to facilitate this so students can understand. Heather has been working on brochure and will be advertised on webpage. We need to find a way to survey students to see if this is working; survey instructors as well. Ideally PACE works as a cohort and a learning community. This is the first step. It is not the intention to affect the normal summer program. Chairs interested in participating should work with Dennis and Heather.

4. Department Unit Plans (Jan 13, 09) – Jim

Unit Plans are due to Dr. Fay by January 13, 2009.

5. Assessment – Suzie

Will be in Ridgecrest Tuesday – Thursday next week will sit with each chair to collect data and assist with assessment.

Cliff – Tues 3

Karen – Tues 4

Jon H – Wed 10

Cheryl – Wed 8

Steve – Mon 11- Mammoth

Larry – Wed 4

Dean – Wed 2

Dennis – Thu 4

Mary – Thu 2

Dick B – Thu 10

John SS – Wed will work on time with John

Dick A – on the road

Norm – Thu 6

Bring program documents and she will work from there.

6. CTE - Valerie

Bishop Articulation meeting went well.

Summit meeting well attended.

Ind. Tech approved by Region 9 and will move forward

CTE program review in the spring

CDR publication includes all federal funding previously awarded we are CRD members – available from Valerie

7. Faculty Evaluations Update – Jim

Moving along well, Thanks for your cooperation

8. Faculty Hiring – Jim

If we were BC we would get positions, but CC will not be getting any positions.

Process from Chancellor's Office and then mid stream things changed and BC is now getting 3 faculty members. Why are we not seeing support from district even though we have increased FTES? We need to continue to ask for new positions.

9. Instructional Equipment Budget Requests – Jim

Please send them in even though we are not sure about how much, if any money will be made available.

Faculty who are in classroom and need overheads and DVD's please include in your requests.

Claudia would like to see the overheads and projection screens in the classroom as promised. She has sent emails to Maintenance and has not seen any movement. She has been sending her emails to cc_mo.

We need to choose one classroom to upgrade and fully complete the project. Until all classrooms have been updated and upgraded to the current standards. Technology in the classroom is key to remaining on the cutting edge of teaching and learning.

Talk to Dylan about the possible upgrade of classrooms, and what the priority list is. Jim will work with Dylan on this.

10. Fund raising – Jim

State not giving us much money will need to think about raising money. CC get ½ and 2 % of billions of dollars each year. No fundraising operation here.

Need to work on fundraising both locally and nationally. Typical donor gives to 5-7 groups each year.

Cerro Coso foundation is not available to the college. They have not participated in the 35th Anniversary celebration, and has resisted at each turn. Dennis has recommended several options which the foundation has a blind eye to any ideas.

April 17th 35th Anniversary dinner will be held at Kerr McGee and open to the entire community.

Need to have specific projects in mind. Equipment needs, adopt a classroom, etc.

Collect a list of people in the area that are financially well to do.

Question - Is there a conflict of interest when the faculty and staff of the college serve on the Cerro Coso foundation.

Private fundraising cannot be touched by the state. We need to begin and attempt to do well.

11. Annual Catalog (December 12, 08) and Summer and Fall Schedule (March 2, 09) deadlines – Jim

Get material in a Shelley will post what changes have been made, review for accuracy and any questions.

Sum/Fall March 2nd schedules to Shelley – try to plan based on historical data of what has worked and what did not.

We need to work on getting a schedule a year in advance. We were headed in that direction and have fallen off track.

Are we considering going to a strictly online catalog and course schedule. This would also allow us to be green. Deanna, Jim and Jill have had some conversations about having registration start earlier. Jill will present this to student services.

12. Annual Calendars –Jim

13. Other reports

Campus/Department Updates (2 - 3 minutes)

ESCC - summit and articulation went well. Sign posted in lobby on how to view website. Staff and faculty working with students to understand schedule.

Physical Education/Health Science.- no report

KRV - no report

LRC – no report

Communications – involved in 10 days of dept meeting and how to obtain data. Developed rubric and guides for their use.

Public. Service/Admin of Justice – Busy with Academies.

Humanities/Language – no report

Counseling- registration started, slower this time, students find mistakes quicker than we do, forward those to counseling. Philology already full and will present a problem. Claudia opens it to 30 students. Pre-req holds on some students and should not be happening.

Visual & Performing Arts – good enrollment at all sites. December 4th Annual Christmas Give Away. This year special gift between 12:00 – 1:00. Art dept participated in Maturango Museum tour.

Industrial Arts – Attended AWEA conference, wind is not slowing down, bit of financial issue with manufactures. GE leads the way in technology. Intro to wind class is going well. Field trip to Tehachapi 2 weeks from now. Networking with others in the area. Training classes will begin in January. Companies approaching his now for 5 students per semester.

Math – Yihfen will receive tenure. Steve doing well.

CIS/Business – Conference in bishop and Conference in Sonoma presented at conf. CA Bus Education Assoc.

Science – Engineering classes approved by CIC, funds identified, no move out date for offices upstairs, three weeks' notice has been requested prior to move. .

Child Development/Education – working on curriculum alignment project with the state. Hopefully in spring program review will be completed.

Social Science – no report

Media Arts – hosting student film festival December 9th showcasing student work from this semester, surveying students for future interest.

Health Careers – Lottery yesterday for January class 20 apps took 15.

SK - no report

Rachel Winston – Working on the calendar and will have vote on December 4th

Department Visit/Presentation: Paula

Faculty Chair Minutes
December 9, 2008
1:30 – 4:00

1. CIC Update – Dennis

2. Assessment – Responsibility for Liberal Arts– Suzie

Suzie is working with Cliff and Jon on Liberal Arts assessment. Jon is still waiting to talk with Suzie. Cliff and Suzie have talked. Norm and Suzie has met Need faculty to head four areas of emphasis. Norm, Cliff , John, and Paula.

3. New Hire – Jim

Jim O'Connor hired in Industrial Arts department. Worked lots of volunteer hours working in set up of the welding lab.

4. Annual Catalog (December 12, 08) and Summer and Fall Schedule (March 2, 09) deadlines – Jim

Shelley has only heard from one chair re catalog. If all okay still send email to Shelley with that information; going to print next month. Changes due December 12th.

Summer and Fall schedule due in March. Jim is in favor of moving too early to mid February. February 3rd due date will be available for February 10th chair meeting.

Spring 2010 April 21st due date.

5. Dept. Meeting Form – Jim

Passed

6. 15 Passenger Vans – Jim

Tom Burke sent email to Jim legislation, CC can only use if owned or rented, and driver must have commercial license.

7. Student Complaints

A copy must be kept in VP office, forwarded to chair and resolution should be copied and kept with original documents. Will coordinate with KCCD policy.

8. Other reports

9. Assoc Chancellor, Health Services

Mary O'Neal questioned the new appointed position.

10. Faculty Chair evaluations –
 Due to chancellor on February 15th. Tammy will send email to those who are to be evaluated.

Campus/Department Updates (2 - 3 minutes)

ESCC	Physical Education/Health Sci.
KRV	LRC
Communications	Pub. Service/Admin of Justice
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Department Visit/Presentation:

Academic Senate – passed 2009-10 calendar. December 14, 2009 Winter Interssession

Nursing – just getting through finals and state reports.

Science – Dr. Fay, Retterer and Stenger-Smith funding adjunct faculty cost for engineering class. Hoping for 5 semesters. Intro class has 13 people. Will begin adhering to Biology pre-reqs. Will be some issues, but work with Dr. Stenger-Smith.

Humanities – nothing

Math – Yihfen has been recommended for tenure. Dean to CIC and proposed AA in math and received well. Will be a big deal and one of three online in United States.

Social Science - nothing

IT – hiccup with Moodle last night and this morning, give students more time if needed. Dylan working with vendor to remedy. Talk to faculty prior to break for all spring software requests. Send Jeremy Horton email. ITV direct connects should not happen during finals, work with Shelley Crabtree on scheduling.

Discussion on one room at a time upgrade until complete. What would be better for faculty and students? One room at a time or piece meal. Cliff would like to see one room per year. Will do best they can with funding available. What room should be chosen? Trying to streamline media carts schedule and update them as well over the break. Media carts should be a fall back. Every classroom should be a Smart Classroom. Need to put a standard together to determine what classrooms will need. Define parameters and roll out policy. TRT, Academic Senate, TLC, chairs. Conduct survey in the Spring for needs of faculty and classroom. Would like to have one hot room done by Fall 2009. Will cascade equipment from Bishop and Mammoth to KRV.

Communications – department meeting which Nov 14th and still on going. Discussing assessments, rubrics, etc. Matt Crow recommended for tenure.

CHDV – holding department meetings, wrapping up semester. Travel to site and mileage. Child development enrollment is growing online.

LRC – nothing

Counseling – scheduling ongoing, consistently busy, counseling will be open next week. Good sign students are enrolling now and not waiting. Receptionist position will go out to public.

KRV – wrapping up busy and things are good. KRV faculty appreciate the visits.
ESCC – enrollment looking pretty good right now. Most classes have over 10 students each.
Working with instructors and counselors to register online. Foundation received lots of apps, housing has 25 new apps for Spring.
Media Arts – thanks to all who met with her last week. Still has a couple to meet with.
Productive. Meeting with Marc Beam Thursday morning in RC to obtain additional information.
Fire Services program – meeting 1/1/2 former firefighters yesterday and complete online curriculum willing to share. Steve has lots of interest in this area. Moving ahead and Steve can brief on changes.

Faculty Chair Minutes
December 9, 2008
1:30 – 4:00

1. CIC Update – Dennis

No update.

2. Assessment – Responsibility for Liberal Arts– Suzie

Suzie is working with Cliff and Jon on Liberal Arts assessment. Jon is still waiting to talk with Suzie. Cliff and Suzie have talked. Norm has also talked with Suzie. Need faculty to head four areas of emphasis. Norm, Cliff, Paula, and John will head the four areas.

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Media Arts – thanks to all who met with Suzie last week. She still has a couple of faculty to meet with, but so far the meetings have proven productive. Suzie is meeting with Marc Beam was Thursday morning in RC to obtain additional information.

Fire Services program – meeting with former firefighters yesterday and complete online curriculum willing to share. Steve has lots of interest in this area. Moving ahead and Steve can brief on changes.

Faculty Chairs Meeting
January 13, 2009
9:00 – 11:00 or 11:30

1. Welcome back

Enrollment good slightly up from 2 years ago, but slightly behind last year. Hoping to pick up.

Dylan is up at ESCC checking out new ITV rooms and all is working perfect, we need to work on raising funds for additional rooms. 2 functioning rooms

2. CIC Update – Dennis

First meeting Friday 1/24 this semester finishing up details of COR revisions started last semester. Focused on program learning outcome assessments.

Suzie – Curricunet will be good tool for assessment.

Curricunet presentation will be held on Jan 30th. Faculty will be invited to attend.

3. Clearing class rolls prior to 10% cutoff – Jill

Steps to take and discuss a plan to get out to others.

First, many have been here a while and many directives from CIO office regarding enrollment management duties. 2008-09 refunds to students CC - \$2,043.00 and BC – 134.00 and PC – 0.00. Why – mixed messages out there for responsibilities. Jill looked at what state ed code requires. Districts expectation is that we do not report enrollment on students not in our classes. District expectation is 20% date – drop students that have not participated in class. What about 10% date? It is the students responsibility to drop and request refund. Catalog statement is included so the faculty will have the option to drop non attending students. The issue is not just refunds, but the “F” grade the students receive. Jill asking for input from the faculty chairs. Cliff would like to have this clear without ambiguity. Jill wants to be clear that faculty has right to turn in roll sheets as back up. If the faculty members are not turning in roll then what are they doing with it? Students returning from 1982 to debate issue. Adjunct faculty are a concern and not as well informed. Paula would like to make sure adjunct understand the process and follow it as well. If student attends even once then they have earned the grade they receive. Faculty members are only ones that can change decision for whether or not a student attended. Only in instances where the student never attended or logged on can the student request a refund at a later date. There is inconsistency in our process. We need to do a campaign for students that we will make them responsible for dropping their classes. We also need to clean up language regarding drop for non-payment. We are smaller and able to have the more intimate conversations. Online students are not able to log in during second week if they do not log in during the first week. Karen would like to keep the online courses open for additional days (until the following Monday). If a student logged in once they have attended, if they don't show up at

all faculty need to drop student prior to 20% date. Faculty will always have right to drop students.

ACTION ITEM - Jim will send Dylan an email requesting the change to hold online classes open until the second Monday.

4. Budget and enrollment goals

Mary R – Accreditation midterm report is coming up and we need to begin a draft. The special report almost done, and will be updated accordingly. Midterm report – planning items – what have we done – bring the report up to date for three years. Draft due in June. District will make recommendations and the Board of Trustees will approve during a formal meeting.

Summer session- looking at enrollment and won't know until the end of the week. Probably will plan for a large summer (crosses two terms) strong summer allows us to carry over. Growth is still in the budget for this year and possibly for next year as well. Latest budget from Sacramento this year they are pulling COLA but no one budgeted for it anyway. We are anticipating an 11% reduction for next year. Legislators indicating how the budget cuts will be made instead of leaving it up to the individual campuses. Most likely categorical funding will be reduced. Tom Burke will be attending a budget workshop next week. Hopefully we will know more after that.

Flex Day – this Friday in the lecture center. Want to spend hour on possible cost saving and revenue generating plan. Classified staff will attend as well, and offices will be closed until 9:00. Portable unit down and will not be able to video to sites. Mary will recap with them directly. Coffee 7:30 – Meeting starts at 8:00.

Mary received an email over the break that all construction money was pulled, and then replaced. Art will go for bid in Feb, main building project is on hold, student center moving forward, science remodel in progress and moving along. Office relocations will last for up to one year. Those moving to old library will be there for approximately 5 – 6 months.

Institutional Researcher position is on hold for now. Search was not successful. We have a general hiring freeze.

Think about contract ed as well. Valerie and Jim will attend a solar conference tomorrow in Cambria. There is a possibility of funding. We have a new grant writer at district to assist with obtaining grants. Natural Science Institute has a category for those campuses new to grants.

Think about projects that we can obtain additional funding for.

5. Three-year department proposed schedules

Submit your three year department schedule proposal to Dr. Fay.

The key to obtaining new facilities is that you don't have enough classroom space for the classes offered.

6. Unit Plans

Please remember to submit your updated annual unit plan electronically to Tammy by January 30, 2009.

7. Deadline for Summer and Fall Schedule (March 2, 09)

Make sure you have your summer and fall schedule to Shelley by March 2, 2009.

8. Dylan – SKYPE setup sheets

Dr. Fay asked Dylan to create cheat sheet for faculty on how to set up and use.

9. Board Actions – Requests due to the District Office by January 16, 2009

Just a reminder that all board actions must be complete and at the district office by January 16, 2009 in order to be considered during the February board meeting.

10. Other reports

Campus/Department Updates (2 - 3 minutes)

ESCC - Enrollment looking good, placement testing this week and hoping for increase in English and math, Greg back as of yesterday.

Physical Education/Health Sci. – Baseball still going, need to change recruiting boundaries. Dick is working on that. Problem is that we are in a multi district.

KRV – No report

LRC – Moving ahead with opening at Mammoth in cooperation with Mono County. LRC and LAC personnel in place. Dennis is spending 1 day week at KRV. Bakersfield Californian no longer available in Ridgecrest.

Communications – Several people met with the Field Group (set up ESL classes) connection with BSI and ESL. Will begin working with them in next few months. They come into community through churches, etc. work with community colleges. Sounds positive for us and a way to begin recitation of the ESL program on our campus. It was an impressive presentation and a good step in right direction, and may be able to transfer 64 FTE to us.

Pub. Service/Admin of Justice – Saturday academy graduation in Bakersfield. There are more courses starting next week. CORE training 400 + hours. Another academy is ready to begin in February. Over break Steve met with firefighters and may bring online firefighter training. Possibly have Big Pine as firefighter site for training. EMT moving along at four different sites. Academy size is 40+. Modular academy in California City and will meet with people in Bishop as well.

Humanities/Language – Son won spelling bee at James Monroe.

Counseling – Busy enrolling. All student services understaffed and everyone is working hard. English and Reading bit of a concern for enrollment. They provide counseling both on ground and online and the lists are very long and they are serving them quickly,. Helps if they know how much adding to class is possible. Reading this summer would be beneficial and Laura is willing to teach reading.

Visual & Performing Arts – remodel is moving forward. It is positive that we have Chris Addington on our side. The art department will be in confined spaces next semester and ceramics will not be offered until next year. Loren Sandvik has a prestigious gallery opening in LA. Bernard Street.

Industrial Arts – Wind Tech 1 class full and closed, but Larry would like to raise seat count to accommodate student requests. Boot camp class is in the evening, Wind tech class \$1,000. per student and working on third class now. Wind technology is growing. Cal City High School provided evening classrooms for AJ, Wind, and EMT. Solar classes hopefully will have last start dates. Received email from company that may be interested in sending their employees to training. Attended American Wind Energy Conference in Palm Desert made good connections and received donated equipment. Larry Sawyer's wife passed last Tuesday after a bout with cancer. Anyone interested in site visit with Larry let him know in advance. Most site visits happen on a Friday.

Math – Math AA proposed and basic math online. Only three in country and we will be #3. Could open lots of doors and Jim sent a proposal and asked for \$880,000.00

CIS/Business – 25th year of teaching and 50 semester. Working with Owens Valley Career development center in Bishop and beginning office clerk awards program. They have a contract with us for 20 people T, W, R. new adjunct, 4 units summer and fall. Would like to expand to Bishop in the future.

Science – will be losing physics lab in couple of weeks. May need to cancel some classes, low enrolled math class will be funded by local contractor. Close on draft of new engineering program. Second semester engineering class has 16 now.

Child Development/Education – 8 years ago funded by first 5 to place all courses online and has been completed for long time. With growth of online, on ground has been shrinking. 2 year occupational program review soon.

Social Science – Classes looking good. Anne has a broken ankle.

Media Arts – Film festival in Mammoth in Dec. annual event. Media Arts will offer its first ITV class this semester, combined enrollment of 25.

Health Careers – Everything going well, new class start next week.

SK – No report.

Valerie – putting together grant booklet and will be working with new grant writer. Any ideas or needs for additional program expansion let her know. Any community ideas let her know.

Jacobs will host corporate meeting here this month, has given money for engineering program.

Faculty Chairs Minutes

May 12, 2009

1:30 – 3:30

1. Summer and Fall Enrollment & Caps – Jim

Enrollment Caps – 17 with pre-requisite and 22 without pre-requisite
We are working with Paula and Heather on this as well.

2. Budget – Jim

We got more bad news; possible 5.8 billion in reductions if measures do not pass. We may need to reduce again during the summer. May revise is scheduled for the end of May.

3. Responsibility for the Liberal Arts Degree and its program assessment – Suzie

No core classes/all electives and student can pick and choose, no sequence required; not vocational.

Solution – next year and forward short assessment - quantitative and multiply choice, during the graduation check out.

Counseling is pulling questions for graduation survey this week to collect some data. CCA is working on additional compensation for program assessment.

4. Faculty mileage only if teaching at Bishop & ML on the same day – Jim

If the faculty member is at Bishop and Mammoth on the same day they will receive mileage.

5. National Wind Conference – Larry

Conference was held in Chicago, Larry obtained 15K worth of used equipment for wind. More wind farms coming and all items are shipped through Tehachapi. Students hired – 3 in Tehachapi and 2 in Iowa. Leading states in wind technology are Texas, Iowa, and California. New companies are coming into the area of wind. President released money last week.

Vestas is creating new machines. Valerie attended an educational piece and Larry talked with vendors. Emphasis on electrical engineering and there is a need for more engineers.

6. Graduation – Jim

The ceremony in Bishop was good. Nursing program graduates has the first 7 moving onto the RN program. Everyone is invited to the after graduation party at Cheryl Gates home.

7. Faculty Evaluations – Jim

Continue working on all evaluations. We need to get in compliance and remain there.

8. Spring 2010 Schedules – Jim

Shelley is still missing a few things.

9. Catalog May 21 to printer – Jim

Anticipated date to send catalog to printer is May 21st. CCA is waiting on the MOU for the Basic Skills department.

10. Faculty hiring - John

Fulltime Physical Science Online – 2 to 3 sections fill each semester. Need help with assessments. Please review and return to John S-S. Biology at ESCC moving forward with hire. Will not move forward until next year with Academic Senate for new positions.

Health Careers will also forward a request for replacement of a fulltime faculty position.

Should all departments who are in need forward their requests?

Mary O’Neal supported both Nursing and Science positions.

11. Summer LAC- Jim & Matt

Dr. Fay and Matt Crow will work on a plan for the summer.

12. Other reports

Jon Tittle announced that this year Edwards AFB has names Cerro Coso Community as the **Community College of the Air Force**. Two Master Chiefs spearheaded the effort. Jon met with their group and put together a small schedule with the possibility of expanding in the future. Active duty only on base for now. English, Math, Social Science, and Humanities the faculty pool at Edwards is dwindling due to age, career changes, other options, etc. Aggressive advertising may not be a great idea now. Possibly work with Antelope Valley College to obtain adjuncts. Looking at on-site classes. Geico has offered book scholarships. Student can get a base pass for the semester.

There are 19 colleges across the state working with the district grant writer on grants to obtain stimulus money.

Campus/Department Updates (2 - 3 minutes)

Counseling – Summer and Fall registration is going well and counseling is busy.

Business/CSCI – Webinar with Karen Stanton & CREATE tonight. Working with Bishop Career Center and partnership will continue. PARA class is now in it 2nd year and 5 people are in the practicum and employer feedback is coming.

Science – Engineering program will be presented to College Council on Thursday.

Administration of Justice – Steve Kaupp had a triple by-pass on Thursday.

Physical Education – Looking to solve the senior issue. Possibly will lose 250 students and if it continues the possibly we will need to consider faculty reductions in PE. Jim, Dick, Deanna, and Sean James need to meet this week to find a solution.

Visual & Performing Arts – Little Shop of Horrors was successful and fun. Tom Foggia is looking forward to his full time return and is doing very well health wise.

Child Development – Cal City would like to host CTE classes in the evening. CHDV, AJ, Wind, EMT. Students can get both high school and college credit.

Communications – great grads this year and very proud of the student and faculty.

Media Arts – working on faculty evaluations and student learning outcomes.

ESCC – repeatability issue could cause a great impact, we may not be able to run a full program at ESCC.

- PE – not repeatable

- Music – not repeatable

- Art – not repeatable

- Dick Benson asked if we could combine community ed and FTE students.

- Mary O’Neal – union is very concerned about placing community ed and tenured faculty in the same class.

- Jim will try to clarify this with Sean James and the district.

Industrial Arts – James O’Connor and his special topics class built a server rack (17 X 16’)

Faculty Chair Minutes

March 10, 2009

1. CIC Update – Dennis

Look at the calendar for due dates; issue of certificates; college awards certificates under 18 units and needs Chancellors Office and Board of Trustees approval required. Title V allows awarding certificates for less than 18 units by demonstrated need. Local awards are different. Certificates of Completion are a good thing.

18 units and over – Chancellor Office approval

12-18 units show rigor and advanced broad job competency

18 units and less local awards

This issue will be presented to Academic Senate and Consultation Council. To Board of Trustees in April.

A template has been created and Jill and Dennis worked over the weekend. There is a request to issue certificates upon completion of the course. CAPS & Degree Works 2 programs. Looking at program degree works less labor intensive.

ACTION ITEM: Jill and Paula will work with Jennifer to see how to communicate this information.

Paula needs feedback from faculty to see which students should be tracked. ODS report creation will simplify the process. Certificates need to come from Admissions and Records. We need one repository and the certificates should be on official paper. Not all students care about the certificate.

ACTION ITEM: Jill will talk with Marc Beam regarding the creation of an ODS report for tracking certificates.

2. Budget and Enrollment

We are in pretty good shape and have a good reserve. The governor didn't hit us as hard. The May revise can create surprises. KCCD exceeded the enrollment cap, the district grew too quickly. Unemployment will continue to grow which will increase enrollment. It is hard to say when this will end and may have more difficult times in the future. Valerie is working with John Means on funding.

3. Alternative Energy & NSF

NSF – it is possible we will receive \$800K for engineering, energy, and science. Late summer 2010 is possible date. LA Times article was good PR. The Department of Labor

has not yet defined what the green jobs are. Dr. Fay spent time in Washington D.C. last week. Cerro Coso submitted two 18million dollar appropriations requests submitted to Senator Boxers office; no criteria as of now.

Wind Technology site – thanks to Cliff, Cori, Angela, Tammy, Larry, and Valerie. Larry will be interviewed today by NPR which will be podcast.

CNN, FOX, CBS, and possibly ABC will conduct live interviews on Friday.

Possibility to raise the cap for the green jobs.

KCCD indirect funds – 32% for most grants.

We are working with FIELD Group for Basic Skills and remedial classes.

4. Other Reports

Budget Development – begin thinking about needs for your program. Think positive.

Campus/Department Updates

ESCC – trying to get feedback from staff and students on iTV.

KRV – schedule complete, KSFCU transition for Financial Aid moving along.

Counseling – summer registration is going smooth. A & R worked out some issues with grades which need to be entered early, at the end of the semester. Pre-requisites are very important. Math and English pre-reqs. very important and counseling will have a list to contact instructors for feedback on students moving to the next level. It is incumbent that the student verifies completion of Spring & Summer which is a quick turn-around time. Mary doesn't feel the need for change of a long standing practice and will leave the decision to Academic Senate.

Academic Senate President – The Academic Senate will hold a meeting a week from Thursday and hold faculty chair elections and ad hoc committee reports. Changes in departments go through AS and then to CCA. Chair should be tenured, but exceptions can be made on a case by case basis working with Andrea Garrison.

Industrial Arts – “The wind is blowing” things are going good. Larry froze last Friday during the interviews.

Health Careers – classes are going and surviving the first semester, need more space for the program.

Humanities – No report

Child Development – cancelled 4 classes in spring semester and need to advertise for adjuncts. CC is still below 50% for full-time faculty. Mary doesn't understand why we can't get more faculty members. Great college council discussion for parity.

We are a small community and it is difficult to find adjuncts. Chancellor Serrano wants to see productivity. CC has too few faculty, which are required to wear far too many hats. We need more faculty to serve students. Productivity-allowing district to define what we need for fulltime faculty. We can't move forward because we don't have faculty. Faculty need to go to the Board of Trustees meeting and fight for additional faculty.

Communications – Cliff has been working with the FIELD Group. The second department meeting will be on March 13th which will be a norming session.

IT – Send Jeremy and email with your software needs/requests. Please call 5197 for all requests. The IT replacement plan is being reviewed. Send Dylan an email requesting a replacement if you need one.

Math – No report

Visual & Performing Arts – classes are full and more students wanting in. Roy Ashburn presented with recall due to the budget. CC is behind the safety curve.

Budget Committee – the committee will meet soon and the budget worksheets will be out soon. It will require a quick turnaround. The form will include last year's adopted budget, accumulated budget, and expenses year to date for last year and this year. It is possible that the cut off for ordering will be in April. All purchases must be received and invoiced by June 30th.

Physical Education/Health Science – Dick questioned the increase in out of state fees. Jim will find the recent email he received and forward it to all chairs.

Faculty Chairs Meeting
August 18, 2009
1:00 – 4:00
Agenda

1. Budget – Jim
2. Fall/Spring Enrollment and Load Issues – Jim
3. CIC – Dennis
4. Accreditation update – Jim
5. New Faculty Orientation – Cliff & Dean
6. Faculty Evaluations – Clint
7. Program Reviews – Valerie
8. Contract and Community Education – Cheri Plett
9. Swine Flu – Jim
10. Load Sheets – Magi
11. Other reports

Campus/Department Updates (2 - 3 minutes)

ESCC	Physical Education/Health Sci.
KRV	LRC
Communications	Pub. Service/Admin of Justice
Humanities/Language	Counseling
Visual & Performing Arts	Industrial Arts
Math	CIS/Business
Science	Child Development/Education
Social Science	Media Arts
Health Careers	SK

Department Visit/Presentation:

Faculty Chair Meeting
August 18, 2009
1:00 – 4:00
Minutes

1. Budget – Jim

These are difficult times required a 10% cut for the year. Revenues are behind and there will be late adjustments. We have fewer sections but enrollment is up. Jim is pleased with how things are going. We can expect a leaner year next year. We will lose \$130 million in stimulus money and will the increase in state sales tax will sunset in January. Strategically pick courses to teach with least impact on students.

Dr Retterer reminded Jim that we may not be able to hold the winter intersession. Dennis stated that we need to be pro-active and let the public know ASAP if the intersession is going to be held.

2. Fall/Spring Enrollment and Load Issues – Jim

Cerro Coso is down 98 sections from last fall which is comparable to BC and PC cut roughly similar fraction of sections 13%. This is the recommendation that came from budget committee. Enrollment is up 9% compared to last year. Weekly enrollment reports have been run by Lisa Fitzgerald. Trustees wanted several PE courses eliminated. Jim has asked faculty to look at their classes. Cuts are happening everywhere. San Jose State announced last week all students who rec'd grade under a C must go to community college instead of San Jose State.

Mary O'Neal stated that the process was not followed; summer magic is not a good thing. Classes were cut unilaterally. What is our enrollment management process? Try to be flexible as possible to student demand. Jim was asked to do a brief enrollment management plan for the district. There is no enrollment process plan at CC and faculty do not participate in a plan with the district. Jim said that the plan is to work with the chairs and do what is best for students. His door is always open and willing to chat openly with faculty.

Mary O asked what was sent to the district. Jim stated Doris requested a plan within a short time frame.

Dennis would like to make sure everyone is on the same page with enrollment management.

For 20 plus years we have been expected to grow.

Spring can be put together and no cuts expected? Jim suspects we will need to treat Spring as we did Fall.

Seismic shift in KCCD – basic division of KCCD BC produced 50% PC & CC produce 25%.

How many classes have had caps increased either voluntarily or involuntarily? Some classes have unrealistic caps and receive extra pay for the class (English). Other classes have the same requirements and don't receive the extra pay. No broad policy to address this. Some caps have been raised others have not. The contract covers mutual consent of class cap increase.

We need to avoid unilateral changes that don't make sense. Did 98 sections have to be cancelled? Or could we have run fall term without the fuss and worked on this in a systematic manner prior to the spring semester schedule.

Dick Benson feels most faculty chairs work on intuition. Long term schedules require data and planning.

This is the worst financial crisis in 80 years. It has placed immense financial pressures on the college and students. We will work this fall on spring schedule and there will be cuts.

3. CIC – Dennis

We are in pretty good shape with COR's. There are lots of people who have done lots of good work to get us to this point. Dennis thanked those who have been busy taking care of this. The task is not as daunting as it was before. Dennis was appointed by the Academic Senate to a committee on web based curriculum management for the district. CurricuNet will be real boon to process of curriculum management. In Sept the committee will be looking at various forms to be used and moved into CurricuNet. The district proposed advisory committee on educational services – providing opportunity to colleges to eliminate duplication. There is a proposal the committee is finalizing, the Academic Senate will review and make recommendations. Dennis will bring to senate at first meeting in September.

The CIC calendar will be posted on the webpage, but the first meeting will be 8/28 at 9:00 a.m. If you have COR or approval issues send to Dennis ASAP for placement on the agenda. Program learning outcomes should have already been assessed and placed on the wickie. During department meetings you will have chance to discuss.

4. Accreditation update – Jim

Thanks for the information sent by various people. Semi final draft sent to the district a few days ago. We will hear back from Chancellor Serrano with feedback.

5. New Faculty Orientation – Cliff & Dean

We have a few new faculty members. Think about questions that new faculty have when hired.

IDEAS

- Mentor Program - paired with someone in dept and out of dept. Outside of department is preferred.
- Webinar to show adjuncts around district and college website.
- Cliff passed out 10 FAQ's.
- Off campus meet and greet.
- Cliff has 10 different docs he will forward to the chairs to use.

New faculty meetings should be very formative per Shannon Bliss.

6. Faculty Evaluations – Clint

Some changes in faculty evaluations for both tenure track and adjunct faculty. Fulltime faculty some changes in forms, but new forms have not been posted on the website. HR schedules evaluations based on contract requirements.

Tenure track is now Fall only. Mode A year 3 is conducted in the fall and not the spring.

Adjunct has a major change. First teaching will be evaluated each year for first three years and possibly 4th year if required.

CCA contract is available online at the KCCD website and all new forms are available in the contract.

Not appropriate for administrators to conduct peer review for the chair. Deanna has helped in the past. But this seems to be problematic. Protection for part faculty if we evaluate them appropriately. CCA Contract states that mileage will be paid as well as meals for travel during the performance of faculty duties.

In the past the evaluation list had not come in timely fashion. Banner now houses the information. Adjunct list should be available within the first few weeks of semester. Full time faculty list is out now and will be distributed. Many questions when Abi Ali will post the list for all to see whenever they like. Clint will ask Abe as to the status of the list.

Faculty chair or designee can conduct the evaluation. The designee must be a tenured faculty member in the area.

Abe Ali will be here in September for training on the new adjunct faculty process.

7. Program Reviews – Valerie

Preliminary draft of program review handed out. It is very important to complete as all of this is connected to accreditation. Suggested timeline and training sessions. Committee review, data input, all available online. Academic Senate

President Matt Crow and Valerie will work on a schedule. Valerie will work with the communications department to ensure proper grammar.

Social Sciences and Humanities do not have AA degree so no program review required.

We no longer have general education degree but do have general education program made up of 7 areas. We also have a liberal arts degree which needs to conduct a program review. Dennis indicated that the list was missing Learning Resources. PE no AS or certificate only has AA.

Timeline is to provide faculty with training and resources to complete the job.

8. Contract and Community Education – Cheri Plett

Coordinator of Contract and Community Ed. District allowing stacking, which allows the opportunity to hold classes that students have reached max on repeatability. Faculty will receive regular faculty pay. We don't know the fee for the community services class and not sure it will cover the faculty salary; if not this will impact general funds. Ed code is specific about keeping Community Ed and general fund separate. Dennis wants is clearly separated from academic side and the general fund. CIC no control, approvals go directly to BOT for approval. Jim has been assured that stacking is okay.

Classes at ESCC will be stand alone and the cost of the class is covered by the cost to the students.

Stand alone courses need to be approved by CIC. Subject to program course guidelines and Title V. These are credit classes that required separate approval.

District put together community ed spreadsheet which does not include stacked classes. Deanna pulled together a spreadsheet to show the cost and what the cost should be to the students.

Education Code 78300. (a) The governing board of any community college district may, without the approval of the Board of Governors of the California Community Colleges, establish and maintain community service classes in civic, vocational, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of visual and performing arts, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics. These classes shall be designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled therein.

(b) Community service classes shall be open for the admission of adults and of those minors as in the judgment of the governing board may profit there from.

(c) Governing boards shall not expend General Fund moneys to

establish and maintain community service classes. Governing boards may charge students enrolled in community service classes a fee not to exceed the cost of maintaining community service classes, or may provide instruction in community service classes for remuneration by contract, or with contributions or donations of individuals or groups. The board of governors shall adopt guidelines defining the acceptable reimbursable costs for which a fee may be charged and shall collect data and maintain uniform accounting procedures to ensure that General Fund moneys are not used for community services classes.

Community Ed was to help support the financial crisis.

When thinking of Community Ed think of how it can benefit your department. Let Cheri know your ideas. Good PR for the college. Community Ed should never negatively impact your programs.

Course proposal form should be completed and submitted to Cheri. Teaching demo conducted during the interview. Process takes approximately 6 weeks.

Questions, concerns, see Cheri.

All three colleges are moving forward in contract and community ed. There are concerns that the budget allocation model allocates funds based on enrollment.

KRV – 2 stacked classes

ESCC – 2 stacked classes

IWV – will have 3 stacked classes moving forward today

Community Ed is more expensive than credit courses. Instructors should have the opportunity to say yes or no to community ed. Cheri interacts directly with instructor. The chairs have been left out of the loop and need to be included. Community Ed courses cannot be taught until the BOT approves.

Load is an issue also. None of this has been worked out with the union. Valerie said it is outside the bounds of the contract.

9. Swine Flu – Jim

Recent outbreaks of swine flu have been reported. CDC does not recommend campus closure. State officials can close campus if needed. Jim will send out memo and ask for feedback. Once faculty chairs have had the opportunity to review Jim will then send out to everyone. Swine flu vaccines will be limited and only the older chronic illness, or young and chronic illness, will receive the vaccine. Cheryl and Jim will do some research to see if we can administer flu shots on our campus. Cheryl has second year students who would be able to administer the injection.

10. Load Sheets – Magi

No report

11. Other reports

- Textbooks – Adjunct ordering new version of textbook. Chairs need to remind the adjuncts that the textbook assigned is set and that any changes must be approved by the chair.
- District will conduct an occupancy evaluation. Any updated information will be forwarded.
- Doris asked Jim to remind chairs that unit plans must be data driven. Low or high success rates must be explained.

Campus/Department Updates (2 - 3 minutes)

- ESCC – short staffed in Bishop, scrambling to get all students enrolled. Walking them through online enrollment. Enrollment update – average is 21 students per class. Cancelled one class due to instructor moving away. PE at 17 & 19 and working on getting more students. Math requires concurrent enrollment. Frosh Composition - low enrollment. Spanish 14 & 13 in Bishop working on 20. Jim giving a bit of leeway. Quite a few ITV classes for the fall. Some coming from/to IWV/KRV/ESCC.
- KRV – Todd Coston – new Interim Director for KRV and SK. Focusing on getting a site in Cal City. Will be spending a lot of time in the car.
- Math – 4 onsite math 50 classes at IWV. Hired one additional faculty member (1 year temp). KRV Stats class has 12 students enrolled. Calc 3 has 19 students, largest Calc 3 class ever. Calc 1 has 15 students online.
- English – Basic Skills will not be a separate department. Not the best process for students. Union signed the contract several weeks ago and no one is sure where it stands now. Email from Dr. Retterer that the department has not been approved by the chancellor. The courses will not change and the new COR's will be used. Strategic Plan in Basic Skills requires a department. Basic Skills committee, senate, college council, contract negotiations, and then stalled at the district level. District not feeling good about small departments, seems to be a stall in ideology as to why we would do this. Budget has become hammer to smash anything.
- Science – This is Shannon's first chair meeting. Hired new faculty over summer to teach biology at ESCC Dennis Jensen. Engineering two classes for the fall, lots of interaction between base and Cerro Coso. Several meetings with CSU

Northridge and Cal Poly SLO, John Stenger-Smith is working on this. Pre-engineering prep will continue.

- Counseling – All district counselors extra days were cut across the board. Counselors were given 5 days over contract. Services will be cut to students. We do have Classified Ed Advisors.
- PE – Held a conversation with admin and hacked away at classes. Four full-timers have also had their overload cut. Students don't always show up the first week but the classes always fill. Dick stated that we are slow at entering the community ed world and he is worried that the district will cut PE and make it strictly community ed.
- Social Science – Don Rosenberg retired. Will work as adjunct. Hired Scott Garver as adjunct to help.
- Administration of Justice – Things are continuing along and Steve met over summer to discuss fire programs. China Lake fire battalion chief will teach for us. Wanted to offer program in Cal City but that option is not available at this time.
- Child Development – 20% reduction of classes offered; 40.2 students per class. Lisa Fuller is on banked load leave.
- Media Arts – numbers okay one class to be cut. A couple of classes are maxed out.
- Humanities – Don Rosenberg retired. Major restructuring to cover his load.
- Faculty Senate – no report
- Nursing – classes well over 20; the CNA capped at 15 by state. The online classes are full. New faculty Annette Hodges will teach full time clinical.
- Business – normal. Couple of classes she is worried about. Trend from last year that students enroll and never show up for class.

Faculty Chair Ad Hoc Meeting

August 20, 2009

1:00 – 2:00

Any chance the automated library can be funded? We have a large need for the online library more so than any other college in the district. Online library is cheaper than brick and wood. How is the loss of electronic database going to affect the students in nursing, communications, etc. TTIP = Technology Transfer Incentive Program.

Prometric and Perasonview testing will be conducted once a month on Friday. Deanna has asked Inyo County if there is any extra to assist with this to let her know.

LAC and lab supervision will be cut dramatically to evening coverage only at the IWV campus. ESCC has received approval for limited coverage.

Question: If an adjunct faculty meets with class in hopes of building enrollment do we have to pay them the first day?

Faculty Chair Ad Hoc Meeting

August 20, 2009

1:00 – 2:00

Present: Eberhardt, Adams, Benson, Bernsten, Crow, Davis, Fay, Mattina, Ostash, Suarez

Any chance the automated library can be funded? We have a large need for the online library more so than any other college in the district. Online library is cheaper than brick and wood. How is the loss of electronic database going to affect the students in nursing, communications, etc. TTIP = Technology Transfer Incentive Program.

Jim explained about the CTE Program Review process and that he wanted the non-CTE chairs to have the opportunity to participate in this process since it would provide a great deal of assistance for them in preparing their own Program Reviews.

Prometric and Perasonview testing will be conducted once a month on Friday. Deanna has asked Inyo County if there is any extra to assist with this to let her know.

LAC and lab supervision will be cut dramatically to evening coverage only at the IWV campus. ESCC has received approval for limited coverage.

Question: If an adjunct faculty meets with class in hopes of building enrollment do we have to pay them the first day?

Answer: Jim forwarded an email from Clint noting that Cerro Coso pays all faculty for this first class if we must cancel the course after the first class.

Faculty Chairs Meeting
September 8, 2009
1:30 – 4:00
Draft Agenda

1. Spring Schedule Due September 25 – Jim
2. CIC – Dennis
3. Drop Policy – Dave 2pm
4. Use of iTV rooms at KRV & ESCC - Chairs
5. Chancellor's Survey Instrument - Jim

6. Program Reviews - Valerie
7. Moodle - Jim
8. Tutoring/Proctoring – Matt
9. Campus Incident - Jim

10. Other reports

Campus/Department Updates (2 - 3 minutes)

ESCC	Physical Education/Health Sci.
KRV	LRC
Communications	Pub. Service/Admin of Justice
Humanities/Language	Counseling
Visual & Performing Arts	Industrial Arts
Math	CIS/Business
Science	Child Development/Education
Social Science	Media Arts
Health Careers	SK

Department Visit/Presentation:

Faculty Chairs Meeting
September 8, 2009
1:30 – 4:00
Minutes

1. Spring Schedule Due September 25
The schedule is due Sept 25th. First round draft was due prior to summer break. Dennis asked why we are working on this now and not Fall 2010.

Summer and Fall 2010 due October 16

Long term schedule template sent out by Dr. Fay. Please submit in early Fall. Is there a specific date? October 23!!

We can reasonably schedule one year in advance, but we will need to review and adjust.

Dennis will chat with Jim about the deadlines and adjusting accordingly.

September 25th deadline is for the go to print schedule. Last chance to make any changes. All changes must be in by this date. Go to print date is second week in October. Need printed version back no later than November 10th. This helps with enrollment if we have this hard copy when early registration begins.

If you are not currently on Groove ask Shelley to send you an invitation to Groove.

Double check all schedule versions for corrections. There are lots of areas that could cause problems.

Core program classes are critical when planning long term schedule.

2. CIC – Dennis
Procedure for year has been adopted by CIC. Dennis hoped to have it and due to illness and other issues that will be submitted next week.
Excel spreadsheet to provide information on updates and requirements. Dennis will share with all. Look at doc to see what CORs need to be updated. BOT approves curriculum 2 times a year. Courses with substantial changes, revised, new to curriculum must be BOT approved and cannot be in schedule or in the catalog until that approval has taken place. CurriuNet hopefully implementation will be in the Spring.

Catalog – Dennis and Jill chatted about certification under 18 units, they have been working on this feverishly. It was stopped at Consultation Council for additional information. BC has many 1 class certifications, this issue was deadlocked, and consequently never made it to the BOT. Opinion, one class did not deem specialization in an area. This did not move forward. A & R cannot give out certificates except the approved local area awards which are approved by the BOT. Our current catalog does include incorrect language.

What is the process? Where do we go from here? If a process is removed shouldn't a new process be in place? Dennis and Jill worked on the language change, but then it stopped in Consultation Council. We all felt through Board action forward and then pulled for a reason and not hearing for some time as to why, then you must follow up and make necessary corrections. Cerro Coso is not the only college experiencing this problem.

Dennis is recommending that CC Academic Senate write a strong letter indicating our concern about the lengthy process.

If we don't have language soon the awards will not be in the catalog.

3. Drop Policy – Dave 2pm

ADD/DROP ISSUES

Cerro Coso Catalog and Schedule of Classes

- **It is the final responsibility of the student to drop a class that he/she is no longer attending**
- **Instructors may, at their discretion, drop students without consultation with the student when unexcused absences number the equivalent of two weeks or exceed 10% of total hours of class sessions (clearing the roster)**
- **Students may be dropped up to the 9th week of the semester or the 60% date of the enrolled course.**
- **Instructors are certifying at census dates that the students on their rosters have the intent to finish their class, hence are includable for apportionment benefits.**

Title 5, 58004

c) Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

As of each census day, any student who has

(1) Been identified as a no show, or

(2) Officially withdrawn from the course, or

(3) Been dropped from the course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not

limited to, excessive unexcused absences but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The "drop date" shall be the end of business of the day immediately preceding the census day.

Clearing rosters is not as big of an issue any longer.

Student has ultimate responsibility to drop a class. Title V indicates as an instructor you have the responsibility to clear rosters and make sure the students on the roster are correct.

Is this information required on the syllabus? Dave does not think so. It can be made a part of the syllabus.

4th bullet is the "**gotcha ya**" per Jill. Spelled out in faculty contract that faculty will supply correct information.

Census dates are listed on the top of each roster. Other dates refer to transcripts, refunds, etc. Short term classes also have census dates; please refer to your roster for the date.

Apportionment is at the 20% date only.

Unexcused absences need not be consecutive.

Dave will email the document to Tammy and she will send information to the chairs.

98% of adjunct and full time faculty use Ban Web to monitor their class attendance and add/drop information. One of the conditions of employment for faculty is to learn to use Ban Web. Grades must be submitted through Ban Web. Census will be run around midnight tonight.

4. Use of iTV rooms at KRV & ESCC

Schedule is highly impacted right now. Working on making best use of the rooms. Not the favorite mode of delivery for the faculty. Equipment upgrades are needed.

5. Chancellor's Survey Instrument

This has been pulled from the website for now. Dylan will work on this and it will be available at a later date.

6. Program Reviews

Dennis and Valerie are working on this project together. Timeline created by Valerie. Five classified staff trained on pulling data from ODS. Three committee members required, purpose to review information and data, and work together, easier to work together. Helps analyze information and share ideas. True review of program and accomplish what exercise is all about. Two year supplemental for Career Tech group. Idea was to review, outline and make things easier. Area faculty serve on the committee along with one outside of department.

Then to CIC, serves as gatekeeper to review substance. No approval or rejection, simply acknowledge and forward to College Council. Schedule handed out with programs that are due. General Ed degree no longer exists. General education review does need to take place and assigned to chair of the specific area. One area no chair – diversity area and someone will need to step up and take charge for that one. Dennis will coordinate General Ed review. Learning Support Services will be coordinated by Dylan and Dennis will take on the Library portion. Student Services will be coordinated by Jill Board. Liberal Arts degree replaced General Ed degree, but there are still general ed requirements.

Mary O'Neal will coordinate the diversity if it can be pushed back to Spring 2011.

Are people identified in general ed program review area? Who is going to conduct the program review? Counseling conducted a survey at graduation and there is data available. There is an existing tool in Counseling for use, the questionnaire can be adjusted accordingly. SLO's for liberal arts degree are specific to the area. Need area expertise to work on those areas.

7. Moodle Survey pulled and will wait for approval through the correct channels. There were Moodle problems at the beginning of semester. New Distance Education Advisory Committee met for the first time today. Cerro Coso only - Dennis, Suzie, Scott McClain, Cori Ratliff, Deanna, Todd, Dylan – Chair. Reviewing certifications for online instructors, hoping to find some professional online education that may be able to accredit distance education.

Any instructor teaching online at Cerro Coso must house online through our server. Some faculty members are hosting their own sites through Moodle. All classes through Cerro Coso must be housed on the district Moodle server. Zero tolerance for those who do not follow guidelines. Go through Moodle and still have the option to use outside sources. Last week district VP's discussed this issue.

Academic Senate would like this sent to a committee for review.

8. Tutoring/Proctoring – Matt
Tutoring/Proctoring available 5:30 – 9:30 p.m. Monday – Thursday; additional proctoring services available by appointment through Sherri Windish.

9. Campus Incident - Jim

Incident on IWV Campus

Last week on September 1 a young man, not a student, alleged that he was stabbed in the south parking lot around 3:30PM. There was a conversation about someone asking the other person for a cigarette, but the details of who asked who for the cigarette kept changing. The wound was not serious and anticipated to require two or three stitches at the most. The young man refused

ambulance transport or medical attention from paramedics. He gave a brief description of the alleged assailant and people were dispatched on foot and in carts, but there was nobody fitting the description in the area. The alleged assailant was described as walking down the exit road toward the west, not running or in a vehicle. Ridgecrest Police Department arrived quickly and continued questioning the young man at the police station until after 6:00PM. The young man never did go to the hospital for attention. We have reviewed the parking lot cameras and are sharing that information with RPD. If you have classes just before or after this time period where your students may have been in the parking lot at the time, please ask if they saw anything last Tuesday. So far nobody saw anything and no potential witnesses have stepped forward.

10. Faculty Evaluations – Abe Ali

Abe handed out copies of the contract pertaining to evaluations. Adjunct are evaluated the first three years, and then every three years (6 semesters) after that. There is a major backlog at the other campuses. Faculty Chairs are responsible for coordinating the process. CCA wanted this process. Adjunct come and go very quickly which poses a problem for evaluations. New adjunct must be evaluated per ed code. If an adjunct is gone from teaching for a semester or more they will pick up in the evaluation cycle where they left off.

Mode A evaluations are conducted each year for the first 3 years. We need to get those completed and remain in compliance. This is a priority.

Mode B – get caught up on this group. 2nd priority.

It is important to have direct access to reports. The fulltime faculty are coded per the contract. Adjunct will also be coded, but not done yet. A-1 year 1, A-2 year 2, A-3 year 3, A-4 year 4 if required, A-5 every 6th semester, AS is a special evaluation code, AR reevaluation if the adjunct received an unsatisfactory and will be evaluated again within the same semester or the next semester.

Forms need to be updated online. Abe will work on this.

The HR role is to make sure evaluations are done in a timely manner. Evaluations from last year count toward this year as completed.

Electronic Signatures – Abe will check into this option.

Travel expenses cause a problem in completing adjunct evaluations. Contract states that mileage plus \$8.00 per hour for travel time will be paid.

Raj shared an ODS report to review the various evaluations and when they are due. Tammy will send a list of all faculty chairs to Raj so they can be granted access to this report.

Mary O'Neal requested the list of adjunct faculty that are due this semester. Clint will forward the list to Tammy once it is complete.

11. Other Reports

Campus/Department Updates (2 - 3 minutes)

ESCC – busy finalizing adds and drops. Made sure A & R message got out to all adjuncts - 52 sections at ESCC approximately 25 students per course. Enrollment may be down a bit due to community education.

KRV – Todd is trying to wrap his brain around spring schedule.

Humanities – No report

Visual & Performing Arts – No report

Science – No report

Health Careers – Everything is going well

Public Service – Program is moving forward

Counseling – No report

CIS/Business – 80 sections, 25 teaching in the area, Moodle going down created a huge problem. Grading timeline was too soon. Karen would like to feel confident when decisions are made that we are protected with decision making process. Moodle, email, all issues. When we make decisions we need to look at the fringes and not just the norm. We used to have two working days to submit grades, but that has been changed. Grades are due 24 hours prior to grade roll. 12 week courses did not work well, so good things were available as well. Scheduling itself was problematic. Summer session was not taught as was originally planned. Greater coordination with all areas, IT, counseling, faculty, minimal impact

Child Development - No report

Media Arts – closing loop on assessment interesting process, identified skills students needs additional work on. If you have not reported data let Suzie know.

NEXT MEETING AGENDA ITEMS:

1. Follow-up on under 18 units
2. Textbooks
3. Access Codes

Faculty Chairs Meeting
September 22, 2009
1:30 – 4:00
Revised Agenda

1. Spring Schedule Due September 25 – Jim
Spring tentative enrollment goal – 1,212 FTE. Fall 09 FTE was 1,550
2. Summer and Fall Schedules Due Oct 16 - Jim
3. CIC – Dennis
4. Part-time faculty evaluations – Shannon, Matt, and Mary
5. CAPP Implementation and Articulation (Heather and Jill)

6. Access Fees - Jill
7. iTV Room upgrades (capital expenditures) – Jim
8. Use of iTV rooms at KRV & ESCC – Chairs
9. iTV Handouts - Request faculty to get handouts to TAs one week in advance or the day before by email
10. Counseling – Paula

11. Program Reviews – Valerie
12. October 8 – Chancellor on campus
13. Agendas & Minutes – Mary
14. Overhead costing formula for Community Ed - Mary
15. Other reports

Campus/Department Updates (2 - 3 minutes)

ESCC	Physical Education/Health Sci.
KRV	LRC
Communications	Pub. Service/Admin of Justice
Humanities/Language	Counseling
Visual & Performing Arts	Industrial Arts
Math	CIS/Business
Science	Child Development/Education
Social Science	Media Arts
Health Careers	SK

Faculty Chairs Meeting
September 22, 2009
1:30 – 4:00
Minutes

Present: Dylan Mattina, Jon Heaton, Matt Crow, Karen O'Connor, Mary O'Neal, Dean Bernsten, Norm Stephens, Paula Suarez, Heather Ostash, Cliff Davis, Shannon Bliss, Valerie Karnes, Dick Benson, Dennis VanderWerff, Steve Busby, Jill Board, James Fay, Deanna Campbell, Suzie Ama

Absent: Larry Board, Dick Adams, Todd Coston

1. Spring Schedule Due September 25 – Jim
Spring tentative enrollment goal – 1,212 FTE. Fall 09 FTE was 1,550
Have most in and talk to Shelley for any modifications. We have a tentative number of FTE for spring, but we are waiting for Gale to do her calculation. Mary O asked for we need to reduce more. No per Jim and we were more frugal than needed to be. Jim should know early next week. Counseling has been reviewing block scheduling and any conflicts. Paula will disseminate information.
2. Summer and Fall Schedules Due Oct 16 – Jim
Many CA colleges have dropped summer. Jill would like us to fix the summer schedule for flexibility for the students. Cliff recommended moving the second session back so there is no overlap. Shannon stated the concept of 12 week summer is to cover needs of students. Assuming science needs full twelve to get students through summer. Academic Senate has requested data to show numbers of summer and enrollment. Counseling would like to chat about next session and how to minimize impact. Shannon would like to have a counselor on calendar committee.

We need to be concessions of the summer schedule. Create a lean summer schedule in case we suffer further budget cuts.

Long Term Schedule – should it be strictly core classes or all inclusive? If we say this is the pattern then we owe it to the students to offer the class even if it is low enrollment. Schedule prudently.

3. CIC – Dennis
No report
4. Part-time faculty evaluations – Shannon, Matt, and Mary
New process and we are lucky to have Matt and Mary on committee, it was important when writing this subject in the contract. Matt handed out copies of the adjunct evaluation language from the contract. There is a huge number of adjunct faculty throughout the college. This is a new process and hopefully will

bring us in back in compliance under Title V. Contract is stricter than Title V. We need to certify adjuncts are professional at what they do. Article 7

Matt - Many things look familiar. Much was paralleled from FT faculty process. It is important to be as uniform and consistent as possible, truthful and accurate, verifiable sources, timely. Timeline for PT feel tighter than used to. Process for discipline, knowledge, teaching methods, etc.

Mary O - Timelines touched on with Abe Ali at last meeting, adjunct will be evaluated first semester, and once a year for first three years, then once every three years. Get completed during the first 8 weeks. In the event of an unsatisfactory evaluation a committee is formed and re-evaluation to be completed in same semester. Does not have to be but, can be a nightmare.

Dennis - If in first 8 weeks unsatisfactory then have next 8 weeks to re-evaluate.

Matt - compromise due process, evaluation done by chair or designee. See page 104 unsatisfactory rating, will be reevaluated.

Needs improvement see page 103 of contract under ratings.

If needs improvement follow up on remediation plan and of the next evaluation will correct the needs of improvement. A copy of a memo can be placed in the personnel file.

Cliff – are you required to remediate and rehire an adjunct that received a needs improvement?

Dick B – what are the rights of the adjunct for non-re-employment by the choice of the chair. No language in the contract to cover re-employment rights.

Shannon if there is a problem that is heard of then there is a place in the contract that addresses such things.

Norm - even if adjunct receives satisfactory then we are not required to re-employ.

Shannon – adjunct are vulnerable and this process will allow them to see if they are actually doing a good job. There are many reasons for not re-hiring adjuncts. Adjuncts don't really understand the bumping process for full-time faculty. No long term guarantee for adjuncts. Consider other options for employment due to state funding.

Matt – president can call a special adjunct evaluation. In event unsatisfactory evaluations, it goes through process with committee and remains unsatisfactory then the adjunct is released., Jill does this close the door at HR as well for other

departments? From language in the contract if received unsatisfactory in Social Science that does not mean they cannot fill another position in another department. John H - how would we know if the adjunct received an unsatisfactory evaluation?

Shannon - Components – will look similar as Full time. Admin only occur if a re-evaluation or special evaluation. Student evaluation, Admin Assessment Review. Faculty Service Survey used when faculty have other things they do beyond teaching in classroom, Mary stated they should only be evaluated if they are being compensated. Mandatory if they are compensated time outside of classroom. Summary is written by chair or committee. Evaluation meeting between chair/designee and evaluatee is held either in person, on the phone, or video, It is important to close the Loop.

Ratings – satisfactory, unsatisfactory, needs improvement.

Karen – she is uncertain about timing. Everything should be completed by week 8. Reviewing student evaluation, and classroom/online observation. Admin assessment review completed by admin and given back to chair. Karen is clarifying that admin does not review the student evaluations?

Jill under D Admin Review for applicable programs only language does not encompass program for which faculty does not follow mandated guidelines.

Dean who has the ultimate decision over the evaluatee? Chair or admin? Satisfactory or need improvement rests with the chair. Unsatisfactory rests with Admin.

Shannon – It is very important that the evaluation is formative.

Cliff - if you try to include constructive criticism in evaluation may be interpreted as unsatisfactory even though it was satisfactory. What is the point of evaluation if you are not able to include constructive criticism?

Mary - we need to take this up ASAP.

Jim- you do need to be able to include constructive remarks.

Dean – at end of evaluation the chair required to submit a written narrative, and what is the freedom of expression that the chair has? Dean had one returned and asked for the change.

Jill – if understanding correctly the process is – the administrator writes administrative summary and returns to chair, docs are then reviewed with evaluatee, chair passes along the folder to VP for review, and then to president. If we can discern we can defend. What has happened to all colleges re-

evaluations; initiated training session ongoing with all VP's felt not right to make changes.

Mary expressed her concern regarding management making changes to completed evaluations. Title V requires VP signature on cover sheet.

Jon H - Admin cannot make you make changes and Jon asked for email reminder to all faculties around evaluation time.

Jill – driven by larger college and that is why this is so intense. Large college very backlogged and would prefer adjunct or fulltime to receive information in a timely fashion.

Cliff - Difficulty lies with district.

Shannon – we can grieve as a faculty group.

Matt – keep track of changes/requests to change.

Mary – We have instant access to legal army at CCA if we grieve.

Karen – All docs are completed in 8 weeks, reviewed with evaluatee, and then to VP for review.

Mary – Is very unhappy that District HR and the lack of follow-up/follow through.

Student evaluations need to be uniform and consistent. Response numbers in online are much lower than on-ground. Need to work on that. Student evaluations are voluntary. If student evaluations comes back with only limited response, is this grieve able? Not uniform and consistent. Yes very grieve able.

Jill – Process for student conduct to suspend temporarily.

Discussion regarding dropping classes, dropping students etc. Also about the time frame for collecting data from the student evaluations. Huge value to collect as many student evaluations as possible. Student evaluations are very much a present tense piece of information. Is the representation across the board when there are limited responses to the student evaluation?

Constructive comments are important and should be used to assist the adjuncts.

Evaluatee has responsibility to supply documents to committee – see page 5

Copies available if you would like one, please share this information with your adjunct faculty members.

Mary – there is a mirror of Mode C for adjunct, if necessary.

Mary asked if there is funding for travel expenses. Jim will check into this and share the FOAPAL.

It is not appropriate to ask the Site directors to conduct classroom evaluations.

5. CAPP Implementation and Articulation (Heather and Jill)

Heather working on bring CAPP Articulation system, precursor to degree program. BC has had for many years. The project is labor intensive. We have not had the labor to take on this job; currently don't right now either, but will offer ability to articulate with sister colleges and CurricuNet. BC has articulated their catalog with CC's. BC has been doing this for many years and have massive database. If we can go through their articulation and agree on this then we can take advantage of all other articulation. Heather has the catalog and she needs faculty to review and see if you agree. If agree we can move forward and take advantage of all other articulation. BC has been very generous in sharing. BC, PC & CC will all work together. Heather will break down by department and will ask for you to review and approval or not. She will send via email and you will need to go into the BC catalog if you have question regarding something.

Karen asked for access to the COR's. Heather will find and send.

Time line – moving forward with other aspects of transfer articulation. This is the lion's share of work and possibly two weeks from now would be good. She will send reminder email at the half way point. Will push CC forward by years. Look for in your email by the end of the week. Thank you for your help.

6. Access Fees – Jill

Information in packet regarding license fees, access codes, and textbooks.

Jill and Sean James had a very good conversation. Jill, Jim, Dean, and Jon Heaton have all talked about the access codes. If you choose to use access codes can the student take something tangible away from the class? Academic Senate is looking into open source textbooks. Need to have conversation regarding access codes, ensure student can go in and capture information from it if they would like information. Needs to be available longer than semester. John and Dean both have opportunity and do increase time to allow students the opportunity to review.

Make sure you have done the test of time then we are good.

7. iTV Room upgrades (capital expenditures) – Jim

Due to series of technical problems some ITV rooms are imploding. Our current iTV technology is out of warranty. We have reached critical mass with some old technology. The Tandberg equipment is totally unacceptable. There is a major need to upgrade and offer the quality instructional tools for the students. One room at IWV and one at KRV will be replaced during winter break; other classes will be replaced during summer 2010. Cost will be covered from carryover reserves. Training will be conducted for all parties. Spend ½ million to upgrade over next six months. Does the college support this expense? How many unit

plans indicated they will conduct classes via iTV? Karen doesn't feel Business Technology is better served through iTV. How many people are actually teaching iTV? Jim can ask Shelley for information. Of those who are teaching iTV will continue, and how many faculty would like to teach iTV. Students need to be convinced to join an iTV classroom. ESCC is unique and iTV offers the students additional opportunities.

Deanna - the opportunity to offer courses via iTV is one that supported students the opportunity to take a class.

Mary – Does the college support the ½ million dollar expense to continue iTV? What is the cost benefit?

Dennis – how difficult will it be to determine how many iTV classes there are and the cost associated?

Dylan – What is the cost to dismantle the current equipment?

Deanna – building good will each time the class does not go down and the paperwork is missing. Hiring more adjuncts is a better idea and we need to support this and present this to the district office.

Karen – the KRV site needs to be reviewed.

Mary – did quick cost analysis can cover the cost of adjunct for 6 years.

Shannon – connectivity is very important to the college and we use the equipment for more than classrooms.

Dylan – do have a quick work around assessment for approximately 10K. Possible problems with the quick work around, the possibility of taking the entire system down is good. To replace the equipment each room will cost approximately 90 – 100K per room. What do we do for now?

Deanna - Better use of the TA's in the classroom. TA's take care of two classrooms at one time. Four classrooms and one TA make it difficult for her.

Karen - would like the TA's in the classroom while they are scheduled there.

Deanna - This is up to each instructor to contact the TA's for support.

8. Use of iTV rooms at KRV & ESCC – Chairs
More efficient scheduling will allow for more effective use of the equipment. Nursing paid for the upgrade to the Bishop campus. Recommendation can be made to the nursing program for scheduling.
9. iTV Handouts - Request faculty to get handouts to TAs one week in advance or the day before by email

Everything needs to be ready in advance. Ask the faculty to supply all paperwork a week in advance, at minimum the day before.

Computer in 722 is the original computer for all time, same in 604.

You cannot always plan for equipment failure in advance.

Printers in the room are noisy.

10. Counseling – Paula

Transfer Month – service to students several workshops through October. Many happen at Career Transfer Center. Important Date - October 1st College and University Day moved to afternoon. Show case options for students beyond Cerro Coso. This can be incorporated as extra credit. Accommodate if you have class during that time. It brings certain environment that we want on campus. Allows students to see we are a college that is connected. October is preparation month and applications due in November.

Deanna – what if any will be available at the sites. Can try to do video conference with sites? Greg is very versed in this area. Ask Greg to mirror what is taking place at our campus. Dylan can this be videotaped and made available online? Dylan doesn't see any reason why not. Pod casting would be a good idea. Karee and Dylan will work together on this.

Preview Day – High School students on campus. Fun and lots of work, despite budget cuts will continue with this. It is very important to the high schools. Outreach programs have been effective. Should be at the end of November. Last year there was poor participation by faculty. Paula has asked faculty to participate and this is your chance to showcase your departments.

Deanna – asked Valerie if there was any money to conduct this in the ESCC area; possibly in the early spring. Application to Tech Prep consortium is required. CTE Funding must be CTE specific.

There is a summary of responses at Graduation 2008. 54 responses received. Counseling will continue to conduct this survey. Paula will attempt to place results online. Counseling is asking for feedback on updating the survey. Want to continue to refine and not a stagnant survey. Will get follow up feedback from 4 year colleges.

Block scheduling in counseling and reviewed, not a lot of feedback. There were a couple of questions.

Students are consistently asking for Earth Sciences on IWV campus.

11. Program Reviews – Valerie

CTE is moving forward. Jim asking for volunteers for non-CTE groups to serve on the CTE program reviews.

Communications will review for grammatical review. Angela will set up meetings over the next few weeks.

Child Development was completed in 2006.
Several in various states of completion, but have not gone through governance review.

Athletics are starting now and will be completed.

Dennis will define the process and forward to Jill.

CIC will serve as gatekeeper and forward to the Academic Senate, to College Council. General Sciences and Child Development are complete and did go through the process.

12. October 8 – Chancellor on campus

Q & A all are welcome to participate. Her intent is to crossover lunch period.

Time will be sent out from the President's Office. Format has not been determined. She does want to be available to students.

13. Agendas & Minutes – Mary

Three working days in advance requested.

Shannon recommended the minutes be posted in the copier room as well as online. Shannon is concerned that we are not sharing the information from the chair meetings.

14. Overhead costing formula for Community Ed – Mary

15. Other reports

Long Term Schedule is due October 23rd.

Campus/Department Updates (2 - 3 minutes)

Jon Heaton requested that campus/department reports be given only if there is an update. Putting people on the spot during the meeting is not a good idea and not productive.

Dr. Fay will ask if there are any department reports at the end of each meeting and those who wish to share can.

Faculty Chairs Meeting
October 13, 2009
1:30 – 4:00
Revised Agenda

1. New KCCCD hiring procedures - Clint
2. End of course stacking - Jim
3. CIC – Dennis
4. Materials Fees - Dennis
5. Jim and Jill's fall schedule - Jim
6. Strategic Plan Suggestions – Shannon
7. Other reports

Campus/Department Updates (2 - 3 minutes)

ESCC	Physical Education/Health Sci.
KRV	LRC
Communications	Pub. Service/Admin of Justice
Humanities/Language	Counseling
Visual & Performing Arts	Industrial Arts
Math	CIS/Business
Science	Child Development/Education
Social Science	Media Arts
Health Careers	SK

**Faculty Chairs Meeting
October 13, 2009
1:30 – 4:00
Minutes**

Present:

Absent:

1. New KCCD hiring procedures – Clint
2. End of course stacking – Jim
3. CIC – Dennis
4. Materials Fees – Dennis
5. Jim and Jill's fall schedule – Jim
6. Strategic Plan Suggestions – Shannon
7. Other reports

Campus/Department Updates (2 - 3 minutes)

Faculty Chairs Meeting
January 12, 2010
1:30 – 3:30

1. CIC Update – Dennis
2. Student Drop Policy - Dave
3. Budget update - Jim
4. Low-enrolled classes - Jim
5. Course material fees updates – Jim

6. Three-year department schedules - Jim
7. Unit Plans - Jim
8. New KRV Director - Erie
9. Special Compensation Agreements - Jim

10. Catalog deadline - Jim
11. Consultation Council Report – Matt
12. Sending proposed schedules to Paula – Paula
13. Solicitation of grants - Jim
14. Other reports

Campus/Department Updates (2 - 3 minutes)

ESCC	Physical Education/Health Sci.
KRV	LRC
Communications	Pub. Service/Admin of Justice
Humanities/Language	Counseling
Visual & Performing Arts	Industrial Arts
Math	CIS/Business
Science	Child Development/Education
Social Science	Media Arts
Health Careers	SK

Department Visit/Presentation:

Faculty Chairs Meeting
January 12, 2010
1:30 – 3:30
Minutes

Present: James Fay, Paula Suorez, Dick Adams, Norman Stephens, Dick Benson, MAValerie Karnes, Steve Busby, Mary O'Neal, Dean Bernsten, Cliff Davis, Dennis VanderWerff, Cheryl Gates, Larry Board, Karen O'Connor, Jill Board, Deanna Campbell, Shannon Bliss, Suzie Ama, Jon Heaton.

Absent:

1. CIC Update – Dennis time line for CurricuNet install. Get CORs to Curricunet and will be active sometime in March. Working with Doris and other committee members to complete. The CIC website has been updated with information.
2. Student Drop Policy – Dave – the college will drop students after 10 days of registration if fees have not been paid. Exception when students have already started semester. Working on change to district policy, still up in the air. Wait listing – opportunity to help students that never show up to class you can drop after first day on site and two days for online. How are hours calculated? Looked at two full days 24 hours. District runs update on ban web at 10:30 p.m. daily. Is there any information for student to let them know they need to enter class by specific time frame or risk being dropped? Students know only if instructed on syllabi. If college policy then needs to be spelled out in specific detail. Students need to know what clock we will be using, Pacific Standard Time (PST). Online classes show for the first day to log in is January 19th. Banner shows start dates as January 18th. Banner must show January 18th in order to remain in compliance. Add/drops stop on the Saturday of the first week of the semester.
Send your concerns to Dave Cornell and he will work on clarification.
Jim created a one page step-by-step instruction sheet for wait listing. This has been placed in mailboxes, mailed to all adjunct faculty, sent via email, and is available around campus. You can only add a maximum of 5 from the waitlist. If you have strong case for an exception please contact Jim and Dave.
Training session during flex day and Charlie will be here from the district.
Couple of instances where there have been lots of students on waitlist and Jim has authorized opening new sections. Good information for the future.
In the future we need to have the system move the students from the waitlist to the new open section.
We are cutting new ground and other colleges have not experienced these issues.
There may be a programming disconnect and we should be able to do mass enroll, currently we can do a mass drop.
Send comments/criticism/recommendations to Jim and we will revisit this topic in two weeks.

3. Budget update – Jim

The silver lining that governor announced is that higher ed has taken enough of a financial hit. Reduced categorical funding will remain at its current level. Student fees remain at \$26.00. No new cal grant awards beginning 2010.

Jim has asked Erie Johnson to work with Cal City and Tehachapi prisons to see what we can work together.

Will the 50% law and the 75/25 be suspended? Are there discussions about this. Do we have a local plan? Dr. Retterer is moving forward with a plan gleaned from different groups. Not her intention to implement plans that should not already be happening at this time.

Budget Development Committee meeting was cancelled for today. No additional information and the Directors of Administrative Services and District Office will be attending ACBO at the end of this week.

Student Services met last week and forwarded their recommendations for the 10% cut. Management has also created a plan and submitted it to Mary.

When will we know about summer and fall schedule. Everyone should plan to do as we did last summer. Let's assume we will run as robust operation as possible. Keep in mind we may need to be flexible.

Psychological tension is running high. Discussions of riffs happened last semester and the time is approaching.

4. Low-enrolled classes – Jim

Minimum enrollment is 18 for prerequisite 23 for non prerequisite. Do your best to get enrollments up, and if not able to let Jim know, we have several classes with large waitlists and we could open additional sections.

Open Lab supervision money – should know by the end of next week.

5. Course material fees updates – Jim

Please review course material fees for your department. Let Jim know if things need to change.

Revenue from one course should be shown in the budget for that course and we need to be able to compare revenue and expenses.

Motion by Dennis VanderWerff and seconded by Mary O'Neal. Motion approved. Jim will ask for a detailed breakdown on material fees.

Dick Benson tells his adjunct faculty to look at bodies and materials costs and add 20%. COR's include the minimum amount for the fees. Fees need to be reasonable. When doing the COR's just list the take home items.

6. Three-year department schedules – Jim
If you have not submitted to Jim please do so ASAP. We will need these for accreditation.
7. Unit Plans – Jim
Due in December, if not submitted already please do so ASAP. Send unit plan to Jim electronically.
Summer and Fall information is not in ODS but the lecture lab calculation is incorrect again. Jim will work with Marc Beam to correct.
8. New KRV Director – Erie
Came to us from Oregon, born in California, spent a good part of his career in Alaska. Has lots of Career Technical Education experience. Jim has asked Erie to work with Valerie and begin nurturing relationships. In Alaska he had 10 satellite campuses and some were accessible by plane or boat only. Our large service area is not too much for him.
9. Special Compensation Agreements - Jim
These must be justified in great detail. Going to be a hassle for the future, and need to justify the heck out of it. Anything outside of release time, or full time obligation needs to be accompanied by a Special Assignment Compensation Agreement.
10. Catalog deadline – Jim
Trustees wish to review the basic information in front and back of catalog for BOT approval. Jim will find the date. Anything affecting programs will not be on the table. Question as to whether we will print the catalog. There are some obligations that we must meet.
What is deadline for catalog changes? Jim will find out and let the chairs know.

Catalog rights are not as firm as people thought they were in the past.
11. Consultation Council Report – Matt
Jim asked Matt to give an update on Consultation Council monthly.
12. Sending proposed schedules to Paula – Paula
Make sure counseling is in the loop. Counseling reviews all information as a group, not individually. This is a way to allow counseling to give feedback. They look closely at Math and English.
Due to budget issues across the state our student population is changing. We will have less middle ground of students. We have younger demographics as well. K-16 Bridge is helping with this. CHDV calls it P-16.

Jim will not be here for Faculty Flex Day on Friday.
13. Solicitation of grants – Jim

District applied for Green Jobs Grants SCE through and we are one of 10 colleges in CA will give 50 students at Cerro Coso up to 2,000. Have some requirements attached for the students.

OSHA promised 50 million matching dollars, and we can leverage grant money.

New district position how is this funded?

How will the students learn about this program?

Two year program – what is the beginning date. Valerie will check.

We are waiting to hear from National Science Foundation. There is a lot of competition. Cerro Coso has been included in two NSF grants as the primary stakeholder. Probably won't hear anything until June. There are other grants in process as well.

Bonita Steele is the district contact for grant writing. Any ideas should be funneled through her.

Think about grant options with hard financial times ahead this will help.

14. Other reports

Mammoth Lakes – number of low enrolled classes and in some cases moved the start date back. Counseling hours are not adequate and Greg only returned yesterday. Lots of students are waiting for placement scores.

Employer Summit February 26th 8:30 – 1:30

On Thursday night we will host the K-12 nontraditional occupational outreach for the students. Funded entirely by employer and grants, no general funds will be used.

The contractors have lived up to our expectations – gas lines, fire hydrants, etc. have been issues, the blue prints we have for the campus allowed for onsite adjustments. So things are not where there are indicated on the prints.

Faculty Chairs Meeting

February 9, 2010

Minutes

Present: Karen O'Connor, Jon Heaton, Norm Stephens, Paula Suarez, Mary O'Neal, Cliff Davis, Dean Bernsten, Dennis VanderWerff, Steve Busby, James Fay, Larry Board, Matthew Crow, Cheryl Gates, Suzie Ama, Erie Johnson, Deanna Campbell, Dick Benson, Dick Adams.

1. CIC Update & coding issues

Dennis reported that coding progress has been made – Math, English, ESL and Reading are complete.

CTE Coding – all the changes that are needed to track progress have been made. This is required and affects Perkins and VTEA funding.

2. Technology Trends

Dr. Fay shared the Horizon Report with the chairs. A copy of the report is attached. Technology for the future, mobile commuting, open content, IPAD, etc.

We need an online technology department where faculty can go to learn about new things. There are white boards in the LRC that people don't know how to use. We are lacking in direction. Take a look at getting media into the classroom.

One big problem – overhead projectors are no longer being supplied.

James Fay, Deanna Campbell, and Shannon Bliss will work together on E-Books in higher education, and will report back to the chairs at a later date.

3. Consultation Council Report

Matthew Crow, Academic Senate President reported the Board of Trustees is no inserting themselves into curriculum. IF you have suggestions please send them to Matt. BOT is interested in enrollment management, and feels that curriculum should be the same at all colleges. But that is not the case and not a good idea. Why are we hiring another new Assistant Chancellor was asked by several faculty members.

4. KCCD Board curriculum meeting

Matthew Crow and James Fay reported that the Board of Trustees meeting where the CIC information was presented was rather anti-climatic. The board would like to know about enrollment management not curriculum. This is an issue due to the Bakersfield College certificate issue.

5. ESCC – Deanna – no report

6. KRV/SK – Erie

7. Other

Coding correction – status? Lecture/Lab coded incorrectly and this makes our productivity look bad.

There is a possible fix with the new Banner version which will be launched later this year.

This has been going on for the past 4-5 years and is costing us money and new faculty positions. The “fixes” are not working.

We have lost faculty in the past and the numbers are not showing this information.

We need new/replacement faculty.

Watchdog – Institutional Researcher

If the college offers an all online summer schedule this will negatively impact both KRV and ESCC.

Faculty Chairs Meeting
March 9, 2010
1:30 – 3:00

1. Student Complaint Forms and Procedures – Jill

Memo sent out on Feb 20th with updated process to help get the word out. Copies of memo, level 1 document, and draft of brochure. Not easy to update and has not been updated for many years. Hearing panel did not change. Process originally as Jill remembered was never enforced. Chairs have been handling informal and formal complaints. Formal is level 1. Informal no one wants to put anything in writing. Chairs should not have to be involved, unless level 1. Dr. Retterer decided all must come from the VPSS office. Grade changes do not belong in this process. Grade chg issues are a conversation between VPAA, chair, and faculty member. We need a repository of these issues. Additional info needed for Level 2. All level 1 complaints will be housed in VPSS office. Student conduct is done by student. Accreditation would like to see that issues are resolved. Up to this point the chair has handled the issues in an informal manner. lowest level. Should we have files by student name and by faculty name. Call out the informal process on the documents for the students. Jill will make the correction and call out the informal process. That is what the faculty would prefer. This will help resolve the miscommunication that takes place. Jim's experience is that 75% of complaints are resolved at lowest level. Shannon is concerned that the union was not involved in the change to the process. She is concerned about how keeping files by faculty member will create an issue. Course content can be very controversial and can result in many complaints. Faculty chairs would like to be involved in the process and language changes. Previous language "have you tried to speak to the faculty member" is a very important question. The board policy is clear. Jill needs the faculty chair help on the process. Conversation should be between faculty and student. Previous documents indicated that the student should have attempted contact the instructor, then if no resolution contact the faculty chair. Departments worked out a plan in case the chair was the faculty member they experienced difficulty with. The students need to have a actual conversation with the instructor, no via a blog or class forums. There needs to be a one-on-one discussion. Dennis is concerned about complaints against course content. The students should be told that this is a college course and they should read syllabi, course outline of record, and course catalog.

Jill will call out the informal process find the old docs Jon explained, and adjust the documents accordingly.

Panel makes recommendation to President and President makes final decision

Level III panel - committee

Level II talking to VPSS

Level I

Immediate supervisor and faculty chair needs to be clarified. The faculty chair is the supervisor? Asking for clarification. Fac chair has supervisory duties, are they actually the immediate supervisor.

If the process is circumvented, you should clarify

This process is also used if a student has a complaint against a staff member.

Add the words that will clarify the supervisor/faculty chair and when you use which. Jon recommended using a footnote to reference the faculty chair/supervisor.

Shannon concerned that the faculty will have large complaint files.

The informal process does not have any paperwork attached to it.

Cliff feels the previous process worked well.

Jill has taken notes and suggestions; she will rework the document and invites others to review.

Does the faculty chair have the right to dismiss the level 1 complaint if determined frivolous. This is addressed in the brochure. Faculty cannot end at level 1, the student has the right to continue with the process if they choose. If student can explain why the process should move forward, administration and the chair will both be involved in at this point?

Make the forms online fill able, print and requires a signature.

Discrimination is now handled by Human Resources and the district. Course content based on religion, sex, etc.

Common for complaints to involve several aspects. Unclear on how this should be handled.

When complaints come to administrators will they recommend that the student contact the chair. It is advantageous for the student to contact the faculty chair. If administrators are not following that process Jill will bring this topic to Admin Cabinet.

Add revision dates for all forms, documents, etc.

Make changes, email to all for feedback, and add revision dates to all documents.

2. Budget – Gale

Good news and bad news. Good news almost 3 million extra revenue not allocated and will be allocated in current year. Revise when Tom returns. Posting error of almost 3 million on OPEB bond, posted to wrong account and will not charge back to college. BOT has agreed to match any reserve contribution up to 1 million dollars per college.

We have been asked to build budget on 10% reduction based on this year. Asked to do zero based budget linked back to core mission, basic skills,

What about strategic plans? Lots of things we are going to do and said we were going to do. Are we to ignore that? It appears as though all links to strategic plan and review of the BAM to not have taken place.

Line of stabilization funding – BOT saw the 3 million dollar reserves at each college and directed Tom to zero stabilization funding.

BAM evaluation meeting held a week ago, next meeting will be on March 17th.

Looking at 10% cut but given okay to use match reserve not to exceed 1 million. Cerro Coso currently has 3 million in reserves. 766K put aside for midyear reductions, will receive ½ million in addition. Total of 4.3 million in reserves. 9 million kicked in from both sides. Will bring district reserves down. The district would like to keep a minimum of a 10% reserve level.

Why will we cut 10% when we have such high reserves? Ongoing costs, step and salary increases, benefits increases, categorical costs that were previously covered by categorical funding, increase in utilities, rents, etc.

Cut of 100 sections previously, are we looking at cutting deeper with the required 10% cuts. Will those cuts be in addition to the previous cuts. Current adjunct budget is not spent as we thought.

Jon asked if the faculty chair reductions were still on the table. Lots of ideas were thrown out for possible savings. Mary was directed to create a plan that would show 5 10 & 15% cuts. The idea was to show how far we can go before we are up against the wall. The faculty senate is looking at faculty chair re-organization. Have we looked at what current cuts will do to the faculty chairs? Matt is waiting to see the updated release time.

Gale thinks out FTE target will be the same as this year.

Budget committee meets on Thursday to begin process. Budget sheets will sent out in the next week or two, there will be a short turn-around time. Must be completed by the end of May.

Jim will get an FTE target and can work with the faculty

Cerro Coso was at 2.99 or 3 off of our target. Summer fall spring to hit target.

Down approximately 90 sections for summer. Danger that we will cut to much. Many students out there waiting, if known we have space other colleges will send students.

CCSF311 actual report to state on district performance. District made profit of 9 million in general fund only. Increased reserve balance in first 6 months by 9 million.

No faculty cuts, no furloughs, so far which Mary stated is fabulous. Mary will get copies to the chairs. Lots of adjunct faculty have been rified.

3. iTV & Online Best practices – Dylan

Best practices are sent out at the beginning of each semester. This was not sent out this semester. We have faculty certification in place. Self paced online faculty training available. Dylan asked if there are any online faculty training requests. 2 so far. Dylan is not getting out information to faculty. Doing awful job of communicating with adjuncts. We are not making progress on staying on cutting edge of online education. Pedagogy and technology sent forward specific training needs for faculty new to online environment. What we have is not stellar, but basic. Certification program is somewhat out of date. Use of old technology techniques, which needs to be updated. Students are exposed to lots of different technologies. Karen does not feel we have environment to help people along and evolve their courses. Best practices here should be forward looking and a dialogue here. We are reactive and not proactive. All working in isolation, scared that we are not longer cutting edge and leading the way. Discussion of convening advisory committee to create long term plan for technology. Dylan will send out notifications to cc_faculty.

Proctored tests should be easy, online tutoring not set up and why not. Distance Education Advisory Committee was conceived to create advisory committee of faculty involved in online and experts outside to advise us about distance delivery, certification program, and hopefully find means to accredit online program to attract students from all areas.

Jim is working with old colleague on possibility of getting online program accredited. Accreditation is predicated on what the needs are for all faculty. We should be talking about this on an ongoing basis

We have in-house training center that is not utilized. Advisory committee will be used to make certification valid.

How do we compel students to attend orientation to be successful? Job is to think ahead of things that could be done and assist us to move ahead. We need to get information out.

Online certification is a CTE program. Advisory committee should be polling other colleges for their needs in faculty training.

Incorporate online orientation for every online class. Possible solution is open entry, open exit online orientation.

Wait listing committee is working on the Moodle issue.

Kiana Wyatt and Lori Olivera are there to help with online issues. Kiana is the Moodle expert, Lori is dedicated to online training.

Counseling has been discussing addressing minimum computer skills for students.

Training for new versions of software need to be coordinated

ACTION ITEMS

Technology Plan – Dylan

List of minimum proficiency computer skills for online students – Paula

Printed instructions on how for basic computer functions –

Every room with ITV containing all numbers and who should be called for issues

Moodle Introduction for students

RESOURCE ALLOCATION – UNANIMOUS VOTE

More money to focus additional online training and updates – check with Jim

Computer access in all classrooms is mandatory – Smart Classrooms required

Student Learning Contract for Online Courses

Place these should be discussed is at Academic Senate, if Academic Senate does not wish to discuss then should be directed to Pedagogy and Resource Committee. Form D addresses the issue of each modality and how they will deal with Early Alert and faculty expectations.

Beginning of each semester each online faculty member should receive the expectations for all online faculty.

This was prompted by the new process for wait listing. Karen experienced several issues with students who “strung” her along. She feels the need to error on the side of dropping early. She sent out several email reminders and attempted to make valid determinations prior to dropping.

Out of 50 per class there are 30 serious about taking the class.

State is counting drops against us.

Students are not getting the emails. We can use the CC Alert system to send a message to all students directions need to be clear on how to link the email accounts. This will be called CC Information. Do we need to offer the option of a preferred email address. Jill will check with Charlie at the District Office. Can students receive information on cc email address during the registration process. Working with A & R to inform the students on how to access their college email address. We must be clear for the students. The student will not remember the Cerro Coso email address if they are not required to use it. Only time they are required to use the campus email is when they log into the – **ask Dennis.**

Can there be a screen during the registration process that exposes the student to the fact that they do have a college email address.

State now has category called DR which students drop between 20 & 30 % drop date. The students were lost in the system. DR Code tracks which students are dropped prior to 30% date. Success rates are lowered and new baseline established.

4. Scheduling – Jim

To save money we will not print 104 page schedules. Will use Rapid View Schedule and contains prominent link that Dylan will build containing the boiler plate details. Have we considered the KRV site and the lack of computer or high speed internet. Schedule is out of date before it is returned from the printer. Will the file be updated regularly?

Jill explained that the core content of the schedule containing specific student conduct, etc.

Shannon does not feel the rapid view contains enough information for KRV. Schedule is posted on the bulletin board at each site.

5. Timelines – Karen & Jim

6. Student Learning Contract – Jim and Jill

7. Recommendations for Library Screening Committee - Dylan

8. Other

Department Updates, if any

Faculty Chairs Meeting Draft
August 17, 2010
1:30 – 3:30

1. New Hires – Jim
2. Budget – Jim
3. Faculty Training for iTV and Moodle – Todd
4. 2010-11 Chairs Calendar – Jim
5. 2010-11 FTES Targets – Jim
6. AB 1440 - Jim
7. Advertising for Adjunct Pool - Jim
8. Backup person for complaints against a Department Chair - Jim
9. Spring schedule meetings – Jim
10. Addition of more iTV classes & coordination with asst. schedules – Jim
11. Instructionally-related equipment funds – Jim (need a subcommittee)
12. Other

Department Updates, if any

Faculty Chairs Meeting Draft
August 17, 2010
1:30 – 3:30

Attended: James Fay, Jon Heaton, Matt Crow, Julie Cornett, Dean Bernsten, Loren Sandvik, Norm Stephens, Cheryl Gates, Shannon Bliss, Cliff Davis, Heather Ostash, Paula Suorez, Dick Adams, Steve Busby, Deanna Campbell, Suzie Ama, Mary O'Neal, Valerie Karnes, Karen O'Connor, Larry Board, Todd Coston-guest.

1. New Hires – Dr. Fay introduced the new additions to Cerro Coso.
 - a. New Chairs – Loren Sandvik and Julie Cornett
 - b. New Instructors - Scott Cameron – Science and Bob Phung – Math
 - c. Heather Ostash – Vice President of Student Services
2. Budget – Dr. Fay announced that there has not been any forward movement on the budget as of today. The legislature has not moved ahead. Waiting to see what the BIG 5 comes up with. Stalemate typical in Sacramento, hopefully will have a budget eventually.
3. Faculty Training for iTV and Moodle – Matt Crow stated that training should begin in October or November. Dr. Fay invited Todd Coston Interim IT Director to update faculty on iTV and Moodle. Todd stated not much to update on, but there have been some changes to the rooms, updated some equipment and hopefully irons out long term issues. If teaching in one of the rooms connect with Julie and she will be conducting quick overview at flex day. Work with Julie regarding specific issues. Colleen Miller also around and very knowledgeable. ESCC issue ask Mike Barrett or Deanna for help and training. Moodle Training – will we have some enhanced training? Piloting Luminis on Monday. Handful of instructors serving as pilot tests. We are hoping to go live in the spring. Todd involved in

back end of Moodle on the Banner side. Todd explained how Moodle and Luminis will interact. Any add/drop/change classes currently in MyBanWeb will occur in Luminis. Face to face classes are listed in course studio for postings, syllabus, etc. Everything will be driven out of Banner. Transfer of courses will be done by the instructor with Moodle. Kiana will no longer be transferring for instructors. On ground students will receive much more information in a timely fashion. The pilot will help resolve some of the issues. Course studio is not the actual course and students could be confused. Discussions have taken place and all campuses have been involved. Who are the faculty reps? Matt Hightower, Suzie Ama, Elaine Rudis-Jackson, and one additional faculty serve as the test pilots for CC

4. 2010-11 Chairs Calendar – Dr. Fay shared the faculty chair calendar for the 2010-2011 academic year.
5. 2010-11 FTES Targets – Jim
6. AB 1440 - Jim
7. Advertising for Adjunct Pool - Jim
8. Backup person for complaints against a Department Chair - Jim
9. Spring schedule meetings – Jim
10. Addition of more iTV classes & coordination with asst. schedules – Jim
11. Instructionally-related equipment funds – Jim (need a subcommittee)
12. Other

Department Updates, if any

**Faculty Chairs Agenda
10/12/10**

- 1. Minutes**
- 2. Faculty Hiring Proposals**
- 3. Spring Schedule:**
 - a. Counseling feedback on block**
 - b. Final timeline**
 - c. Textbook adoptions**
 - d. Print version?**
- 4. Interim VP Academic Affairs**
- 5. Institutional Research Requests**
- 6. Academic Timelines Calendar**
- 7. Waitlist Recommendations**
- 8. Articulation/Program Review Tools**
- 9. Other?**

Faculty Chairs Minutes
10/12/10

Present: Shannon Bliss, Steve Busby, Heather Ostash, Loren Sandvik, Dick Adams, Julie Cornett, Bob Phung, Norm Stephens, Jon Heaton, Cheryl Gates, Paula Suarez, Mary O'Neal, Cliff Davis, Matt Crow, Dean Bernsten, Deanna Campbell, Suzie Ama, Karen O'Connor

Absent: Larry Board, James Fay

1. **Minutes** – Minutes will be provided at the next meeting.
2. **Faculty Hiring Proposals** – We must now justify all replacements. It is no longer automatic for position replacements. Replacement faculty positions are not the prevue of the Academic Senate; they are the responsibility of the faculty chair group. The retirements are already budgeted. A process for replacements was created in 2001. We need to clarify the process with the College President and continue to work on standardization across the district. For now we will use the current process for replacements. Academic Senate deals with the requests for new hires which are handled separately from replacements. The chancellor will want back data to support the request where it is new or a replacement. Currently there are replacement requests for: Counseling, Visual & Performing Arts, Math, and Social Science.

Counseling – replace for Heather's position, proposal for new position as well due to a vacancy in the department when June W. left. ESCC & KRV have one fulltime counselor each. IWV has 1.5 fulltime counselors. There is a possible re-org that will take place and the counseling is in need of replacing Heather's vacant position. Heather did keep Matriculation and Articulation when she moved into the VPSS position. 2 years ago categorical funds were cut and two counselors moved into fulltime teaching positions.

Math – chair is not sure what will happen with one of the fulltime faculty members right now. The person may decide not to return to Cerro Coso. If the faculty member does not return the chair and the department will continue to work and bank load. All math faculty members are scheduled 1.6 load for spring.

Visual & Performing Arts – the theatre position needs to be reconsidered. This is a good time to evaluate decisions made by previous administration. Should the Senate confirm the decision to bring theatre back to Cerro Coso and reinstate the previous employee? The program was suspended, not eliminated. The program is not dependent on facilities.

Social Science – this department has two positions that need replacement. 1 – History and 1- Political Science. With the retirement of two long time Social Science instructors the department the department will no longer have the full-time services of two crucial

members, which is a reduction of 33% of the department's full-time faculty. No qualified adjunct faculty available to teach on-site at the IWV Campus.

Should the chairs make recommendations in priority order which are then passed to the College President? This has not been the case in the past. The chairs have voted to either forward the requests or not. This should and had been looked at as separate issues in the past. The president needs to present the replacements and the new position requests as two separate issues. Cerro Coso is losing ground on our FTFO. What goes to the College President? A response from the faculty chairs to the president? The chancellor is requiring data and justification for all positions. What is necessary and what is the expectation? Do we have a template for replacements and if so where did it come from? The new position request is available.

The process was established in 2001 and has not changed. How we present the data is on us. This is an ongoing process for establishing replacements. Voting will be conducted in the faculty chair meeting. This process is past practice and has been codified. Voting should be done via ballot in the future.

Math – Tabled until actual replacement is needed.

Art	9 YES	2 NO	1 Abstain
History	11 YES	0 NO	1 Abstain
Counseling	11 YES	0 NO	1 Abstain
Political Science	11 YES	0 NO	1 Abstain

ACTION: Develop two separate forms. One from for replacement requests that should include narrative and supporting data. A section for how this fits with the mission of the college.

ACTION: Faculty chairs requesting replacement positions will need to be completed on the current new hire request form which will be forwarded by Paula Suarez.

ACTION: Heather Ostash will communicate with Jill Board on recommendations. Supporting documents will be ready in two weeks.

3. Spring Schedule:

- a. **Counseling feedback on block** – HCRS and Computer Lit are on the scheduled during English and Math. A better time might be late afternoon or Friday. Late afternoon from 2:00 – 5:00 would work best. It poses a problem when the class falls in a block of reading, writing, and math. Medical Terminology – no on campus class available. Basic Skills classes are working well right now. Art Degree – no 3D design class. Transfer level is fairly well covered.

b. Final timeline –

November 1st - final textbook adoption due to Natalie.

November 8th online schedule and textbook material lists must go live. This is a new state law – textbook information and the scheduled must go live at the same time. Natalie is working on getting book adoptions out and she will need immediate responses from the chairs.

November 18th priority registration begins.

ACTION: Bring 2010/11 Academic Timeline/Calendar to the next faculty chair meeting which is scheduled for October 26th.

ACTION: Heather will bring the proposed annual calendar to the next meeting with the following changes: Change actual dates to – ex: First Draft Schedule Due 3rd week of October , instead of a hard date.

c. Textbook adoptions – State law now requires the colleges to have the textbook information go live at the same time as the schedule. Please make sure you return your book adoptions to Natalie ASAP.

d. Print version? – Rapid Views have been late the past 2 semesters. Post cards may be used instead. They can be done in-house and will contain the website information for students to view the most current and up-to-date schedule. The website needs to be more robust as well. WE are trying to expand computer access for the students with kiosks in different areas. The LRC will need to be open to accommodate the students that need to use the college computers to register. KRV has limited access which is a huge issue in that area. Students must obtain computer skills. Can we create a printer friendly version of the schedule? Block online PDF format?

ACTION: Bring the 2010/11 Academic Timelines back to the next meeting. Heather will bring the unit plan template as well.

ACTION: Heather proposed an annual calendar of all dates that will affect the faculty chairs (schedule, catalogue, unit plans, program reviews, and load sheets).

- 4. Interim VP Academic Affairs –** Yes we will conduct interviews for an interim. One the timeline has been established we will begin the process. The college is working with a consulting group. Only those on the headhunter list will be able to apply for the interim position. No one in-house will be able to apply for the interim – WHY?
- 5. Institutional Research Requests –** The chairs need consistent data for both program review and unit plans. Data requests by department and discipline.

Action: Heather will verify how requests should be sent to the new Institutional Researcher. Tina Tulle will be invited to the next faculty chair meeting.

6. **Academic Timelines Calendar – discussed above**
7. **Waitlist Recommendations** –Waitlist recommendations were presented at the meeting. The information contains best practices and is strictly a recommendation.
8. **Articulation/Program Review Tools – tabled until October 26th meeting**
9. **Other?**

Room Assignments – Jon Heaton requested this agenda item be added to the agenda.

Cerro Coso College needs smart classrooms. EW contains old technology in the classrooms. Carts are an issue – if they are reserved they are not in the classroom as reserved or the cart does not work properly if at all. When you cannot show a film in a class that is film based it makes it difficult to educate the students. Classrooms are assigned and then without notice are then given to another faculty member. Need more smart classrooms. Three VP's ago Humanities was placed at the bottom of the list.

How can we be sure the new smart classroom equipment will arrive and be installed? The new smart classroom equipment is being purchased with the Instructional Equipment Funds and the money is already in place and waiting for the quotes to be received.

ACTION: Classroom scheduling will be placed on the next agenda. The chairs will discuss process, equipment, and room capacity.

Next Meeting – October 26, 2010

Faculty Chairs Meeting
November 9, 2010
1:30 – 3:30

1. **Research Assistance** – Tina hand out a copy of awards by program which is different this year by one or two. The information rolls on continuing basis. May be run by department top code or by department. Great way to review and validate data. Affects ARC report if the data is wrong. She sent email on Friday that answered questions from last meeting. This is the perfect time to review data and correct problems. IRs are struggling with data from previous top codes. That is a complexity that the researchers are dealing with. Data is not bad just difficult to get accurate data out. If chairs don't know where data pulled from how do we know if it is accurate and offer good feedback. Is this data coming from Banner and if so where in banner. Cerro Coso does not have a Pre-Engineering degree. We need to remove that title. Tina saw it in IPEDS data and will check the Chancellor's Website for accurate information. Catalog rights may be the reason why it is showing up on the report. ODS report compiled by Lisa Fitzgerald. Banner information is dumped into ODS every night. Discoverer is used to create reports. District wide effort to pull data in the same manner. Constant concern regarding pulling data and there are different needs when pulling data for each college. This needs to be consistent across the district. Need same data guidelines. Tina working with front line staff to understand the processes we use to ensure data entry is consistent across the district. Data mart over the summer indicated that CC had zero online courses listed by the state chancellor's office. Corrections are being made to the information. Unit Plans – what type of data is needed and what is the point of unit plans? The unit plan leads to the program review which ties to budgetary decisions. Unit plans also tie directly to the Educational Master Plan. How reflective is the unit plan supposed to be? How far back do we need to go for the annual unit plans? Last data received from Valerie was a snap shot 06 – 09 including retention. Timeline for unit plans has changed frequently. We should be using the same semester data and which one would be used across the board? We need to be consistent. The program review and the unit plan data will be the same. It is an afterthought. Program Review data was shared at the last meeting and did it include fall 2010? No it only goes through summer 2010. Tina sent out the email right before the meeting. Begin looking at what is needed on a yearly basis and determine what

Program review and unit plans feed the educational master plan. The loop is not complete. No current program review committee. Need to be meaningful, feed into each other, and complete the loop. Jim emailed the information that should be included in the annual unit plan. Who looks at the unit plans? We need for accreditation purposes. If they are done correctly then yes they are important and they should drive budget processes. The loops are not closing and in different counties. One should drive the other and ultimately driving how our resources are used. How do we make it meaning and that all pieces fit together. Needs to be consistent and done right there is lots of meaning. We just have not completed the loop. Good news is that we have lots of good work and we need

to pull it all together. Heather and Suzie attended a good session at the BS conference. We need to ensure the process is integrated. Senate is taking a step back and looking at the big picture. Some colleges have an institutional effectiveness committee. Used to justify your budget requests, and adds value to the department. Is there any value outside the department? Resources that need to be included such as technology and faculty requests.

Course outcomes – It is important to summarize and discuss global improvements for the program. Unit Plans are due week of December 3rd and the data will not be available yet. What is our current target on learning outcomes? Accreditation visit due in fall 2012. Working backwards that is 25% each semester starting with Fall 2010 semester. Suzie will send updates on the program outcomes, SLO's, and timelines for what is needed and when. Why two different due dates for this task? If you received data second week of January that would allow one month to incorporate. Think, of research questions that you want to ask and submit to Tina by December. She will pull data and provide to the chairs. No point in collecting data in middle of semester. Need to collect at the end of the semester. Set deadlines around when data is available. If decisions must be made in late January or early February you will want to collect data that will help with budgetary decisions. Program trends are helpful. Three, five or six years may be helpful. How many years work best? Program review is every six years and that would be best. Counseling unit plans always contains 5 years of data.

Have TOPS codes been corrected back over the past 6 years? Program written this week to verify the correct tops codes and errors will be corrected.

Counseling Unit Plan has always included the previous year's data, and bases the needs of the department on that data supplied. Using consistent data will allow unit plan consistency.

Who looks at the completed unit plans? Chairs do not receive feedback of any kind. This is one of the least favorite things required by the chairs.

ACTION ITEM – Tammy or Jim will send Unit Plan template to the faculty chairs.

2. Student Library Projects - Julie Cornett

There are some library components not very formal. When Julie was at ESCC she helped faculty incorporate library resources into their classrooms. IC class is required for AA. SB1440 make undercut that. She is looking for more faculty input and support for the information competency skills. No formal process in place for getting this information out to students. She is trying to get faculty to bring in students and can tailor the presentation to your classroom needs. Work with Julie on how to build information competency skills into the curriculum. She is working on virtual version, and need to work on updating the LRC website to make it more instructional. She has some obstacles the deal with on that issue. She is here to help and has money to spend on resources. Three faculty members have emailed Julie with requests. Julie has been sending emails out via listserves, etc. Chairs should be talking to their departments to see what needs can be met. She has worked with the Basic Skills English class. Topic – organization and

library research. Julie can tailor to your needs. You may also add class portals on the course websites. She is knocking on lots of doors and getting some results but no formal integrated platform. Chairs should consider meeting with Julie to develop some formal process.

3. Travel Procedures – Tammy

Travel must be approved in advance. We have a limited budget for faculty evaluations. College cars should be used when they are available. The college cars are checked out through the switchboard. Please make sure that the travel forms are completed and signed off by the appropriate administrator prior to leaving on travel. This is to protect the employee while conducting college business. If you choose to take your own car and there is a college car available you may not be reimbursed the mileage. Try to plan in advance. The cheapest means of transportation should be used. Meals are reimbursed depending on travel times.

4. Temporary suspension of the Online Training Certificate & Courses – Jim

@ONE will provide the faculty online training. @ONE took over the online training from the CVC training from Cerro Coso. The last CIO meeting they shared that there is no flexibility on this issue. The state has called out this issue in particular faculty training for credit. The training must be delivered in a means other than for credit. No lack of interest and support for training faculty. The cost is higher if the units are needed through Fresno University. We needed to respond quickly as we should have addressed this issue a while ago, so there is no way to continue our training as it currently is offered. Cerro Coso cannot offer them for credit any longer, they can offer as workshops, or training on campus. @ONE also has on demand training available. It has not been determined that we will not do any training. The distance ed committee and Academic Senate will work on this. Courses cannot be offered as they have been offered in the past. There is no flexibility in this decision. For online teaching we require the online teaching certificate. Every department is doing this differently. Where is it written down that we require the online teaching certificate or the three specified classes? It is not in the contract. We are not consistent with the requirements. We need to have our own defined means of training, or our own defined multiple options. We need to determine how that will look for us. Nobody is excited about having to go in this direction. It is an issue that has been raised and must be addressed. There is no flexibility. The distance education task force will begin looking at different options and make recommendations. The DE committee is a task force. Membership is being determined, Heather and Matt Hightower are co-chairs. Committee members include Laura Vasquez, Suzie Ama, Corey Marvin, Dean Bernsten, Deanna Campbell, and Karee Hamilton. It is a relatively small committee with issues that need to be addressed immediately. The committee will ask others to join when expertise is needed. All recommendations will come to senate for discussion. First topic will be - what are we going to do with online faculty training. There are multiple programs that will have affected faculty members with the change in More than 50% FTE comes from online, and this cash cow is starving. There is a little bit of money placed in Moodle, and the 24/7 help desk. Some chairs feel strongly that we are not going to have instructors teaching online without the appropriate training. There is a miss-match. All faculty members in some

disciplines are required to have online training. Several chairs have taken @ONE courses offered and thought they were very good.

We also need to consider using the University of Phoenix or Kaplan programs so that all faculty members are receiving the same training. Possible faculty mentors for first time online teaching. Possibly offer a three week training here for potential online faculty members that will include an orientation.

When we get to there, and budget is better, can we put \$5000 a semester aside for training our online faculty? This would be first-come basis. This would help ease the Board was explicit with Andrea Garrison (union rep) that there is lots of money and all the president has to do is ask and we can get what we want.

Maybe ask the board for a 50/50 grant to cover training expenses for adjunct and fulltime faculty. This could also make an impression the accreditation committee as well.

Hope the committee will look at incoming faculty in the pipeline for training needs.

5. Faculty hiring and replacement positions – Mary

Replacements require justifications for the positions. Heather forwarded the required form to the chairs with instructions on completing them. Not sure if Jill has received anything back yet in order for this to move forward. As soon as Heather knows anything more she will provide an update.

Jill will be requesting three new positions from the Senate which are not in priority order. She is working on a two and three year plans as well. Over the next few years we will be hiring additional faculty. Jill has spoken with all faculty chairs regarding this.

Heather forwarded an email to the chairs requesting that the chairs write up the justification for replacement. The format for new positions will be used for this replacement positions. When will faculty learn what positions the President presented to the Chancellor? When KCCD placed over 6 million in reserves last year three new positions are not enough. We know of at least two retirements. Three new positions is not enough and who is going to fight for faculty?

ACTION ITEM – Heather will follow up with Jill on the status of replacement positions.

ACTION ITEM – Matt will find out what the three faculty positions will be presented by President Board to the chancellor.

6. HR new faculty advertising form – Jim

PDF version of the advertising form is available but difficult to work with and Jim is hoping to get it revised a bit. Will try to

7. <100 level courses – Jim

Something that came up during the Basic Skills meeting. Context is some students taking two years of Basic Skills courses, don't prohibit them from taking other courses. But there are advisories and students tend to get in over their heads and then fail. Research from the university shows that students, who begin at Basic Skills level have a better

chance of graduation or receiving a certificate than the students who start out in higher classes and are unsuccessful. Right now harder for students to take something other than Basic Skills courses and do well. Several years ago Cerro Coso did have many courses below the 100 level that are degree eligible. Courses that would be easier for students to take and get college credit, but they are non-transferrable. Talking to a few chairs and asking for consideration if appropriate to their program. There may be some lower level classes in the inventory. We are going back to the lower level courses. They fulfill requirements. They will be degree level for our general education requirements, but non-transfer level. At this point we don't have much in the area of degree level classes that are not transferrable. It meets the Social & Behavioral Sciences degree. SB1440 are for students that are planning to transfer. We will need to look at the entire enrollment impact. You may be shifting enrollments but will not be losing enrollment. We will not have to enforce certain requirements. This is a way of looking at what is the right transition for students that only want the general education degree. If students have the ability to take courses in their field of study at the same time they are taking Basic Skills courses they will be much more successful.

8. Other

Stand alone courses. Some may have been deleted and the website in Sacramento. There are some agriculture courses from the KRV site that need to be cleaned up. Corey and Magi are working on this. There is a whole procedure for any stand alone courses. Cerro Coso has approximately 500 stand alone courses, with tons of special topics, and recreational management. We have not really cleaned up the inventory from the past, and we are working on that now. We need to make a case for why we need the stand alone course. Magi is currently reviewing for accuracy. We still lots of clean up that needs to be done. You will most likely be hearing from Corey over the next few weeks.

Department Updates, if any

Faculty Chair Meeting

Minutes

12/7/10

1. Review of Minutes

No changes made

2. SB 1440

Included below

3. C-ID/Transfer Model Curriculum

- a. Overview-very important pieces one legislation and one approval by Board Of Governors. SB1440 signed in early November creates AA degree for transfer. Additionally, guarantees admission with Junior standing into UC/CSU system nearest your degree. Defines having 60 transferrable units, provides admission on CSU/UC campus. Student will now have option of getting degree in particular area and will have the guarantee element. Limited to only IGETSE or CSU pattern. Local AA program requirements will not be included. No additional staff required. Smoothly passage from CC into CSU system and beyond into CSU system. Community Colleges will dictate what the minimum curriculum will be. We are moving in this direction. Passage that all will agree to. If want to adopt degree we can and receive all benefits. We line up our curriculum and offer everything in core and as many as possible with extra if we line up with state then our students can obtain the degree. If we agree then our courses are better articulated with other community colleges. The community college system determines the lower level course requirements. There is a "hurry up" timeline. Must have two adopted by Fall. There are 15 models and we choose which the best fit for our campus are. Only students that are participating in CID format will be eligible for SB1440 benefits. These are in addition to the degrees we already offer. We will keep our own and keep the new additions will be incorporated.

Who sets up model degrees? Statewide Academic Senate – there are several that have already closed the input period. 10 additional degrees will open up in Spring for input. Input can also be done via online during open period. Once the input period closes the committee gods will convene and make final determinations.

Do we maintain our liberal arts degree? Yes

Transfer to local college?

What will happen to classes that we currently?

How will this impact student's with other goals? This is the 64 thousand dollar question.

What will happen globally to the students? These are decisions that we will need to make as a campus decision. We will need to determine what will be best for the

department and the students as a whole. UC cannot be legislated like the CSU's. Hopefully what will be clear is what the common core is. Built in flexibility for students to make the smooth transfer. Articulation officers are taking a stand on the 18 unit issue. There will be challenges, but steps in the right direction are being taken. TMC – Transfer Model Curriculum. There is a list of disciplines for the spring included in the hand outs. Engineering is a different issue. SB1440 does not address higher unit majors, which currently have an out.

Cannot require any more than 60 transfer units. Community College cannot require additional local requirements in addition for graduation. There are issues with students being required to re-take classes once they arrive at the UC/CSU system. Legislative addendum will be to address the disadvantage of rural community colleges without a local university. We need to begin participation in this process. Once this is a few years old the articulation that currently takes place will be going away. The focus is placed in this area now. A large portion of our students are doing local degrees. This is not the answer for all students. This presumes that the students walk through the door knowing what they want to do. Not the case with most of our students. We need to look at this department by department.

If counseling knows of an articulated pattern they will steer them towards that path. We will need to keep an eye on our enrollment patterns.

Program Review will still be required in order to see if the program is working as anticipated.

It will be interesting to see ramifications of this process.

With this process will we need to run lower enrolled classes to allow students to complete degree requirements?

Possibly we can do some district wide collaboration in order to offer the required courses required for transfer.

This does not lock students into taking a block of courses – we do have some flexibility. We need to decide on two degree programs no later than

Go to www.c-id.net and register in your area. You will receive all communications related to your department. Then sometime soon hold conversations in dept about whether or not this is of interest, positive and negative impacts, etc. If you like you can be a part of the review and there are conferences available.

Look at existing CID descriptors. If not the same, don't cover, or something different, all submittals must go through articulation office (Heather). You cannot offer the TMZ without all of your classes approved by C-ID.

We have to have two majors adopted that meet the SB1440 standards by Fall 2010. We have a relatively short time line in which we can complete this process.

We already have degrees that many of us are happy with. We are required to have two approved by Fall 2011.

This does not relieve us of the Title 5 requirements.

This will still go through the CIC process and the C-ID approval goes through the articulation officer.

ACTION ITEM – Heather will send Karen O'Connor the business information.

- b. **Process** – see above
- c. **Listserve** – go to www.c-id.net to register

4. Annual Unit Plan Model

- a. BC's Updated Template – the IR completes the trends for each department each year. What is the bottom line to be included in unit plan should be pushed out without requests. The same information is obtained for each department in the same manner.
- b. Alignment with other planning/reporting docs.
- c. Trend data
- d. Timelines – Fall spring and summer of previous year. Reflecting on goals outcomes, etc. Plan for fall, spring, and summer and identified outcomes. In January you are reviewing data from 7 months previous. Why are we doing unit plans. Valerie reads them and Heather will as well. Evaluate effectiveness of program. Drive budget process. Information is to inform what we are spending money on and closing the loop. This is what I budgeted for and this is the intended program outcomes. Do I keep the money there or do I need it somewhere else. Can our unit plan template model the program review template? Due date in October is a good date. Look at previous year data and then write the unit plan for the following year. If you submit a plan in 2010 then are you planning for what you will be doing in 2011. Student retention and completion rates are looked at in the academic year. Timeline piece is important and needs to be clarified. We need to work on the same timeline. You are basing you decision on trends and cannot predict what will happen in the future. Is there a difference between the changes of CTE and Academics? Two or three year trends will allow you to see what has happened in the past.
What are we using the unit plans for – evaluation of program and how is it working. Faculty positions needed and justification and budgeting purposes. We review data from previous year, make a plan, implement the plan, and April 15th will be the date that annual unit plans will be due. Faculty hires will be done the following year. The due date will be consistent and all plans will be due at the same time each year. The date will not be a floating date.
This process needs to be a faculty driven process.
What are the unit plans used for and when is the data needed? Faculty hires, budgeting, drives program review, institutional effectiveness.
The unit plans should be all inclusive. There should not be separate process. The unit plan should include budget, program review, outcomes, etc.
Proposal for unit plan due dates would be September that will allow us to be on an aligned process with Summer, Fall, and Spring. Bakersfield has two separate dates for unit plans; early October for instruction and late October for all other plans.

September 30th was proposed as the due date for the Annual Unit Plan due dates. When is the schedule required in order to produce the spring schedule. Paula stated that early October would be preferable. The feedback timeline would need to be included in timeline. Proposed schedule should be included in the unit plans.

BC has a tremendous amount of guidance and timelines. We need to have that same guidance. All confusion at this table came from a lack of guidance from the VPAA. Things have spiraled downhill from there.

How will we determine what will be done for next year. Need to hash out template, dates, and data dates?

We can have a faculty proposed model that can be presented to other groups. It is your programs that are being looked at, your data that needs to be evaluated and budget requests. If it is not meaningful to you then it is not helpful in planning for the future.

How do you bring learning outcomes into the unit plans? What should be in the unit plans? Unwieldy to discuss every single course in your unit plans. General information on course outcomes would be beneficial.

Create a small task force to address timeline and content of the unit plan. Corey Marvin (potentially), Heather Ostash (until interim on board), Matt Crow, Paula Suarez, and Karen O'Connor will serve on this committee.

ACTION ITEM – Tammy will forward a list of the 2010-2011 completed unit plans to Heather and she will contact the faculty chairs who have not submitted their plans.

5. Annual Calendar- DRAFT

Book adoptions good model – send schedule and submit changes to Natalie. We don't want to change something that is working. Chairs would prefer to receive the information electronically. The adoptions must be identified and the book information must go live when the schedule goes live. Last minute changes take place frequently and this also needs to come to a stop. New sections will no longer be added to the schedule two weeks prior to the start of class. Class cancellations – Heather will check on the date. We need to create a plan and stick to it. Who will be making decisions on class cancellations for spring semester?

6. Other?

Pre-requisites – an individual faculty member cannot waive pre-reqs, this must go through the faculty chair approval. There is a pre-req form.

Action Item – Paula will forward an email to the faculty chairs who will forward the information to their departments.

VPAA – one additional name from consultant that will move to the screening committee. If that candidate is not successful the President will consider going in-house for the interim.

IT Manager – closing January 5th Gale is chair of committee.

CALSTERS Rep – Someone has visited our campus once a year in the past. We need them to come here. iTV and telephone conversations do not work well. Need the opportunity for individual appointments.

Heather will work on this – possible coordination with Sierra Sands School District

Hard shut down December 20 – January 2nd . Payroll on December 17th and then again on January 31st .

PIO – just approved and out to the public.

Faculty hires – Jill should have final word today, she is currently in Bakersfield in a meeting with the Chancellor.

2 replacements

3 new

Re-Org – request for additional detail on what is new and what is re-class. Jill will be there to provide explanation. This will include a three year plan to faculty hiring. Academic Senate and College Council indicated that the movement forward in Cal City is not a good idea. Information should be provided on the possible costs for potential income. Narrative needs to be included to explain the potential duties that would be required. The rationale will identify the needs. There was no indication of the need for additional faculty. How can we drop a theatre program and justify hiring additional management? The absence of faculty position is a separate process and will be addressed. What is the release time received for different duties? Jill will attend either a senate meeting or possibly flex day to discuss the re-org. It was requested that this topic be discussed during flex day. At what point does someone actually listen to the wishes of the faculty? More than 20 proposed positions. Academic Senate will bring forward a resolution that proposes 9 faculty positions.

Heather will share the conversation with Jill.

Waitlist – Moving forward with recommendations. Main concern was when drop and roll would have to take place. Not received an answer yet. Initial answer indicated significant challenges.

How are we interrupting students by delaying class registration one day?

Enrollment key will not be sent automatically. Everything will change for summer semester due to Luminis implementation. Only hold up is the registration. Setup initially in a faulty manner. We need two servers in order to maintain functionality. Luminis is fully functional with the

exception of registration. The only way we can make determinations is to keep them within our control.

ACTION ITEM - Heather will commit to sending guidelines on Thursday morning which will include clear instructions, how to deal with Moodle, information to student on class access. This will be sent to all faculty and faculty chairs – to include all faculty (fulltime and part-time). There will be clear time lines on what is to take place. Web services are currently down to Kiana and Todd and that is only until Friday, December 20th.

Faculty Chairs Agenda
January 11, 2011
1:30 – 4:00
MB 212 Conference Room

1. **Welcome**

2. **Minutes**

3. **Contract & Community Education – Juan Muniz**

4. **Faculty Assignment Sheets – Magi**

5. **Program Review**

6. **Unit Plans**

7. **Updates**
 - a. **Online Teacher Certification**

 - b. **New Faculty Hiring**

8. **Other**

2:30 – 4:00 – Individual Meetings faculty chair and Rick (15 minutes each) to discuss enrollment. Valerie Karnes will meet with CTE Faculty Chairs.

Faculty Chairs Minutes
April 26, 2011
2:00 – 4:00
MB 212 Conference Room

Attendees:

Cheryl Gates	Jennifer Curtis	Rick Post
Cliff Davis	Jon Heaton	Shannon Bliss
Corey Marvin	Julie Cornett	Steve Busby
Deanna Campbell	Karen O'Connor	Suzie Ama
Erie Johnson	Loren Sandvik	Valerie Karnes
Heather Ostash	Norm Stephens	

1. Minutes

Approved

2. **Barnes & Noble** - Denise Nakahihara, Barnes & Noble Regional Manager and Kim Audi, Vice President of Stores
Handouts provided

Goal and intent of Barnes & Noble is to have a seamless presence on campus and to also offer additional services for faculty and staff with a faculty tab on their website. They will offer digital textbook solutions and textbook rentals. Supplies and sundries will still be available. There will be a press release to students as well as posters on campus and a link on the college website. Barnes & Noble gift cards will be accepted with Faculty and staff discounts also available.

The process for the faculty will still be the same for fall 2011. For spring 2012, faculty will need to provide a textbook list to the store. The store will be building its database and will need to start from scratch. They are unable to upload the information from the college database. Summer and fall lists will be due simultaneously.

When the students come in to buy books in August, they will have the following options available to them:

- New
- Used
- Rental - 25-35% of titles available –credit card required
- Components
- Digital
- Book buy-backs - half price for books that will be used again

Barnes & Noble is in the process of developing a multi-site webpage that will run live on May 31st. The students can access the bookstore link from their college homepage and there will be a drop down menu for the student to select the appropriate campus. Mammoth, Bishop and KRV will continue with the same level of service they have been receiving. There will be a pop-up service available at the campus that will be set up the week before school starts.

3. Unit Plan Template

Rick Post put together a Unit Plan template and then was advised there was a subcommittee working on standardizing the document so he did not distribute his document. The committee members are:

- Karen O'Connor
- Heather Ostash
- Matt Crow
- Lisa Fuller

The recommendation is that the document closely align itself with the Program Review document. The second recommendation is for the document to be in a template format to allow for ease in filling out. It was decided that the document will be available by early fall for feedback.

4. Student Success Plan

Handout provided.

Rick Post thanked everyone for their input and strategies currently being used. The plan is available in two formats

- Template
- Narrative

The narrative form has the responsible party for completion and a timeline. This will line up with the Cerro Coso strategic plan. Please review and provide comments to Rick Post.

5. Faculty Chair Reassigned Days

Handout provided

The calendar will be used to mark in the reassigned days. District Human Resources requested the chairs choose days that will be outside the normal academic calendar. Example: during Christmas break, before or after the academic year and not just on Saturdays during the academic year.

6. Community College Virtual Symposium

Handout provided

The symposium will be held in room 604 from 11:00am-2:00pm. All leaders on the campus are encouraged to attend. Please do not cancel classes.

7. Classified Appreciation Day May 19th

CSEA will be putting on special events during the week.

8. Accreditation Update

The standards committees have submitted their descriptive summaries with some cleanup work to be done. It was decided the best place to put the summaries would be to use the accreditation self-study WIKI. Feedback is needed but please remember that the summaries are a snapshot of where we are now. The study needs to be kept internal.

9. KRV Update

Apologies from Rick Post that we didn't have a firm notion of what the cost would be and the amount of time it would take to get the campus up and running. We are renegotiating with the current landlord to stay in the same building. Erie Johnson has been helping with the negotiations and we will be there for at least another year.

The future plans will be to move to a stand-alone building at the high school. We are unclear if we will share the cost with Kern Valley High School. The facility will have a middle college concept.

The goals for the new campus are:

- Two access points
- Study areas
- Dedicated ITV and computer labs
- Welding and Science facilities

Erie Johnson reported that over the summer they will have a wireless system available, and the fire alarm system will be brought up to code along with the panic hardware, video cameras and security.

10. Last Day to Process Purchase Orders

Handout provided

The last day to process purchase orders is June 15.

11. For The Good Of The Order

Luminous

Jon Heaton was concerned with the lack of training that has been provided on Luminous. He has been receiving emails from his adjunct wondering what Luminous is. Mike Campbell was unable to make the faculty chair meeting so Rick Post will ask him to speak with faculty individually about training and questions. Heather Ostash also offered to ask Sean James to clear up some training questions and get back to the chairs.

Scheduling

Power Point will be offered in the fall. It is currently going through curriculum so that is why it is not on the schedule yet.

Biology 121- Shannon Bliss is working on it daily. Counseling is keeping a list of students who call requesting the class. Deanna Campbell also has a list and will contact Kim Blackwell so they can combine their lists. Shannon Bliss will contact Paula Suarez when the class is ready for enrollment.

Calculus and Inorganic Chemistry – There is a problem with the times the classes are scheduled. Move Chemistry back five minutes to 12:35 to allow the Calculus students to register for both classes.

Math 56 and Drafting 108 - Math 56 conflicts with drafting 108 so Dean Bernsten will start his math class later to allow for students to register for both classes.

Authorization to offer distance education

In 2010 a federal law was passed that requires any college delivering distance education in another state have pre-approval from that state. The original deadline to register with each state is July 1 but now has been extended to 2014. We must show we are making a good faith effort.

Rick Post thanked everyone and shared that he enjoyed his time here.

12. Adjournment

3:05

**Cerro Coso Community College
Faculty Chair Meeting
August 16, 2011
Agenda**

1. Spring 2011 Schedule
2. Fall 2011 FTES update
3. Student Learning Outcomes (SLO's)
 - a. Bottom up vs. Top down
4. Student Learning Outcomes Timeline
5. Annual Unit Plans
6. 2011 – 2012 Goals: Student Success
 - a. Clean up All Programs in Catalog
 - b. Create an Assessment Plan for General Education Pattern
7. Issues Percolating
8. Department Meetings, 2 required, agendas and minutes required
9. Department Procedures, due by December 15, 2011
10. Faculty Chair Meeting Dates:

September 16, 2011
September 20, 2011
October 4, 2011
October 18, 2011
November 1, 2011
November 15, 2011
December 6, 2011

January 31, 2012
February 14, 2012
February 28, 2012
March 13, 2012
April 3, 2012
April 17, 2012
May 1, 2012

Cerro Coso Community College
Faculty Chair Meeting
August 16, 2011 Minutes
9:00 – 1:30 – MB 212 Conference Room

Attendees:

Deanna Campbell	Paula Suarez	Mary O’Neal
Jan Moline	Cheryl Gates	Valerie Karnes
Matt Crow	Heather Ostash	Corey Marvin
Cliff Davis	Jon Heaton	Norman Stephens
Bill Locke	Karen O’Connor	James O’Connor
Lisa Darty	Dean Bernsten	Shannon Bliss
Erie Johnson	Tammy Kinnan	

1. Minutes

April 26, 2011 approved as amended – add Dean Bernsten to list of attendees.

2. Spring 2011 Schedule

Last spring the schedule was not completed, an email sent over summer. Begin working to get spring schedule done and ready to go. A timeline created and provided as a handout. The Excel working spreadsheets are due to Shelley on **September 2nd** (Friday week 2). Corey tried to be all inclusive on timeline. One advantage of doing schedule in fall is that at this time we already have fall numbers in and know where we are for target FTE. It is better to create the schedule in fall but does the Vice President need to hold the faculty chairs feet to the fire? The chairs agreed that they need to be held accountable. Providing a long term schedule can allow students to plan accordingly. Pathways are not long term schedules. They should be available for student to access, somewhere. Most department have developed long term schedules but not accessible to students. We have idea of what we are going to offer each semester. How do we get that into the hands of students? Our goal is to identify which programs we are offering at which campuses. All internal work for cc will go through luminous. That will free up website to be pure marketing tool. We are sharpening up our PR on the website. We need to figure out which programs we will keep and promote.

Assignment is part of load; every faculty chair has on ground assignments as chair. The mix of on ground and online is a good one. Best practice, engagement, disengage among other things is important. The students are voting with their feet – Online courses fill quickly and have waitlists. History – on ground support has been missed. Students find it easier to cheat online. When classes are offered is also important. Build the Spring schedule based on the current schedule or slightly below.

We want to be near the target

- 1) No 100% online assignments.
- 2) No fulltime faculty over 1.6 load.
- 3) Do not assign out of state instructors online. We are California Community College and exist to support the CA students and support the CA economy. There was lively discussion and questioning of this directive including wondering if the district will discontinue its contract with the Help Desk as it is headquartered out-of-state and its employees are out-of state. Many had objections to the directive and questions regarding the District’s implementation

and enforcement of such a directive. Will the move to use “only California based” companies/contractors/employees extend to IT support, suppliers, the list went on!
Summer schedule – When? This will be a discussion as the semester progresses.

ACTION – Chairs have been directed to build the spring schedule with no more sections than are currently running for the Fall semester.

3. Fall 2011 FTES update

Fall enrolment Activity - handout. Everyone has done great job of trimming out identified sections. We are charged this year with 6% work load reduction. Corey is hearing of the possibility about possible mid-year reduction. 6.3% work load cut is worst case scenario. We took the target and annualized. We know where we stand without fall target. We are already at our target. Handout provides 500 FTE from summer. Cannot split summer, it is applied to last year or this year. Last year over cap on FTE and last summer was for this year and this summer is for next year. By the time first day hits we will be at 105% approx. over. We started out of the gate much higher this year. We started to wait list and sections closed earlier. Student drops for non – payment created a huge reduction all at once. We need to use information provided to make decisions for the spring. 1) Continue to trim sections but we are pretty lean already; or 2) Cut online max from 45 to 40 – another way to address the reductions. The fall schedule is a bit over built. We need to offer fewer sections. Matt would like to see how many sections are closed as compared to last year. Last year was first time for wait listing and had several anomalies. Our waitlist picture is not a true picture of our student needs. There will be a district wide conversation regarding wait listing duplication vs. unduplicated. Online caps are all over the place and Corey would like to standardize – possibly 35 on ground 40 online. There will be some exceptions. Build spring with no more sections that you are currently running this semester (fall). We will have some conversations where we are offering too many electives, and this will need to be discussed as we move forward. Core courses need to be built into long term schedules and programs. Corey will work with Jill on enrollment caps. We have done a good job of enrollment planning and will be fine-tuned as time progresses. If unable to online maximums then we will need to cut sections. Erie cautioned the chairs when cutting sections at KRV as they have done advertising. Currently KRV is experiencing a decline but Erie doesn't want the students at KRV to suffer. We are not cutting based purely on productivity; it is based on program need. Cut one class of 17 but allowed one course to run with 3 as it is a required course. The class of 3 is supported by the community and no general funds are used.

Instructors do not send the enrollment key. Classes are available after 10:00 a.m. on the first day. Student drops will be no later than 10:00 p.m. during week 2. No late registration. If you drop students in BanWeb it will automatically drop in Moodle. Rosters need to be cleared one day prior to census date, not just the students who never logged in. You need to drop all inactive students which is based on your best judgment and class. September 5, 2011 is the deadline and students can be dropped up to that point. Keep back up on all student drops. Moodle provides an activity report. Attendance Accounting – we have an audit compliance form to correct errors, A & R has the forms.

Student Complaint Process – forms are available through faculty chairs. The forms need to be completed if the complaint goes that far. We prefer to handle at the lowest level possible.

Grade complaints – Vice President, Academic Affairs

All other complaints – Vice President, Student Services – class content, instructor responsiveness. etc. Process should be:

1) Faculty Member 2) Faculty Chair 3) Vice President

Every student referred to Heather must meet with her in person; if they are out of the area a phone conversation will take place. Cheating and plagiarism are serious offenses. Questions or concerns – contact Heather Ostash. Please provide the student name, student id, course number, and the issue. Heather will check the files for prior offenses. One allegation is not a serious offense, but helps to build a pattern. Students cannot be failed in class based on cheating unless the grade or points are a high that it causes a failing grade.

4. Student Learning Outcomes (SLO's)

- a. **Bottom up vs. Top down** – We are up against the wall – all courses need SLO's by next year and prior to accreditation. Many faculty chairs have been working on them over the summer. Many chairs are not always content experts. Ask for assistance if you need it.

Handout – Assessment Rubric, bottom up process.

Top Down - fill out the course sheet.

Handout – each faculty chair received a copy of their department courses to use as a guide for SLO's.

Assess the class every 6 years, not every class every semester. Do not assess each semester or each year. Once you have worked through the process each course should have some indicator.

Assessment Module in CurricUNET operational target date is December 2011 for top down.

Interim Vice Chancellor – Jane Harmon

Send COR's as part of the initial contact with faculty members that this is coming.

Each course needs to be assessed, and if you are just beginning all courses will be on a 6 year cycle.

5. Student Learning Outcomes Timeline

Look at which method you want to use – Top down or bottom up. Make sure you are in contact with the instructors.

May asked how the adjunct faculty will be compensated for this work. Corey will research and follow up later.

There was discussion regarding back up – what does it need to look like?

The burden of proof is on us!

Samples must be randomized.

Bring Tina back to discuss randomizing courses.

Tuesday and Wednesday are designated as district meeting days

Do we want to move the chair meetings to Monday or Thursday for the spring semester? It was decided to move the meeting to Monday for the spring semester. The dates will be adjusted and shared – Mary O requested that the meeting dates not conflict with already existing CCA meetings. She will send the meeting dates to Corey and Tammy. New Spring Schedule – Monday 2:00 – 4:00.

ACTION ITEM – Corey will research adjunct faculty pay for SLO's.

ACTION ITEM – Invite Tina Tuttle to the faculty chair meeting to discuss random sampling.

6. Annual Unit Plans

Due Date – October 31, 2011. Do we want to use this date for each year?

Handouts – Annual Unit Plan Components and Timeline.

As of July 1, 2011 the Institutional Effectiveness Committee (IEC) met during the summer – currently no full year planning process and documents that dovetail to work together.

New program applicability.

Assessment of past progress – closing the loop.

Handout - Current year goals and objectives. Goals must be connected to the college strategic plan.

Action – be specific. New tab – specific statement on distance education.

In September there will be more detailed information.

Zero based budget need.

Program review is based on the program – this looks at the health of the program. SLO's are part of the program review.

Unit Plan is based on departments – what you as a department are doing to help the institution reach its goals.

Staffing need – this will also serve as the position proposal.

October 31, 2011 the AUP's will drive the creation of the Educational Master Plan which drives facilities, IT, and staffing.

Combining AA & AS will allow us to determine where we need to focus.

May 15, 2012 IEC will meet to determine if process is working. Driven by best practices in term of planning. FTFO – may need to hire 14 new faculty district wide and Cerro Coso may receive the majority.

Institutional Effectiveness Committee (IEC) makeup: CIC Chair, Academic Senate President, SLO Coordinator, Institutional Researcher, Vice President Academic Affairs, and Vice President Student Services. The president fully supports and embraces this committee and its charge.

What are the goals for the following year and how do they relate to the college.

Program Review Coordinator – not moved forward yet.

Strategic Plan is on the website.

Flex Day Events – not mandatory

Contract needs to be in paper form to include the number of hours of and each activity is specific by employment. Plan must link up with the college professional development guidelines. The professional development committee will look into an electronic reporting process. This is a faculty run process and Corey is volunteering to be the repository. We must track this information.

Professional Development Funds are for college wide events.

Student Development Funds are also available – submit for use of funds to Kim Kelly.

Book store still provides money for student development.

Mary O'Neal would like to know what the money from community ed. is used for. Corey assured everyone that general funds cannot be used to support community education. But the surplus dollars from community education classes can be used to support program (ex: purchase a kiln).

Handout – Program Review data provided to each chair.

7. 2011- 2012 Goals: Student Success

- a. **Clean up All Programs in Catalog** – Must be completed prior to December 2, 2011. If this is completed in the spring you won't need to do it again. Make sure you get the changes in, December is the drop dead date for the catalog. Non CTE programs due no later than December 2nd. CTE the first reading due date November 4th and the second approval due date November 18, 2011.

CIC is scheduled on non-flex Fridays – September 26, 2011 is the first CIC meeting.

Take a look at the programs in the catalog – we either need to update or delete.

- b. **Create an Assessment Plan for General Education Pattern**

8. Issues Percolating

Mary O'Neal shared an email stating that department reassigned time is at risk.

The Board of Governors (BOG) voted in June to limit the number of repeats to three (3) maximum, no matter what the issue. That is three attempts district wide. There is a petition process for additional attempts with very restrictive guidelines on apportionment. This is different from repeatability.

Student authentication in the online environment is an issue. How can we do this authentication better? Moodle password, proctoring, and Turnitin.com.

9. Department Meetings, 2 required, agendas and minutes required

Each department is required to hold two department meetings each semester. Please provide electronic copies of the agendas and minutes to Corey Marvin and Tammy Kinnan.

10. Department Procedures, due by December 15, 2011

Template can be found on page 17 of the CCA contract. Provide the electronic version of the department procedures to both Corey Marvin and Tammy Kinnan.

11. Faculty Chair Meeting Dates:

September 16, 2011

September 20, 2011

October 4, 2011

October 18, 2011

November 1, 2011

November 15, 2011

December 6, 2011

Spring Dates will need to be re-scheduled to Monday afternoon. The district has requested that Tuesday and Wednesday are held for district meetings.



**Faculty Chair
September 6, 2011
MB 212
2:00 – 4:00**

AGENDA

1. **Adjunct pool process (Dougherty)**
2. **CIC deadlines (Sellers)**
3. **Updates**
 - a. **Spring 2011 Schedule**
 - b. **Fall 2011 FTES**
 - c. **Late adds, debrief**
 - d. **Annual Unit Plan **draft****
4. **SLO sample size and randomization best practices (Tuttle)**
5. **Student Success**
 - a. **CCSSEE results**
 - b. **Academic Affairs Student Success Plan**
6. **ACCJC Rubrics**
7. **Program Review: Liberal Arts and GE**
8. **Remaining Faculty Chair Meeting Dates for Fall:**

September 20, 2011	November 1, 2011
October 4, 2011	November 15, 2011
October 18, 2011	December 6, 2011
9. **Adjournment**



**Faculty Chair
September 6, 2011
2:00 – 4:00**

MINUTES

1. Adjunct pool process (Dougherty)

We need some clarity and to clear up some misunderstandings. Handout – standard advertising packet. Not limited to these agencies or sources for advertising, can add. Maintain equal employment obligation so we need to make sure we reach all demographics. There were lots of questions about adjunct hiring and adjunct pool. In past those who were interested, filed out paper application and placed in file. When need arose then file was pulled to find someone. Not all areas had pools. Some situations required emergency hiring. Ideally – create adjunct pool for each discipline. To complete this need posting with discipline minimum qualifications and length of posting. Can open and close as needed. The experience so far has been limited applications. Some applications are from out of state, and no way to control that. Once pool is built up then you will have access to the applications and the ability to screen those that meeting min qualifications. EEO is a major piece of this process. We need to be fair. Does affirmative action still play a factor? Not so much, affirmative action is no longer around, but we need to be a diverse work group. The most qualified person should be selected. Better to have some names on file even if they are not used. Applications hold onto the applications for two years and anyone who applies knows this information. We are doing an electronic version of what we have done in the past. What we want to avoid is not advertising as if we don't have a position and then all of the sudden going out into town and hiring someone. If we have advertised and demonstrated a need, and don't get any applicants then we have at least done due diligence and now we can just go down town and get somebody. Programs have special circumstances. In general this is the way the process will work. Develop an electronic pool so if you need someone then the pool is an option. Compliance – open calls for positions that we have. This process sets us up better legally. We have not anything wrong in the past. We are opening the option for all to apply. Clint agrees that 17 postings may be a bit of overkill for one department. This is getting the ground work underway. If we are not advertising can we still take applications? Clint will follow up on that. We have lots of latitude on how to set up the advertising process and the need by site. Is it possible to have ongoing adjunct advertisement that is not specific by site or discipline? Provide a link to minimum qualifications. This will be a rolling pool of adjunct candidates for those who meet minimum qualifications. Clint thinks this is a possibility if you have a single pool of all disciplines. Depending on how adjunct application is completed will depend on which pool they fall into. Adjuncts we already employ are currently in the system. Someone gone for 10 years and brought back may present an issue but not impossible. Anything



above and beyond the basic element let Clint know and he can add. Many of the faculty chairs expressed concern about the new process. Knowing people should not be deterrent. We need to find qualified people. Question was asked about the minimum qualifications. The guidelines are identical at every school. There is some discussion regarding the possibility of a district wide equivalency committee. Corey recommended that this issue be taken to the Academic Senate.

ACTION ITEM – Clint will follow up on the passive acceptance of applicants outside the adjunct pool process. Corey will work with Clint to “cut off the sharp edges in terms of the processes we currently have.”

2. CIC deadlines (Sellers)

Claudia Sellers will provide an electronic reminder. CurricUNET changes regularly. Internet explorer works okay with CurricUNET, Claudia has found that chrome and Firefox work best. Use full term when trying to locate information. Deadlines create additional stressors. Reminder you need to co-contributors for your class and let them know they are a co-contributor. This is also for deletions. Things are going okay, not a huge volume of material coming through. CIC is scheduled to meet every Friday in October if necessary. If there are no agenda items then no meeting. All programs need to be updated no later than October 14th. September 23rd is the last day to push the submit button in CurricUNET. This allows the committee time to review. The submission must include the program learning outcomes. State has very wide latitude when there is a change of programs. Any Curriculum that will be in the next catalog has to be through CIC by November 4th, so you need to work backwards. This is insanely early but this is due to no board of trustees meeting in December. So we need to hit the November board meeting or the February board meeting and the catalog needs to be ready before students begin registering for class. We have been really about this in the past. Need catalog done by April 15th. The catalog needs to be submitted for BOT approval in mid-November so last deadline is November 4th for approvals. This is curriculum for the next catalog which is our accreditation catalog. Make sure the correct information has been uploaded into CurricUNET and make sure your PLO's have been included. Karen has been experiencing difficulty with printing the PLO's on the report. Claudia has a meeting with the CurricUNET on the 8th. CurricUNET is better than has been in the past.

3. Updates

a. Spring 2011 Schedule

b. Fall 2011 FTES

Corey was hoping that he would have had census day numbers today – but they are not yet available due to holiday. 106.4 FTE on day 1 of semester. As of last Monday 105.9 lost a few students. It will be interesting to see where will be at the end of this week. Last year lost approximately 1.5%, but this year we have been more aggressive in terms of 1st day walk in procedure and maintain that procedure. Hopefully we will see where we are in terms of numbers when they come in tonight.



c. Late adds, debrief

Corey was not sure what he was getting into when A & R asked he would like to see all of the late adds – he received multiple emails. We have a process in place and this was an attempt to adhere to the process. This took some by surprise a little. After a few days it became clear what counted as an extenuating circumstance and what did not. This is an Academic Senate process. Academic Affairs and A & R are simply trying to uphold the process. If you don't like the process it can be returned to Academic Senate for review and revision. Extenuating circumstances – must be really good. If you wish to have students roll into the class from waitlist then don't turn off the waitlist. Academic Affairs only turns off the ability to add to a waitlist. There were a few issues and that is being worked on so we have some consistency. Do we want the ability to see the waitlist? Also Academic Affairs will check into a notification to the students indicating that they have actually logged into the class. Corey has asked about extending dropping students on the first night at 12:00 midnight. Make sure that you share with the faculty members in your area, including adjuncts, which communication with the student is crucial in making sure the students understand that they must log into all of their online courses on the first day of the semester. The classes open Friday at noon, for the online courses. Counseling also received a lot of comments regarding the waitlist. There is a tremendous amount of resources that are used when investigating why a student was dropped or the waitlist did not load correctly, etc. Faculty chairs should let the adjuncts know what the policy is for adding classes and what extenuating circumstances are. Shannon strongly recommends that the communication come directly from the administration. Deanna reported that the policy was sent out by Dave Cornell, but emphasized the importance of the continued communication with your adjuncts. We need to treat all of the students the same, and adhering to the process will be beneficial.

Corey is working with HR to clean up the adjunct faculty listserv. He has requested that the list be updated three weeks prior to the start of the semester. All adjunct and fulltime faculty should be using their Cerro Coso email address. It was recommended that we use the CC-Alert process to send a text message just prior to the start of the semester. There are still many students that don't use their Cerro Coso email addresses. Remember to communicate with your faculty members that we need legitimate reasons to drop a student; doing poorly on the first few tests is not a good reason. Students have the option of forwarding their Cerro Coso email address to another email account.

d. Annual Unit Plan **draft******

Handout – proposed template. IEC group through it would be a good idea to have drop down menus. Using this document will ensure that all unit plans look the same. Corey reviewed the document. Stick to two goals each year. These are due by October 31st and will include staffing proposals. We will no longer need to conduct two processes. Then the budget process, facilities, technology, and marketing will be part of the second level plan. More information will follow on the levels. More and more bodies such as Accreditation are looking for ways that are SLO's and program reviews loop back into the planning process. We currently have a small narrative and a promise to do it. This ties it to specific resources. Funding – one time or ongoing is very important, and the source is also important (general



fund or categorical). We can add a supplies piece to the budget portion. Some departments will not have a big request for supplies, other department will. There was a question regarding travel.

ACTION ITEM – Corey will take feedback and work with Gale on how this will work with the budget process.

4. SLO sample size and randomization best practices (Tuttle)

Tina Tuttle is not feeling well, Dean Bernsten presented for her. Sample is a subset of a population. Why should we sample? The intention of the SLO's is to describe how a population of student is succeeding in a classroom. We can do one of two things, 1) observe every student, run numbers, and draw conclusion, 2) sampling is a subset of a population which adequately represents the population. There are many different ways to select a sample. There are samples that will present a biased result (over or under estimated). Dean explained the sampling options: simple sample, random sampling, stratified sampling, and cluster sampling all are legitimate sampling options. Sample size will be dependent on many factors. Is cluster sampling a good choice for us to use? Dean stated that cluster sampling is not an adequate means of sampling for how we plan to use the data.

5. Student Success

a. CCSSEE results

CCSSEE results were discussed in general.

b. Academic Affairs Student Success Plan

6. ACCJC Rubrics

Corey shared the ACCJC rubrics for the upcoming accreditation visit. We will begin moving forward with the self-study and this is an on-going process, not just as one time event ever six years.

7. Program Review: Liberal Arts and GE

This program review will be due in 2012-2013. The committee will begin working on this and it will include multiple areas.

8. Remaining Faculty Chair Meeting Dates for Fall:

September 20, 2011

November 1, 2011

October 4, 2011

November 15, 2011

October 18, 2011

December 6, 2011

9. Adjournment



Faculty Chair
September 20, 2011
MB 212
2:00 – 4:00

AGENDA

- 1. Updates**
 - a. Spring 2011 Schedule**
 - b. Annual Unit Plan ****draft******
 - c. Adjunct Evaluations**
- 2. Randomization procedures**
- 3. Student Success**
 - a. CCSSEE results**
 - b. Academic Affairs Student Success Plan**
 - c. State-wide SSTF recommendations**
- 4. Information Items:**
 - a. Credit-Course/Community Ed Concurrency**
 - b. Mode A goals and accomplishment expectations**
 - c. Auditing**
 - d. Print Shop**
 - e. Cerro Coso Email**
 - f. Branding on Department Docs**
- 5. Program Review: Liberal Arts and GE**
- 6. Remaining Faculty Chair Meeting Dates for Fall:**

October 4, 2011	November 15, 2011
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November 1, 2011	
- 7. Adjournment**



Faculty Chair
September 20, 2011
MB 212
2:00 – 4:00

MINUTES

1. Updates

a. Spring 2011 Schedule –

Thank you for getting the schedule in on time. We were supposed to have back on Monday but access does not work well with Schedule Plus Shelley is working on a fix. Upcoming timelines – October 1st to have schedule done, won't get them until Thursday, instead of Sept 26 will be due back October 3rd.

Remember:

We are not making out of state assignments beginning spring semester. How is out of state defined- by mailing address and resident address? Who is this info from - district wide operational practice from this point forward, Jill Board and Clint Dougherty? We were thrown for a loop by Cheryl's email that this is not district mandate. Is this legal, in some cases it is too late to find new faculty replacements. Corey will discuss this at the at the Vice President's meeting tomorrow.

Are we discontinuing our contracts with out of state vendors as well? This is a discussion that needs to take place and a very good question. Matt has asked for clarification and definition on out of state residency. You can live out of state but still own property in the state of CA, pay taxes, and are forced through unavoidable means to live elsewhere (military). Jill made mention of residency. Is this state wide or just district wide? The lack of notice is concerning and this has deep long ramifications.

Corey has taken a look at block schedule and there is a great deal of softness here at IWV. We have a number of students that can take classes at that time (8 – 12). The schedule is noticeably empty during the Tuesday and Thursday between 8:00 and 12:00. If you have classes that can fill that need please consider. Make sure you are aware of other timelines for other classes so there is not a great deal of conflict.

College Hour – Corey is trying to make a commitment to ASCC to guard college hour. Do not schedule classes Tuesday and Thursday between 12:30 – 1:30. Currently very few classes scheduled during college hour.

Please no excessive loads written on assignments 1.6 fulltime .667 for adjunct is the maximum. Try to keep to same number of sections as we have this semester for the spring. We are shooting for the same target in the spring. DR grades have been a problem in the past several semesters. Mass numbers of DR grades for the past three or so years. Tina will provide data to Corey indicating that our DR grades have significantly dropped. DR grades count against our success and retention. Everyone has done a good job of communicating with faculty. For summer impact of DR grades was 7%. There may be



some understanding regarding the need to drop students the day before census date. We have gotten better and will continue to get better. Pass along to faculty building that census drop into syllabus might be a good idea.

If faculty give up sections will they be recoverable in the future? We are in a work load reduction.

Are we at the same number of sections? The schedule is not uploaded in banner yet, once that is complete Corey will have the information for the meetings next week. If the trigger is not pulled at the state level will there be a rush to reduce 6%? We have been gradually letting ourselves down. No sure where we will bottom out. Guess is that district will stay at 6%. District budgeted 9% less and we are working at 6.3% less FTE. What are latest 70/30 faculty, and percentages of online for BC, CC, and PC. Cerro Coso has more online than other colleges, and more to lose when it comes to the loss of adjuncts that live out of state.

Will the names of faculty be reflected in the final copy of the schedule? Yes. We are working to remove all errors from the college catalog.

b. Annual Unit Plan *draft*****

Plan is similar to what we had before. Corey reviewed the document with the faculty chairs. The SLO data should be attached in whatever form you have for now, eventually will be in CurricUNET. Added partnerships – box is empty if you don't have partnerships. Step 2 - review of past goals and department at the moment – current goals should be no more than 2 or 3, include action plans. Step 3 – in response to faculty chair requests this section has been updated to include supplies, technology, equipment, travel, facilities, and marketing. Heather suggested adding a location code. Jim asked about doing the supplies by program due to the large number of different items needed. Individual course costs a better way to go (different welding classes – welding 1, 2, 3). Last thing added was staffing piece – classified staffing (information drawn from position requisition). Mary would like the cost of classified staff support to assist in completing this portion of the document. It reflects the required HR documents.

These documents are due October 31st, this process will replace the paper process conducted through the academic senate to request a new faculty member.

Annual Unit Plans are due October 31st. Even though it seems far off we need to plan for the future. A year of so down the road it will seem second nature to plan accordingly.

This document will be posted on the website and easy to complete. Once complete you can print, save, and use as you need to. This is meant to be very painless. Drop down boxes will be in the future for certain elements. The form is enterable. This year it will be available and you will need to save to the desktop. You will have the opportunity to work on and saving at the same time until you are ready to submit. Everybody will be looking everyone's unit plans and they will be used in mini business plans, and executive summaries which will become a start of the educational master plan.

Suzie is working on putting in web format and get out ASAP. The sections on this document are not going to change. You can start now and begin fleshing out the more



detailed narrative data. These documents will be going out to other people for second level processes.

Cerro Coso – how many new fulltime faculty will we receive? District wide there may be up to 14, and CC will likely get 5 - 7.

Student Performance Data – Where does that come from? It was available at the first faculty chair meeting.

Criteria for priority – handout. There are many priorities and this is a rubric to use. This will be forwarded to college council and academic senate. This is a bit more complicated than in the past. Mary asked for clarification on “E”. Example counseling and K-12 partnership EAP will be working with high schools on this. There may be a resource that is highly impactful. The budget development committee is having conversation about priorities and this is guidance for that committee on what you need. Will serve as a guide to the budget development committee.

Assessment Rubric – will be up soon, should be one per class. This handout is for top-down process. Make sure you capture sampling method, data analysis, etc. You can continue to use your own document if that is similar to your

ACTION ITEM – Corey will provide the DA I costs for the chairs.

ACTION ITEM – Annual Unit plans are due by October 31, 2011.

ACTION ITEM – Corey will ask Suzie when this will be available on the website.

ACTION ITEM – Tammy forward student success information to all chairs. Per request of Mary O’Neal.

c. Adjunct Evaluations

Adjunct evaluations for Fall 2011 are underway. Any questions please see Corey.

2. Randomization procedures

Discussion at last meeting regarding randomization. You would appreciate no college standard but each department assessing their department in own chosen way. Will review in one year and assess what the best practices will be. This is opportunity to discuss best practices – First finger – anything scored by rubric, if subjective, must be scored by a team. An exception is if you have only one faculty. One of Corey’s action items was to check with Jill on pay for the adjunct faculty pay – bring in adjunct for a Saturday, pay them, use as professional development activity, this is an opportunity to do what chairs has asked for. Training in terms of SLO’s, knock off flex day obligations, pay them beyond hours they are here, and for SLO’s beyond. This would be a five hour day and they would be paid for eight hours. CCCConfer may be an option for those out of the area. Matt shared that it would be great to have adjunct here for this process but may not be necessary to have all adjuncts. Mary would like to acknowledge and thank Jill and Corey for the 5 hour day and the additional three hours of pay for them. Video for campuses and possibly CCCConfer, the possible date – Saturday, November 5th. This is the first group to hear of the opportunity. We need to get adjuncts involved somehow, do you think this will work. Getting adjuncts up to speed on the artifacts would be beneficial for all. Who would do training – not that far along.



A team would be pulled together to conduct the training. Is Saturday better than a Friday afternoon? Most adjuncts work elsewhere and Friday may not work. Cliff would like to conduct the training for his adjuncts. Possible agenda - Basics of SLO's – 2-3 hours, lunch, break, meet with departments to review progress and artifacts. The November date is practical timing. People need to plan so we need to let them know ASAP. First we need the faculty chair commitment to encourage adjuncts to attend this event. The event is to define the assessment – not actually do the assessment. If you invite adjuncts and they choose not to show the fulltime faculty can create the assessment tools and provide to the adjuncts. Academic Affairs has not done a very good job of bringing in our adjuncts and providing an open shop. We will continue to work on this as time progresses. What about the POST instructors? Corey and Cheryl will chat about AJ off line. We have several fulltime faculty members that this is new to them as well and beyond the information they have not received. Please consider bringing in fulltime faculty for the conversation with all adjuncts. Mileage and pay rate need to be provided.

Use stratified sampling if you have on ground and online courses to provide a well-rounded sample size. Add information from assessment paperwork.

Matt pointed out the ease of Turnitin.com for artifacts which can provide assessment.

If you have department specific issues see Corey.

ACTION ITEM – Each chair will contact Corey individually on how well the proposal fits your department and how many adjuncts you think might be interested in attending.

3. Student Success

a. CCSSEE results

CCSSEE results were shared a few weeks ago. Some have noticed specific patterns which were interesting. In general we should have broad based discussions. Bring CCSSEE results with you for each meeting.

b. Academic Affairs Student Success Plan

Handout – was called student success plan, quite detailed, academic affairs, student services and other areas all have pieces. This is what is now being expected of our division for this year.

Bi-annual professional development – faculty flex day

Institutional Effectiveness Committee – established over the summer and meets regularly

Bi-annual CTE collaboration and professional development – CTE retreat.

Matt encouraged everyone to take a look at the strategic plan which is on the academic senate website page which will go to consultation council for approval. That document addresses the issues discussed. The focus is the successful student is one that completes one level below transfer and transfer level courses in math and English in one year.

c. State-wide SSTF recommendations

Student Success task force 8 chapters



4. Information Items:

a. Credit-Course/Community Ed Concurrency

Save – impacts a few departments and discussion already taken place – place on next agenda. Can we have agreement that community ed classes offered that by department have. Senate has no say of community ed classes. Title V and ed code will not supplant – previous VPAA indicated that chairs will have veto power over community ed classes offered concurrent with credit classes. Definite issues with facilities and resources.

Corey is working with Steven to communicate with the faculty chairs regarding what is being offered through community ed.

b. Mode A goals and accomplishment expectations

c. Auditing

d. Print Shop

Deems is retiring and the replacement has been moving forward, checking references, and may be two week gap without print shop coverage. Deems has been working with Crystal Leffler for minimal coverage.

ACTION ITEM – Corey will send email to faculty indicating the dates for the two week lapse and contact information during that time.

e. Cerro Coso Email

f. Branding on Department Docs

5. Program Review: Liberal Arts and GE

Corey will send an email the group to arrange a short meeting. Jan Moline requested that she be included in this meeting.

6. Remaining Faculty Chair Meeting Dates for Fall:

October 4, 2011

November 15, 2011

October 18, 2011

December 6, 2011

November 1, 2011

7. Adjournment - 4:10 p.m.



Faculty Chair
October 4, 2011
MB 212
2:00 – 4:00

AGENDA

- 1. Agenda and Minutes**

- 2. Updates**
 - a. Spring 2011 Schedule**
 - b. Annual Unit Plan**
 - c. Adjunct Evaluations**
 - d. November 5th Adjunct Professional Development Day**
 - e. Adjunct Pools**

- 3. Student Success**
 - a. Student Success Task Force Recommendations**
 - b. Plan—Final Draft**

- 4. Information Items:**
 - a. Mode A Goals and Accomplishment Expectations**
 - i. Transcribing of Student Comments**
 - b. Auditing**
 - c. Cerro Coso Email**
 - d. Branding on Department Docs**
 - e. Putting classes on Outlook Calendars to facilitate college scheduling**
 - f. Department Procedures**
 - g. Nepotism**

- 5. Online Faculty Training**
 - a. Online student training**



6. Community Education

7. Remaining Faculty Chair Meeting Dates for Fall:

October 18, 2011

Spring Semester

November 1, 2011

November 15, 2011

December 6, 2011

8. Adjournment



Faculty Chair
October 4, 2011
MB 212
2:00 – 4:00

MINUTES - DRAFT

Attendees: Corey Marvin, Shannon Bliss, Heather Ostash, Valerie Karnes, Loren Sandvik, Jon Heaton, Lisa Darty, Norman Stephens, Julie Cornett, Mary O’Neal, Paula Suarez, Matt Crow, Bill Locke, Cliff Davis, Jan Moline, Dean Bernsten, James O’Connor, Karen O’Connor, Erie Johnson, Deanna Campbell, and Tammy Kinnan - scribe.

1. Agenda and Minutes

Minutes – approved as submitted

Action items follow-up

DA I cost 30,491.94 12/40

Suzie working on web and should be completed today or tomorrow. Test drive and then will open.

Gale Lebsock asked what form budget sheet will be reported out. Excel will work best and Suzie is aware of this.

Tammy forwarded the student success information.

November 5th is the adjunct professional development day, and the letter going out this week from president’s office. We need adjunct faculty members that you would like to attend who may not be working this fall but possibly in the spring. Provide that information to Clint.

Print shop – Corey will ask Gale to send email to all IWV faculty and staff.

2. Updates

- a. **Spring 2012 Schedule** – almost all done, Shelley sent draft 2 today, review and make any changes submit the changes to Corey so he can make sure they make it into the schedule. Deadline – Monday 10/10. Banner live Wednesday, October 12. What about text books? How can we go live without text book information? Corey has asked Gale to work with the book store on this issue. We have a gap in the process and Gale is working on addressing it. Once up on Wednesday you will have an option to verify books. Right now not sure what our options are for textbook. Text book full compliance is not until 2013. We have some time to work out issues. In event of text book problems who do we



interface with? Are there provisions on how to make changes online? What are chairs supposed to do to ensure the right books are available? So far no instructions have been provided. Deanna asked if the adjunct faculty is responsible for the textbook selection – adjuncts should be in communication with the chairs. Chairs should communicate with all adjuncts to ensure the correct text is used. Department procedures should dictate what the department process is on this issue. Faculty chairs will interface with the bookstore. Deanna will inform the adjuncts that they should be in contact with their faculty chairs to work out this issue. In the past the sheets Natalie provided information on which books would be going to a new edition. Complaint – Barnes and Nobel added extra “junk” into what appears to be extra course requirements. Cliff asked what type of contact each chair has had with the bookstore. Gale is primarily the gatekeeper and daily communications should go directly through Mike. Work with Mike as you have in the past with Natalie. Mike is the new Natalie. The new procedure is that you may not receive anything as you have in the past. How do you know which editions will be going to a new addition? Online is a good option to learn this information. As a faculty member you can log in on your own account. This should be electronically done, additions, deletions, changes, etc. Can others change book orders? The faculty chairs need directions if accessible online, or they need the hard copy paperwork indicating which books are currently ordered or may have new editions. Big culture change with requiring faculty to go in and make the change for new books. The faculty chair will no longer be the pivot point of book orders. For departments that require the same text to be used, the chair will need to monitor this. How will the chairs determine if there are new editions? Mike in the book store is currently on vacation. Gale is in communication with the next level manager and the urgent need for some changes has been communicated. CCA contract covers the issue of new faculty added at the last minute that will be able to receive a copy of the text book from the book store. Transition from summer to fall took place seamlessly and now the process has caught us a little off guard. As point people and spokespersons for the department between the faculty and bookstore, depending on the department procedures, The out of state issue is currently being resolved satisfactorily for now. More will follow. Summer and Fall schedule will be due at the end of the fall semester. Corey will take recommendations – do spring at beginning and fall and summer at the end along with all other planning during the fall which frees spring semester to do what you need to. One issue is when all three colleges go live and they need to do that all on the same day. Question came up if October 12 is early enough. What is reason for making the date earlier? Can we have a drop dead date for the first draft and departments can work on they feel. Can begin working on summer and fall. The schedule is about the schedule and not about who is teaching. When building the schedule some departments will not use “staff”. Due date is October 12th but no earlier for building the schedule.

ACTION ITEM – Corey will work with Gale and will provide information to the chairs tomorrow.



Thank you all for working with the alignment of the block schedule. The students will benefit from this. There were a few changes, but not many. There are no longer any classes scheduled during college hour. Nice job.

- b. Annual Unit Plan** – Due October 31st Suzie is working on the input screen. Any concerns? Process is being created the first time through. The information needs to be available ASAP.
- c. Adjunct Evaluations** – Due the end of next week. A tenured faculty members in your area may assist with the process. Site directors cannot conduct classroom observations, but can assist with the student evaluations.
- d. November 5th Adjunct Professional Development Day** Letter going out this week from president's office. Please encourage faculty members to be there, no travel money; they will be paid 180.00 for 6 hours of work. The day will be approximately 4 hours beginning around 10. Lunch and then department 12 – 2. CCCConfer will not be an option for the first time around. Will the letter only go to the adjunct faculty? If so can a letter be sent to the fulltime faculty to invite others in the department as they see appropriate?

ACTION ITEM - Corey will send the letter to the chairs and they can share with the faculty members they feel would benefit from the training.

- e. Adjunct Pools** – This topic was discussed in this weeks in Admin meeting and the adequacy of adjunct pools. Site directors would like to work with chairs to help identify and build sufficient adjunct pools. The lines of responsibility came up – ultimately the faculty chair is responsible for the adjunct faculty in the classroom. However, the site directors are invaluable to you for assistance in locating adjuncts to fill a class that otherwise may be cancelled. HR used to provide a list of those who have taught for us before, but HR is now directing them to PeopleSoft. Does anyone know what happened to the lists? The lists do exist, hearing that the site directors have a stake in this as does the chair. The right to view pools will be delegated down to the site directors to view the pools and work with the chairs to determine sufficiency. Chairs and site directors will work together on this process. No longer able to go out and shake the trees in the community. Everyone must apply through the HR process. There must be some indication of doing due diligence in attempting to locate appropriate adjuncts. What happened to the process of gathering applications passively? Are we advertising and raising false hopes? People who apply for adjuncts understand they are being placed in a pool and not to fill a spot. No change to the hiring process through KCCD HR. Deanna read the information from the HR website regarding the pool process. We talked about advertising for many different disciplines all the time. Do we want to go to one large pool? Yes let's try it. Is a listserv possible? People can be added to the listserv and then an email can be sent to the group indicating there is an opening and the opportunity to apply.



ACTION ITEM: Determine adjunct faculty pool process – Corey will check with Clint and report back.

Saturday classes – this is worrisome for several reasons, but there is a short term solution this semester. Beginning this Saturday the campus will provide security, custodian, and one administrator on duty through this semester. Jill would like commitment to see Saturday as a true instructional day. There are a number of classes that run on Saturday. We need to head to a more inclusive opportunity for Saturday classes. Think about spring semester and if that is something that works well or can accommodate, then consider Saturday offerings. What about Friday? We will have corresponding changes for Friday as well. Currently there are half a dozen classes offered on Friday. LRC will have a gate installed similar to the one below. This is a three or four day project, and should be completed over the winter break. This will offer more flexibility.

3. Student Success

- a. **Student Success Task Force Recommendations** – Handout of official report. Table of contents you will see the results Corey referenced SB 1443 charged a group to look at student success and report back. The handout contains the 8 recommendations. Please provide any feedback to Corey or the chairs. This feedback is going on throughout the state. Corey reviewed all 8 chapters.

Our resource allocation is tied to our planning. Categorical does not have flexibility in the planning process that works best for our students.

The missing piece – the basic skills two level below transfer and transfer. Gone for now but will likely come back. Funding based on outcomes

b. **Plan—Final Draft**

Student Success Plan – revised for this year. Five goals for Cerro Coso Academic Affairs, and includes the person responsible, time of completion, and strategies. Things we are committed to, such as flex day activities and professional development thanks to Laura Vasquez. Publishing which programs we offer at which sites so that the information is clear to the students. Basic Skills goal already written into the basic skills action plan and the committee is moving in this direction. Engage students in learning most of your goals will line up with this one. Build a schedule for student success that reflects student demand and program design; adhere to that schedule. We have overreached online and need to look at reducing online offerings and offer more on ground. Now is perfect time to do this. We have ebbed in the online direction and now we need to flow in the on ground direction. More and more we have classes filled with BC students. This affects our completion data. Sometime these are not the better prepared students. We are not getting the cream of the crop student population. We are getting students who are making last minute decisions and extremely unprepared. You see a greater lack of familiarity with online classes. If we are moving in the direction of on ground and cutting classes early what is the class limit. We worked hard last



week in reviewing schedules and made good progress. Corey is hoping the schedule we currently have is already pretty lean and will have little change. In regards to the line, it is not the number it is the class. A capstone class will run with a lower number. What is the job the courses are performing in the degree or certificate program? This is for 2011-2012. It makes sense to review along with your unit plan. This is for this year, and the unit plan is for next year. Do not have to tie this to the annual unit plans but should consider this information when working on those plans.

ACTION ITEM – Send the faculty chairs a link to the student success plan.

4. Information Items:

- a. **Mode A Goals and Accomplishment Expectations** – Those involved in Mode A Corey communicated the expectations in their goals and accomplishments. The goals are all over the place. No question of right or wrong. How specific, are they numbered, are they specific, are they measurable. Accomplishments need to reflect strong accomplishments will reflect professional accomplishments numerable, and measurable.
- i. **Transcribing of Student Comments** – student comments are time intensive for the classified staff members. Attempt the render exactly as they are. There are privacy issues that have been discussed. BC does not transcribe student comments and has not for over a year. PC does not type comments either. Evaluations are done and scanned. The handwritten comments are seen by evaluation team. During the evaluation meeting the evaluatee does not see the written comments. Those are housed in HR until grades are posted. Corey did vet through CCA. There are grievances surrounding this process. Cautionary note – do not place major weight on single student comments. The comments are a part of the process. BC and PC – the faculty member has the opportunity to see the comments at the end of the semester. It was recommended that the administrator read the comments, from areas of concern, to the evaluatee during the final meeting.
Mary would like to include everything as part of the package. CCA Executive council is putting together verb age that indicates that the faculty member will see the written comments.
- b. **Auditing** – Corey denied a number of requests this semester and they were auditing activity courses. Due to no real educational reason for auditing. This issue is not dead but we need to define and include in the catalog what are our auditing procedures. Ed Code sidesteps this issue. No language as to the purpose for auditing. It was asked if this was a senate issue not chairs. This is the model of community ed determining what is the cost of auditing as opposed to community ed. The strands need to be determined.
- c. **Cerro Coso Email** – please remind your students and instructors to use their Cerro Coso email accounts. BC has a statement in their schedule indicating that they must use their college assigned email account. We can add comments to any one area and that will be in



place for the Spring term. A & R will conduct informational campaign to promote the idea. But we can continually tell the students this information, but if we continue to communicate in other ways then it defeats the purpose. Remind instructors that this is to protect them, this is also for consistency. CC Alert is connected to the college email accounts.

We should consider moving all documents for meetings to a portal.

ACTION ITEM: Corey will draft an email indicating the importance of using the college assigned email account and it will be sent out from the VPAA and HR offices.

- d. **Branding on Department Docs** – We are moving forward with branding documents in every area. Templates are available.
- e. **Putting classes on Outlook Calendars to facilitate college scheduling** – if you don't include all information in your outlook calendar please do so. This is how all meetings are scheduled and will make it easier for all. Please be sure to include your class schedule, office hours, recurring meetings, you can even include personal appointments.

ACTION ITEM: Tammy will send out step by step instructions for using your Outlook calendar.

- f. **Department Procedures** – get them in if you have not already. Corey will review and make sure they are consistent with board policy. You need to demonstrate approval by the department.
- g. **Nepotism** – couple of letters went out a few weeks ago, board policy no person can be in supervisory role of close family members (spouse, children) we will be adhering to board policy and this is the last semester. Needs to be cleaned up, instructor can no longer teach, or the chair can step down. This was a district wide move.

5. Online Faculty Training

- a. **Online student training** – one year ago the technology and pedagogy committee discussed the options of faculty training since we have lost the online training through CC. This was also the recommendation of Distance Education committee. @ONE is being subsumed into another entity. They may still have some form of faculty training. The certificate training will no longer be offered as it has been. Corey has asked the Ped and Tech committee to take up this issue. If @ONE goes away then this will no longer be an option. Corey will not assign any faculty members to online courses that have not received any online training if that is the will of this group and the senate. Corey will uphold the decision of the group. Remember the responsibility will fall on you, as the chairs, to ensure faculty are trained. It was stated that this is an institutional training issue. The VPAA office should be the housing area for



information on possible online training. Chairs indicated they are unsure where to go for information. Corey asked the ped and tech committee to address the issue and have senate set the recommendations. How difficult would it be to move this training into the community education arena? The state mandated that instructor education can no longer be done as it had been in the past. This continues to be a system for which we do not have a process. What will this look like long term? What are the minimal requirements, and we need as an institution, to pay for the online training. The money is available; we need to determine where the training will take place?

ACTION ITEM: Corey asked the Pedagogy and Technology committee to address faculty online training and have Academic Senate set the recommendations.

- 6. Community Education** – Jill sent out email regarding community ed. In hearing about the dissatisfaction Jill was originally going to have a coffee chat, but then realize this is important to our college. She provided history on how community ed was used in the past, how it is used now, and the importance of community ed in a small community college. Budget committee is meeting next week and fully disclose the cost of community ed. Who would like to be part of the conversation, Mary O’Neal and Valerie Karnes, any other volunteers please send email to Corey.

7. Remaining Faculty Chair Meeting Dates for Fall:

October 18, 2011	Spring Semester
November 1, 2011	
November 15, 2011	
December 6, 2011	

- 8. Adjournment** – 4:18 p.m.



**Faculty Chair
October 18, 2011
MB 212
2:00 – 4:00**

AGENDA

- 1. Agenda and Minutes**
- 2. Updates**
 - a. First draft of Summer/Fall 2012 schedule**
 - b. November 5th Adjunct Professional Development Day**
 - c. Adjunct and full-time evaluations**
- 3. Programs**
 - a. Program status**
 - b. PLO's: one complete round of assessment due by end of Spring 2012**
 - c. Program web presence**
 - d. Make determinations about sites, due by November 15th**
 - i. Entirely on-ground**
 - ii. Entirely on-line**
 - iii. On-ground/online mixed mode (program must be more than 50% attainable on-ground)**
 - e. Work with Karee Hamilton to finalize Pathways**
- 4. Adjunct Hiring:**
 - a. Pools and advertising**
 - b. Board Policy & Procedure for Adjunct faculty employment**
- 5. Textbook adoptions**
- 6. Department Reorganization**
- 7. Liberal Arts Faculty (Dean, Shannon, Norm, Loren, Jon, Cliff)**



8. Remaining Faculty Chair Meeting Dates:

Fall Semester

November 1, 2011

November 15, 2011

December 6, 2011

Spring Semester

January 10, 2012 (9 – 1)

January 30, 2012 (2 – 4)

February 13, 2012 (2 – 4)

February 27, 2012 (Time TBD possibly 3 – 5)

March 12 (Time TBD possibly 3 – 5)

March 26, 2012 (Time TBD possibly 3 – 5)

April 9, 2012 (Time TBD possibly 3 – 5)

April 23, 2012 (2 – 4)

9. Adjournment



Faculty Chair
October 18, 2011
MB 212
2:00 – 4:00

MINUTES

Attendees: Corey Marvin, Jan Moline, Loren Sandvik, Shannon Bliss, Julie Cornett, Mary O’Neal, Jon Heaton, Norman Stephens, Bill Locke, Lisa Darty, Paula Suarez, James O’Connor, Karen O’Connor, Cliff Davis, Deanna Campbell, Dean Bernsten, and Tammy – scribe.

1. Agenda and Minutes

Tammy will send branding template.

2. Updates

- a. **First draft of Summer/Fall 2012 schedule** – beginning of next semester or earlier if you so choose. Corey will ask Shelley to adapt this semester’s timeline to next semester.
- b. **November 5th Adjunct Professional Development Day** – letters and email have gone out. Encourage adjunct faculty members. Please send information to Louise.
- c. **Adjunct and full-time evaluations** – please see Tammy after the meeting. The written comments will not be available for the evaluatees to see during the course of the semester. They will see at the end of the semester after grades have been posted. This practice has been established at BC and PC. There are grievances regarding this. This move it to be in line with the other colleges, typing the comments, the committee will see the comments, but the evaluatee will not see the comments. There is privacy issues involved. The team will determine which comments will be read as they see appropriate.

3. Programs

- a. **Program status** – Reminder of programs that fall to you, there are some going through for deletion, new additions, the party responsible - department chair, programs not deleted will require program review if their time up is spring 2012. All programs in our catalog MUST have completed program review. Program review template is headed to Senate for review. 1st



complete draft for PR will be February 1st. The program review will go to IEC for review and feedback. The final draft is April 1st.

- b. PLO's: one complete round of assessment due by end of Spring 2012** – most already have the PLO's and many have moved forward in the SLO area. If your program has not accomplished they must be done in the Spring. Liberal Arts faculty will meet at the end of this meeting and see who is responsible.

- c. Program web presence** – Once programs are sent through and cleaned up we will be cleaning up how programs look on the web in the spring. Currently the student sees a long list. We need to clean up and come into compliance with Gainful Employment guidelines. We will be separating programs and departments. If you want to maintain department sub-webs for whatever purpose you see fit. The official program information will be placed under our official website branding. We will take cleaned up program information and list in a more complete information to include the Gainful Employment link. Students will be able to access the information much easier. It will be identical and the same look for all programs.
Friday is the last day to submit information to CIC in order to meet BOT deadline. Students will only need to click twice to find the information on programs.

Make determinations about sites, due by November 15th - We also need to make the commitment to individual sites. That will be what students see on the first page. This is for a two year period of time. Unless otherwise argued in the program review. DUE DATE: November 15th to Corey.
 - i. Entirely on-ground**
 - ii. Entirely on-line**
 - iii. On-ground/online mixed mode (program must be more than 50% attainable on-ground)**

- d. Work with Karee Hamilton to finalize Pathways** – depending on what sites, you need to work with Karee to work with the appropriate pathway. Pathway is another way of demonstrating a long term schedule. Aides student in selecting general ed courses. Let's students know which class they can take which classes, we are committed to holding those courses as we plan. Whatever is listed we will commit to. Corey is committing to two years – provided we begin this process for next year.
How soon will the web content update be completed?



Look at what we have committed to and what you can commit to. South Kern represents a real problem. For the time being we may not have anything to offer on-ground. It is a matter of pulling together and making information available to our students.

Due to Karee – need to be done by the time students begin counseling for Summer/Fall schedule.

Chairs should contact Karee when they are ready to begin the process.

4. Adjunct Hiring:

- a. **Pools and advertising** – Step by Step hiring process for adjunct faculty provided as a handout.

Corey will work with HR to determine the best process to minimize the amount of time the paperwork takes to complete.

The attempt is to make the process easier.

Deanna asked about the timing from step 1 to step 4. Will we have someone in place for the spring semester if we follow these steps.

A spot can open at a moment's notice, part of this is to forecast a bit in the future. Trying to keep this process on track and moving along. If you are experiencing difficulty with the process please email Corey.

Sandi can provide a list upon request of those who are currently in the pool. By following the process we have shown that we have done our due diligence.

- b. **Board Policy & Procedure for Adjunct faculty employment** – these criteria was requested last September. This is the criteria used by the Chancellor reviews when she makes her decisions on hiring. Corey sent this to Suzie and it will be on a pop-up window. Website, faculty button, linked from there Unit Plan Template. Not through Luminis. Senate will have special meeting on November 1st for ranking of new faculty proposals.

5. **Textbook adoptions** – Michael Brocks book store manager. Brian manager at BC. Handout – where to find book adoptions on the CC website. Way to manage book adoptions. Setting the ground work now and will house the history. Faculty and chairs can add their own book adoptions, a copy will be sent to the book store and the chair can receive an email notification if they wish. You may also contact Mike in the bookstore requesting a list of books that are listed on the adoption list. The chairs would prefer that the extra “stuff” not necessary for the course. There are many options for book ordering. There will be a bit more work up front but it will be easier later on. The fall semester information has been included.



Historically the chairs have received a list which included the books going to new additions. Barnes and Noble will have that option beginning next fall, but right now the history is missing to build on. Is there a way to adopt books that is easier, such as the previous years? Another was option is to pull together an email with the books you wish to use and either submit via email to the bookstore or hand carry to the Michael in the bookstore. Either individual faculty members can go in and select the appropriate books, or the chair can have control and approval rights over the selections.

Schedule due dates will be middle of October and middle of March. Lists will be available beginning of Oct and beginning of March. This semester we finalized schedule on Oct 10. If you want to we can move the schedule up. Technically could have book adoptions as late as October 9th and they are uploaded on the web the next day.

The orders go directly to the bookstore email which goes directly to Michael's email.

This is definitely a change in culture, and this is creating a great deal of extra work. There are many other deadlines that are rapidly approaching.

Michael can send a bi-weekly or weekly list indicating which faculty members have not submitted information. The bookstore is willing to work with everyone in a fashion which works best for each person. Books arrive 5-7 business days after order has been placed.

It would take much less time if the chairs were provided with the historical information. Communicate with Michael regarding books that have been used for some time. The bookstore wants to make sure the faculty members have the information.

Is there agreement on default by course? NO! Can it be set to default by instructor?

Bookstore will roll everything over and let the chairs know if there are any changes.

Desk copies for instructors can be obtained through the bookstore. This can be added to the comments section of the form. Sending a separate email requesting the desk copy is also an option. Desk copies for the library – they will research and get back with an answer.



ACTION ITEM – Michael Brocks will follow up on desk copies for the library and how best to obtain.

- 6. Department Reorganization** – not an issue that will be solved here, time to discuss issues that is important to each of you. Jill will hold meeting on Thursday and will be transparent. How will the decision be made? Last year Jill broached the department reorg a series of meeting occurred in spring. This is the first time we have data to review. This is a preliminary meeting. Matt will send reminder of the meeting, just a preliminary meeting. Must go to senate and they must hold a special meeting to consider the proposal and consider approval. This all must be negotiated by CCA. What is driving the need for reorganization? There are a number of things. Conversations have been held by Jill and Matt, and this is new to Corey as well. Departments were created and never reviewed. This is the time to review. The mid-level management positions have been in the staffing plan for some time now. There were several meetings that took place and were open meetings. Are we trying to make faculty managers? It is unappealing to make faculty do management work. Will the reorganization
- The district is proposing the removal of 10% of the release time for and no classified support. It is one thing to save money and who is doing the work.

The meeting will be held in the LRC 604 October 20th 12:30 – 1:30.

- 7. Liberal Arts Faculty (Dean, Shannon, Norm, Loren, Jon, Cliff)**
Cliff Davis will take the lead for the Arts and Humanities. Check with Magi on course deletions. She will provide a list.
Only delete the deletions – needs to be done by Friday.
If you have not revised the program then the PLO's will need to be included.
Math and Science has been reviewed and going back for another review with CIC.
The PLO's will need to be assessed. This will be a part of the GE conversation.
Shannon hopes that that is not the case with Math and Science. They have program PLO's that already assess the program and will work well for the PLO's. The GE conversation will take place soon and this information will be shared. Where do you find the institution strategic goals?
- 8. Remaining Faculty Chair Meeting Dates:**
Lots of planning happens in the fall. We need to meet more often when there is lots of work to be completed. Then possibly meet once a month after that.

Fall Semester

November 1, 2011



November 15, 2011

December 6, 2011

Spring Semester

January 10, 2012 (9 – 1)

January 30, 2012 (2 – 4)

February 13, 2012 (2 – 4)

~~February 27, 2012 (Time TBD possibly 3 – 5)~~

March 5th (2 – 4)

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~~March 26, 2012 (Time TBD possibly 3 – 5)~~

April 2, 2012 (2 – 4)

April 9, 2012 (2 - 4)

April 23, 2012 (2 – 4)

9. Adjournment



**Faculty Chair
November 1, 2011
MB 212
2:00 – 4:00**

AGENDA

1. Agenda and Minutes

2. Information Items:

- **Course Repetition and Withdrawal Limits (handout)**
- **Paid professional expert/unpaid volunteer employment (handout)**
- **Materials Fees (handout)**
- **ARCC Report 2012 Results (handout)**
- **Adjunct Professional Development Update**
- **Textbook Adoptions Update**

3. Department Presentations

4. Remaining Faculty Chair Meeting Dates:

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April 9, 2012 (2 - 4)

April 23, 2012 (2 – 4)

5. Adjournment



Faculty Chair
November 1, 2011
MB 212
2:00 – 4:00

AGENDA

Attendees: Shannon Bliss, Lisa Darty, Julie Cornett, Cliff Davis, James O'Connor, Valerie Karnes, Karen O'Connor, Corey Marvin, Cheryl Gates, Loren Sandvik, Heather Ostash, Dean Bernsten, Paula Suarez, Bill Locke, Jon Heaton, and Tammy Kinnan - scribe

1. Agenda and Minutes

Agenda & Minutes – approved with recommended change to remove the additional words – this information was – from agenda and minutes area.

2. Information Items:

- **Course Repetition and Withdrawal Limits (handout)**

Students will only be allowed three (3) attempts and not more - no exceptions. The previous number repetitions were seven (7). The catalog indicates two (2) retakes. District wide there has always been two (2) repeats and no more. Chancellor's office put out a report on this and made note of it. Students must receive a W in order for us to collect apportionment. W starts at 30% to 60% date. Students who drop prior to official W they will receive a DR and no apportionment. This is a district wide conversation. Two ways to go W at 30% and we will lose apportionment. Cerro Coso will lose 127.77. We need to be mindful of this and move forward to make sure we are in compliance. This was also discussed in Consultation Council and Sean James will be running the numbers reflecting the loss of apportionment if we move the drop date closer to the apportionment date. Senate talked about this as well. If the students receive a W they will be impacted financially. There is currently a timeframe where there is no effect on their academic history. If we move withdrawal date back to census date we will need to do earlier notification. Early Alert goes out during the third week. What happened to the conversation that we are going to communicate with the students in the first week in order to help with student success? Allowing students to drop without much thought is not the best option for students. We cannot do substantive feedback in the first few weeks of the class. It is not black and white with changing the W date. Students will continue to drop and this does have significant impact on student financial aid. Cerro Coso will be required to pay up front, and then attempt to collect from the students. There is a need to more on the front end, student services, and they will continue to work on that. The DR did not count against repeatability. Not an easy issue, not much choice but to move the W date. There will be other factors, and we will have a financial implication. This topic was brought here to pass along to the other faculty members. Consultation Council understands that this is a 10+1 issue and this will go through the Senates.



Action Item – Corey will double check the compliance date – is it summer 2012, or 180 days from October 12, 2011.

- **Paid professional expert/unpaid volunteer employment (handout)**
Handout - chart captures what is required for the each type of volunteer. The electronic document is available through the KCCD website. BOT approval is required before the work starts. Cheryl added that nurses can sign off on TB test results.
- **Materials Fees (handout)**
List of fees approved by BOT on December 2010. Approval happens every year. If there are fees on the list, and it also needs to be reflected in the COR, justification. If you didn't know each year needs approval. Make sure you are charging what is appropriate. This comes on heels of a special audit in welding. Course has never been scheduled, no instructor, and not time slot available. The materials fees have been the same for some time now and this is a great deal for the students. Material fees go back into the general fund. Each time program review is done the material fees need to be updated and justifies the cost.
- **ARRC Report 2012 Results (handout)**
ARRC – each year we complete the ARRC report and the core indicators are provided in the handout. Student progress and achievement rate at 50.4%. ARRC scorecard is how we look to the outside world.
- **Adjunct Professional Development Update**
Saturday, November 5th we have had a great response from our adjunct faculty and currently have a large number attending. Remember that the second part of the day will be dedicated to department meetings so hopefully many of you will make it otherwise make other arrangements. Remember to make the change to your extra duty day calendar and submit to Corey. The first part of the day will be SLO information.
- **Textbook Adoptions Update**
How is this process going? Not well, the bookstore is not responding to all of the chairs. Mary would like a response to her many emails. Cheryl found it was an okay process, and the communication regarding updates for books is fairly easy. She completed the entire process within 25 minutes once she figured out the process. This is a bit more time consuming than the previous way with pink sheets. English sent email to faculty members requesting CRNs and then entered the information in one afternoon. Cliff sent him an email with the information and the bookstore manager uploaded all of the information. The 8 megabyte file that was sent out to the chairs created an issue with email folders.

Shannon would like a standardized process for all and there may be exceptions for others. But there needs to be a follow-up step. Maybe we need 2 – 3 different ways to complete the book ordering process.

Priority registration begins November 17 please make sure the books orders are complete by then.



Spring semester reviewed very carefully and a comparison from previous semesters and chairs did a very good job. Corey did send a few emails to some chairs. Our weekly contact hours are slightly ahead of this semester. If you received an email please consider Corey's request and provide some feedback.

Shannon has been asking for coordination for years and she is appreciative of the coordination that took place. Thank you!

Summer will be created in the spring. Corey's plan is to have a single summer start and end date. There may be some expectations. There are f/a, student services, veterans benefits, orientation, A start date that begins after the high school is out. The calendar committee has gone to Senate discussing this same issue. Aligning as closely as possible for a single start date will benefit students as a whole. Not sure how long we will be able to run police academy classes, which bring in a great deal of FTES. We will need to cover the loss somehow. Also on table is continuing in-service training which is not our core mission. These are topics of conversation. How many potential FTES will we need to backfill? Steve is working on Cal City module which will cover some of the backfill. Sheriff Academy - 980 hours per student for 6 months = 56 FTES per class. This year we ran 2 the FTES was in the 50 – 150 range.

Thank you for getting AUP in 100% completion rate. Previously AUP's were placed in binder and never looked at again. This morning, Valerie, Deanna, Corey, and Erie met to discuss the next steps, possibly a divisional plan. Look for themes, common elements, dovetail with college and district strategic goals, etc., will pull together an executive summary. Academic Affairs, Student Services, and Business Services will all complete one.

Action Item – Corey will talk with the book store manager about emailing very large emails to the chairs. Bring book store manager back early in the spring and formalize a process.

3. Department Presentations

Industrial Arts – goals wants to update all courses in CurricUNET by spring 2013, restructured IA programs by deactivating some programs for various reasons, update and or introduce new programs, create long term plan for student completion. Information regarding SLO's is in process. Space – needs space for tech unit requesting the old machine tools area which would work well. Success – reduced overcrowding which occurs during hands on portion of the class, safety will increase, multiple classes can be held with additional space, and security will increase. Welding offerings hopes to increase to day offerings. Currently both instructors are maxed out with load. Wish list is another fulltime instructor for welding, would like someone proficient in multiple areas. Are you looking to expand off the IWV campus? Not at this point. Welding program needs a great deal of expensive equipment and specialized space. We do have portable solar classroom which is being built. He also included student success and retention rates. Need to add supplies and performance data.

English – justification of new faculty hiring took the most time and felt that was most important. Template made him consider the goals more carefully. Department has accomplished quite a few goals, several assessments completed, responded to almost all future development strategies, discussion around graduation change from English 70 to 101. Success rates for 101 basically the same. Need to



update the requirements for Basic Skills. Most important improvement is to hire FT faculty in English. Noticed some gaps and assess how material is delivered, rewrite to include soft skills. English has comparatively lower success rates and they will be discussing how to improve. Maybe partner with high schools in Ridgecrest. Deanna and Cliff has discussed this with the Mammoth schools. Improve student success in English courses, by managing enrollment and scheduling better, adopt a uniform approach for early alert for students. Do whatever we can to help students succeed while maintaining department rigor.

Library – past goals review they have extended bare bones library services using adjuncts. Reconfigured classified staff position, working on library page to include more instructional, still working on text reserve, library research orientation. Program review has never been undertaken, SLO just now, DE big part of the library and web page needs to add instructional information, reach students in online classes. Gaps standardize library programming at all campuses so all are on same page for assessing. Goals – extend library instruction through library internship, seek collaboration with HS librarians, align and assess onsite library assessment. Required resources – the department is asking for fulltime librarian that can serve the online student needs. Title V states there should be at least 3 FT librarians for a campus our size. FTES has doubled. SLO assessments have indicated some inconsistencies, working on revising.

Science and Engineering – deleted 38 classes in the spring from Sciences area. Has corrected the inconsistencies found through the AUP process and as of Friday will be fixed through CIC. The labs at the SK and KRV campuses are not really labs, but they are trying to make things work. As we talk about new locations Shannon would like the science department included. The observatory is an important part of the department and with the institutionalization of this the concern has minimized. Good facilities but due to lack of needed equipment the students are not getting the hands on learning needed. STEM grant will help with the purchase of the needed equipment. Good connections with the engineering firms in town and will work with them to obtain new equipment. Student fees and cost of books is a concern for the students. The department would like to look into options for the students.

Jill share information regarding Dean Flores and the 20 million minds and partnering with ??? and would like to offer options for students electronic textbooks, and he is willing to put a lot of resources and people towards the research. If anyone is interested let Jill know.

Digital Media Arts – reduce course offerings, submit DMA program to state chancellors, improve course offerings. Leaning the schedule and trying to retain diversity in electives. DMA did not get submitted for state approval. Department ran several classes through CIC. Realized they have placed pre-reqs that created issues for the students. Goals - 1 2 3 Success and retention is not good. See many students that do not possess the basic computer skills needed. 1) Implementing basic skills assessment to help place students appropriately. We will offer students additional contact and guidance. Student survey was conducted this semester and they received great response. Overwhelming the students would like the personal contact and additional help. The department will continue to make the personal contact. Hoping that Degree Works application will help identify students that are near milestones of success. 2) Improve student learning outcomes. Specific areas of improvement were identified. Action plan provided. 3) Redesign Digital Media Skills certificate – provide students with a broad suite of classes that



will enhance employability and job skills in current positions. Department has learned that the certificate needs to be refined.

PE / Health Science – PE no faculty requests, program review in spring, met almost all goals, given up on pool, asking for equipment and supplies. Need box for minority opinion, should be same measure for each department. Maybe there could be three or four charts that will be consistent. Department has gone from 300 FTES down to 250. Make money for college, but ask for little. Once in a while we need to address some issues such as the track, which is a maintenance issue.

Child Development – AA degree now and will correct. Partnerships added last year statewide mentor program new faculty member. Complete third year program assessment and determined the program assessment was not working well. Board overview offer many classes online, and have commitment to build on-ground program at IWV and KRV. Advisory committee maintains that online at ESCC is best for now. iTV – child development did from first semester, then issues, new equipment and staffing. Hybrid in 2009 between IWV and KRV which was marginal, willing to do iTV but the barrier is paying faculty mileage. 2) SLO completed PLO's and has not worked well on SLO's doing that now. 3) Investigate why success rates have not changed. Look at the technological difficulties. Advising students, and getting back to basics. Did not ask for fulltime faculty this year, but alluded to a request for next year. No classified requested. The department asked for mileage to support iTV, conference money, brochures, and library e-books. Do we need to ask for support for Adobe Connect? Include the justification and include the request in the budget piece, as this will roll up to budget development committee.

Counseling – previous goals included extension of orientation and student success courses, not comparative data with students who have not taken student success courses. Data does reflect lower retention and success rates. With a target population we are looking at success and retention rates. Working on assessing SLO and number of discussion have taken place. SLO for preview day, follow-up services such as early alert, smart grades, initiating fall extended orientations for gen pop students as well as specific pops. Counseling is targeting students to begin developing educational plans and setting educational goals. They are working on collecting the data. Counseling contacts increasing, data collected through SARS. Also, working on expanding services provided to all campuses. Coordinating services through counseling meetings, addressing campus needs. Goals – developing non-transferrable degree applicable for BSI students, expanding application and offering long term planning for all students. Department is requesting one fulltime counselor to assist in improving response in rise of counseling contacts and the need to provide those resources to students.

Math – partnerships between and AV and Long Beach, DE not math 20, all others offered on-site and on-line, get paperwork from Dean

Visual and Performing Arts – working 113 sections 2007/08 now 48 down 60% in course offerings, the up side is we are only down 30% in enrollment – down 22% in actual grades, retention rates stable. As a group we need to check into grade inflation. Professors are doing well. Entire department seems to be in-sync. The chair is requesting Professor Darty join the art department to add additional class offerings. The criterion sent out does not provide a good match.



Health Careers - numerous partnerships, advisory boards at EESCC and IWV working on one at KRV, DE working on developing and refining coursework to fulfill the goal. LVN offered via iTV from IWV to ESCC. Program is moving forward and will be addressing the area of weakness, which is the use of simulation.

Equipment purchased for Bishop and mammoth, SLO's all instructors not using same scenarios and reviewing that. Proposed 2 positions – running most of the classes with adjunct and this creates a huge issue.

Goals – Improve response to community needs, increased attrition rates, improve student access, retention, and success, provide effective learning and earing pathways for students.

Funding – only needs to purchase for one campus because she has VTEA and Sunshine Foundation monies.

Need AUP for Fire, EMT, and AJ.

Humanities – read on your own

Business Information & Technology – glad it's done but could have been better. 8 degrees, 8+ certificates, 2 fulltime people with 4 distinct areas, lots of program reviews, 69 courses to keep up to date. Cannot be brilliant in this department just have to be mediocre. There is a request for a fulltime business faculty.

Goals – Always success, getting curriculum updated, filling in gaps, deleted business ethics class as this is something that is taught in each class. We are working on better cohort with Owens Valley. Paralegal – ABA will allow certifications. Paralegal has PR this year.

Any changes must be submitted by Friday at noon. Data does not need to be resent. Include the department name at the top of the page.

4. Remaining Faculty Chair Meeting Dates:

Fall Semester

November 15, 2011

December 6, 2011

Spring Semester

January 10, 2012 (9 – 1)

January 30, 2012 (2 – 4)

February 13, 2012 (2 – 4)

March 5th (2 – 4)

April 2, 2012 (2 – 4)

April 9, 2012 (2 - 4)

April 23, 2012 (2 – 4)



5. **Adjournment**



**Faculty Chair
December 6, 2011
MB 212
2:00 – 4:00**

AGENDA

1. **Agenda and Minutes**
2. **Updates:**
 - a. **Spring 2012**
3. **Program Clean Up**
 - a. **Review Program-by-Location List**
 - b. **Next Steps**
4. **Academic Affairs 2012-2013 Student Success Goals**
5. **Adjunct Hiring Process (Matt Crow)**
6. **Board Policy Changes: Grade Change and Independent Study**
7. **Remaining Faculty Chair Meeting Dates:**

Spring Semester

January 10, 2012 (9 – 1) – Tuesday
January 30, 2012 (2 – 4) – Monday
February 13, 2012 (2 – 4) – Monday
March 5th (2 – 4) – Monday
April 9, 2012 (2 - 4) – Monday
April 23, 2012 (2 – 4) – Monday

8. **Adjournment**



Faculty Chair
December 6, 2011
MB 212
2:00 – 4:00

MINUTES

Attendees: Corey Marvin, Heather Ostash, Valerie Karnes, Shannon Bliss, Cliff Davis, Dean Bernsten, Bill Locke, Julie Cornett, Loren Sandvik, Paula Suarez, Lisa Darty, Karen O'Connor, Jan Moline, Cheryl Gates, Norman Stephens, Jon Heaton, Mary O'Neal, Matt Crow, Deanna Campbell, Tammy Kinnan - Scribe

1. Agenda and Minutes

Minutes from November 1, 2011 – Mary questioned the comment about Child development remaining an AA degree; the minutes correctly reflect the discussion at the time.

The minutes are approved as amended. Add Bill Locke and Jon Heaton to attendees. Add Jill Board spoke about Dean Flores under Science and Engineering AUP presentation. Change Business Services to Business Information & Technology

2. Updates:

- a. **Spring 2012** – Priority registration started on November 17 and open registration started on November 30, 2011. We do not have comparison charts like we have for the fall so it is difficult to tell how we have done for the past few years. Currently at 967 FTE as of this morning. This is approximately 70% of our FTE target which is 1350. Students are registering early and that is the pattern counseling is seeing. As of this morning 70 courses already closed. 509 sections including the cross listed sections, 423 – 425 sections.

Program review – Those of departments scheduled of program review should not be surprised - Child Development, Industrial Arts, paralegal, PE, and library. Liberal Arts degrees are due in 2014. If you're department has program review due the template is being finalized at Senate on Thursday. The data on back side has data expectation, and we will supply the data. Apologize that this year was not completed until 11/30. It is our intention every year that in future the data will be to you in the summer. This will allow you to get started earlier on your program review.



Data can be found by going through Inside CC --- faculty tab under quick links. Thanks to Tina she worked really long and hard to complete.

PR Timeline – this year the process is not as clear, due to IEC and will provide useful feedback and consistency. Completed by February 1st feedback will be provided during the month of February. This year the timelines are a bit condensed, but that will not always be the case. Feedback will be valuable. The Program reviews will be sent to the May Board of Trustees meeting.

Faculty Senate has control of the process, and these discussions are taking place in other meetings.

IEC meet bi- weekly last semester but the group is very flexible with their meeting schedule.

Program Review does not currently go the BOT for approval. Corey meant College Council not the board of trustees. Working backwards the timeline would be College Council, Senate, and CIC. This is the current process, but IEC is holding discussions on whether or not CIC needs to be involved. The Senate needs to hold the conversation as to whether or not the CIC group will review. The IEC committee could fulfill the function to review for accuracy and completeness that CIC was initially designed for. Program Review does not go into CurricUNET. Originally there was a place for that, but we do not use that part of the system.

Karen shared her concerns about the process or lack thereof for the Program Review.

Matt indicated that the Program Review process is on the agenda for the Senate meeting.

3. Program Clean Up

- a. **Review Program-by-Location List** – handout. Corey heard back from chairs and site directors and the list includes the programs offered at the locations indicated. Thank you for returning the information.

X in online column means program can be completed online in two year period.

X in the campus column means the program can be completed entirely on ground over 2 years. No online courses required.



Split columns indicate program can be predominately fulfilled on ground with additional classes online.

Y is for degrees only and indicates that the major courses cannot be completed in the online environment, but the general education courses can be. Paralegal is a good example of this. Major courses can only be completed online.

Red – programs on tap but have not been approved. Programs we are hoping to have place for the fall.

Asterisk – requires 5 semesters.

The first step is to review the list and make sure it is correct. The second step is to work with counseling to ensure that there are program pathways at the sites indicated by the X. The chairs have not been directed to put together a long term schedule for some time. How can you have pathways without a long term schedule? The program pathways and the long term schedule are one in the same. The pathways are the commitment to provide the courses for a two year timeline. Karee has worked really hard to get the information provided by some chairs and are now available at the rip-off-rack. The pathways will be used by students to make decisions for their educational goals. These are not simply a guideline. If the pathways are solidified through Karee then Corey will commit to offering the program. The pathways will be written for two years at a time, but each year they will be new. Things to consider as you work with counseling on the pathways:

1. Can program start each semester, or each year, or every two years?
 - a. Every year and contains an intro class, then the intro class will be offered each fall.
 - b. Consider the online distribution – program online and onsite you may not want the online courses duplicating the on ground courses. Consider placing online pattern on an alternate pattern with the on ground classes. Consider over the break and work with counseling. After break we hope to finalize the pathways. Shannon requested a new template for the long term schedule so that counseling can properly counsel students and advise the student signing up beginning the summer 2012. Corrections to the document see Corey after the meeting. Corrections to the pathways should be sent to counseling. Should summer be included in the long term schedule? There has not been a big discussion about summer here, although it has been discussed in the past. At this point summer this year looks much like the past summer. Based on FTE we will look very similar to last summer (2011). We will want to scrutinize our summer



offerings; CHDV is in a slightly different position as it has built a summer session into it.

The purpose of the pathways is to place the students in the appropriate courses in the primary terms. Discussions regarding summer offerings will continue. We don't want to offer classes in the summer that make it impossible for the fall or spring causing us to cancel classes. This will also cause the program course offerings to be out of sync.

b. Next Steps

4. Academic Affairs 2012-2013 Student Success Goals

Finishing up Ed master plan, which is due a week from Friday. The Educational Master plan is composed of all AUP's, including Liberal Arts and Sciences. Corey wrote the Liberal Arts and Sciences plan and will share with the appropriate groups for review and feedback. Above the AUP's are the Annual Section Plans.

Corey reviewed each of the goals.

Karen shared her concerns about the deadlines crossing the midterms, finals, and other critical times that she should be with her students. Corey shared that it is now, and always has been his intention to give as much lead time as possible for projects that are due. He doesn't know how else to lighten the load. This year we have to make up ground with things that have not been completed and should have been. Corey is hoping that we never experience another semester like this one. Corey stated that this will not be the norm. Chairs have been very busy playing catch up over the past several months and have done a tremendous amount of work. Hopefully we will not need to have as many meetings in the future. We are finalizing our processes things will begin to run smoothly. A calendar of due dates would be beneficial to the chairs. Corey will work on the calendar over the break. Mary shared that historically the deadlines were not adhered to and the administrators did not follow through. Chairs have taken on a great deal of additional work this semester and didn't give up anything else, and most of them see this as their responsibility. Others believe the moving target issue makes their job impossible. Corey has asked Shelley and Magi for timelines. Corey is hoping all this work will help to alleviate the stress felt by the chairs this semester. This has been a difficulty semester in a very long time. The chairs are working diligently to complete the tasks assigned.



KRV and SK are not represented in any of the unit plans. KRV will be moving from the current location. South Kern will expand operations from Edwards to California City. As of next semester we are offering courses at Cal City high school. Corey has asked Erie Johnson for a two year plan for the move to Cal City and courses that should be offered. Counseling services will be on base or via the phone appointment with our counseling department. KRV lease is up June 2013. We own property near high school in KRV.

Goal 2 – this comes from your annual unit plans. Substantive Change Proposal submitted in November was approved at the state level. We are now in compliance. Thirteen years of backlog have now been filled.

Substantive Change Proposal Recommendations:

1. Hire Director of Distance Education.
2. Have restarted online faculty training – begins in January 2012.
3. Dealing with issues of student authentication issues.
4. Student preparation – services, resources, and requirement are available.

We sent 50 programs that we have created and had not been approved over the last thirteen years. There were a number of programs moved online or a portion of the program was offered online.

Goal 3 – this will be an ongoing process

Goal 4 – demonstrate continuous quality improvement.

Goal 5 – Now we need to demonstrate that we can keep the momentum going.

Listen to your program, what is your program telling you, and continue to monitor you program.

Senate has new committee the SLOAC chaired by Suzie Ama they will look at the SLO's for trends and other information and if there is a problem it will send up a red flag.

Action Item – Corey will pull together a timetable of due dates for the future projects for chairs.

Comments or concerns – number 4 what does that mean when we are over cap. This is to align curriculum not to get high school concurrent students. State is concerned about the students who graduate from HS and then are not successful in college. English is most conspicuous. Students do well in HS and not well in college. What is taught in High Schools is not aligning with college. Cliff is working with Mammoth



High Schools to close the gap. Department intends to work with high school in Ridgecrest as well. The conversations are very beneficial and aligning the curriculum which will be beneficial to all students.

CTE is working on articulation and career pathways. Credit by exam is similar to articulation. Historically high schools had college track and non-college track. ESCC is doing a lot of outreach. CTE is different than the other side. CTE can have articulation agreements. Shannon would like to be included in the discussion regarding the engineering program.

Mary would like full discussion in the future regarding the dual enrollment. Santa Barbara is the premier program for dual enrollment. There is a group headed to Santa Barbara on January 6th to see the program.

Any thoughts regarding the goals should be sent to Corey via email.

5. Adjunct Hiring Process (Matt Crow)

There is a bit of discrepancy at Consultation Council on the timeline for the adjunct process. Matt is requesting feedback on the policy before it heads to Senate. There will be two readings at the Academic Senate. Previously the PAC and DAC committees reviewed the files and either signed off or not. This new procedure will increase the workload for the chairs exponentially. If the process is not broken then there is no need to fix it, and this new process is very time consuming. This policy will be presented at the senate meeting on Thursday.

6. Board Policy Changes: Grade Change and Independent Study

Grade Change policy has made it into the board policy even though it is still pending board of trustees' approval. This follows the student complaint process very closely. There are four reasons for grade dispute – mistake, fraud, bad faith, or incompetence. Be clear with your role and the timelines as they relate to you. First level is to contact faculty member.

Independent Study – came up at CIC. Independent study is specific for the student's major or for transfer only. The course is already on the books and you are providing a student one-on-one instruction with the student. This must be agreed to by the faculty and currently is done without extra pay. Mary wanted to be clear that doing things for no pay must stop.



There is some confusion regarding this policy and the implications involved. Matt believes this policy has been approved by the BOT. Matt shared that this policy was designed from what the other two colleges are doing. The independent study option is an option and the faculty members are not required to agree to the IS. It is not related to Honors contracts. It must be an approved COR that is approved for the major and transfer.

7. Other items

- Reminder – Grades are due December 13th for the December 15th grade roll.
- Lisa reminded everyone to check the bookstore text selections, she experienced a little difficulty. The bookstore changed one of her books without notifying her.
- Karen also found a couple of errors with her classes.
- Deanna just received email from Owens Valley Career Development Center indicating several CRN's that did not have textbooks assigned. Deanna thought the CRN's should possibly have texts.
- Jan – email indicating the transfer evaluation system and included the faculty chairs you will receive equivalency to evaluate and approve requests. The new system saves the information. Counseling will be trained on the system tomorrow. Chairs will potentially receive emails, but for now you can ignore them. The email subject will indicate that these are “tests”. The password can be changed. Your email address is the user id.
- Re-enrollment of current students - If there are students failing classes they will not be allowed to re-enroll in the class until grades roll, or there is some written communication from the faculty member. Should be an exceptional circumstance, if that is the case contact counseling.

8. Remaining Faculty Chair Meeting Dates:

Spring Semester

January 10, 2012 (9 – 1) – Tuesday

January 30, 2012 (2 – 4) – Monday

February 13, 2012 (2 – 4) – Monday

March 5, 2012 (2 – 4) – Monday

April 2, 2012 (2 – 4) – Monday

April 9, 2012 (2 – 4) – Monday

April 23, 2012 (2 – 4) – Monday



9. Adjournment – 3:51 p.m.



**Faculty Chair
January 10, 2012
MB 212
9:00 – 1:00**

AGENDA

1. Agenda and Minutes
2. Updates:
 - a. Spring 2012
3. Spring 2012 Objectives
 - a. Get SLO's from Fall 2011 recorded
 - b. Work with counseling to get program pathways completed for all programs at all sites
 - c. Build schedule for Summer/Fall 2012
 - d. Identify CLO's that map to GELO's
4. Recording SLO's
 - a. Due date
 - b. CurricUNET (Ama)
5. Work with counseling to get program pathways completed
 - a. Due date
 - b. Review new program pages
 - c. To be used as a guide for summer/fall scheduling
6. Building schedule for Summer/Fall 2012 (by March 9)
 - a. Timeline (handout)
 - b. Common start date for Summer 2012: June 11th
 - c. Last grade roll: August 9th
 - d. Ground rules for summer and fall scheduling
 - i. Same size as 2011
 - ii. Mostly GE and elective courses, *required* program courses on a case by case basis only
 - iii. Max load
 - iv. Basic skills bridge courses encouraged . . . run first week instead of last
7. Identifying CLO's that map to GELO's (April 15)
8. Child Development Centers, discipline cross-over (San Nicolas)



9. Remaining Faculty Chair Meeting Dates:

Spring Semester

January 30, 2012 (2 – 4) – Monday

February 13, 2012 (2 – 4) – Monday

March 5, 2012 (2 – 4) – Monday

April 2, 2012 (2 - 4) – Monday

April 9, 2012 (2 - 4) – Monday (room conflict)

April 23, 2012 (2 – 4) – Monday

10. Adjournment



Faculty Chair
January 10, 2012
MB 212
9:00 – 1:00

MINUTES

Attendees: Corey Marvin, Dean Bernsten, Julie Cornett, Mary O’Neal, Cliff Davis, Bill Locke, Norman Stephens, Shannon Bliss, Paula Suarez, Valerie Karnes, Jan Moline, Cheryl Gates, Deanna Campbell, Erie Johnson, Lisa Darty, Loren Sandvik, Tammy Kinnan – scribe.

Absent: Karen O’Connor, James O’Connor, Heather Ostash

1. Agenda and Minutes

Approved as submitted

2. Updates:

- a. **Student center** – Gale Lebsock sent an email this morning indicating the student center is now open, and furniture going in today.
- b. **East wing** – Corey and John conducted a review of seats in each room. Each room is slightly different size. EW207 left side of hall is 1.5 feet shorter than 210. The desks have been moved around to accommodate the room size and configuration. Also, Corey has bumped enrollment caps to capacity.
- c. **Spring 2012** – printed this morning shows current FTE, census, fill rate, etc. FTE target is 1348, which is fluctuating a bit. Discovered over break 25 FTE lost. There were mostly CHDV classes which were zeroed out for some reason. One day issue during grade roll. Neither BC nor PC experienced this issue. Had about 500 FTE, 1410 fall, and currently at 1309. We were at 1300 last Wednesday before the drop for non-payment where we lost 57 FTE. This is the largest impact we have seen in a long time. Good news is that those students are out of the system. Hopefully will result in slightly better retention. Can we get a list of students with email address and phone numbers that are dropped so the instructors can contact students. There are two more drops this week. Yesterday, counseling was busy and we increased by 37 FTE. Not represented – AJ classes or academies. Corey surprised at the softness of the IWV campus in comparison to last spring. Enrollment numbers are down. Interesting to see what happens this week.
KRV – Busy yesterday, at 153 FTE last spring, after drops yesterday just short of 119. SK enrollment is down. Counselor is back at KRV campus.
ESCC – enrollments are looking very very low in English, Biology, Math, We may be entering a period where we need to consider a marketing event.

All Campuses - This week will be a drop for students that did not meet pre-requisites. Board policy indicates drops for non-payment should be done daily. This is not an automatic process, exclusions need to take place, and the process is done by hand and run manually. Likely there will be someone



here next December, the holiday closure will be one week, to complete the process. There are discussions about automating the drop process. Financial aid is also an issue. We can do a better job of notifying out students.

Enrollment information is broken out on the second page of the handout. The information is broken out by campus, department, and subject.

We are consciously trying to put more classes on ground. The intention is not to cancel classes. If not cancelled yet, they will not be cancelled. Typically, the students that enroll late are not the high performing students. Having them onsite we have the opportunity to nurture them. Is there a target for the on-ground classes at the IWV campuses? No, other than we are trying to trim from online and place on-ground. Let your program needs drive your course offerings, but take a look at your programs. There will be questions asked for low performing, low enrolled online programs. Mandatory matriculation components will create an opportunity to fill our classes with our true students, and not those out of our service area. In the next 6 months or so there will be a shift in registration, which may impact our online students. We will need to weigh and balance. Corey received a first draft of the external scan, which will be reviewed at the next chair meeting. The scan went back to 2006 and took a look at the students. This is a very interesting read. Completion rates also affect our students. BC and PC students with priority registration take space in our classes that our own service area students need. Who do we want to build our schedules for? We want to build our schedules for our service area. Recent HS grads will show up on priority registration. They have had priority in the past if they complete the placement test process. We need to be ready to shrink when the economy improves. We will not be growing in the future. The scan shows that the only area that will grow will be the South Kern area. We need to think about and plan for the change that will take place. We cannot leave our heads in the sand and we need to begin thinking about marketing and downsizing.

3. Spring 2012 Objectives

a. Get SLO's from Fall 2011 recorded

Spent time in fall talking about which classes you would gather SLO's for in the fall. We now need to get them recorded. Some completed them during break, some will finalize during flex day department meetings. We need to record the SLO's. Have the repository for assessments changed? Suzie attended a training yesterday on CurricUNET and it is ready to go. She is planning to conduct a training session during flex day. What would be a reasonable date to record the fall SLO's and then transfer the others to CurricUNET? Fall 2011, all previous, and Spring 2012 – three different due dates.

DUE DATES:

March 30th for Fall 2011

May 11th for all previous semesters

October 1st for Spring 2012

ACTION ITEM: Send the due dates out immediately following the meeting.

b. Work with counseling to get program pathways completed for all programs at all sites



Art, BSOT, CHDV, HMSV, ADMJ, and Web Design have completed their pathways and are ready to go.

Not completed are Health Careers, business, engineering, are high priority and need to be completed.

c. Build schedule for Summer/Fall 2012

Handout

Spreadsheets to faculty 1/17/12

Spreadsheets to scheduling tech 2/3/12

Draft 1 to chairs, directors, and counseling – 2/20/12

Changes to scheduling tech 2/27/12

Draft 2

Summer 8 week common start date – June 11th. All but one high school is out by then. There must be a very compelling reason to hold a longer class.

Start date for Fall is August 20th.

Why can't we have two start dates? There are financial aid issues.

Academic Senate worked long and hard to create a schedule that would accommodate a 10 week summer session.

Currently we are not moving on ground for the summer session, we will keep a summer session that is primarily online.

Veterans create a calculation issue. Financial aid is also problematic with beginning summer too early. Two start dates were discussed in the calendar meetings and there are some classes that cannot be condensed into an 8 week session. Holding just two summer start dates would be a huge improvement. How many high schools students actually come here for the summer session? May 28th for 10 week classes, and June 11th for 8 week classes. End dates also create problems.

Summer Session

May 28th – August 4th – 10 week classes

June 11th – August 4th – 8 week classes

Anything outside of the above dates there needs to be prior approval from the Vice President of Academic Affairs.

We are attempting to clean up start and end dates. Matt recommended that we start the Becoming a Successful Online Student on May 28th. This is a two week course, one unit course. Summer should be same as 2011. As you build courses, think about the consequences of offering certain courses during the summer. Summer should be optional. We should not be offering anything except GE and electives. CHDV does offer courses during the summer due to the nature of the program. If the program is specifically designed to run during the summer and it is indicated in the program review, then it is acceptable. Think carefully about the summer enrollments. Degree pathways should be designed

Boot camps should be offered earlier to allow the students the opportunity to take the boot camp and then take the placement test.



d. Identify CLO's that map to GELO's

CLO's – Course Level Outcomes senate is discussing the general education learning outcomes. GELO's – general education learning outcomes. Once complete this will come back to faculty chairs and ask you to determine which courses map to the general education learning outcomes. It will left to the chairs to determine which learning outcome fulfills the GE requirement. The mapped learning outcome will be pulled when the GE program review is to be done. The GE Task Force will be reporting to Academic Senate.

4. Recording SLO's

a. Due date

b. CurricUNET (Ama)

Training will be offered on Friday, January 13th during Flex Day.

5. Work with counseling to get program pathways completed

a. Due date

February 15th program pathways need to be completed with counseling. Keep in mind the relationship between the online and on ground sequences.

b. Review new program pages

c. To be used as a guide for summer/fall scheduling

6. Building schedule for Summer/Fall 2012 (by March 9)

a. Timeline (handout)

Summer Session

May 28th – August 4th – 10 week classes

June 11th – August 4th – 8 week classes

Anything outside of the above dates there needs to be prior approval from the Vice President of Academic Affairs.

We are attempting to clean up start and end dates. Matt recommended that we start the Becoming a Successful Online Student on May 28th. This is a two week course, one unit course. Summer should be same as 2011. As you build courses, think about the consequences of offering certain courses during the summer. Summer should be optional. We should not be offering anything except GE and electives. CHDV does offer courses during the summer due to the nature of the program. If the program is specifically designed to run during the summer and it is indicated in the program review, then it is acceptable. Think carefully about the summer enrollments. Degree pathways should be designed

Boot camps should be offered earlier to allow the students the opportunity to take the boot camp and then take the placement test.

b. Common start date for Summer 2012: June 11th

There will be two start dates for summer

May 28th – August 4th – 10 week classes



June 11th – August 4th – 8 week classes

Anything outside of the above dates there needs to be prior approval from the Vice President of Academic Affairs.

c. Last grade roll: August 9th

d. Ground rules for summer and fall scheduling

i. Same size as 2011

ii. Mostly GE and elective courses, *required* program courses on a case by case basis only

iii. Max load - equivalent of 1.6 for 8 week courses load cannot exceed .8, anything over .8 will require VPAA approval. Four week class would be .4 load. A certain work load is appropriate and the contract states 1.6 and exceptions will be considered on a case by case basis, but not as an ongoing way of doing business. It is good practice to not teach too much in order to give the students the full benefit of your attention.

iv. Basic skills bridge courses encouraged . . . run first week instead of last

7. Identifying CLO's that map to GELO's (April 15)

April 15th deadline

8. Child Development Centers, discipline cross-over (San Nicolas)

Tabled until January 30, 2012 faculty chair meeting

9. Announcements

New Employees:

April Browne – Computer Science

Charles Osteen – Director of Distance Education – From Nebraska. He currently has a larger service area than we do here. He is well versed in the online environment, iTV, and employee training. The relationship between faculty chairs and the director will be working with scheduling online courses, faculty and staff training, and professional development. He would be viewed the same as

Community Education – Shannon recommended that there be a community education page. The web page should not be community education centered. We also need to make sure the webpage is not just IWV centric. Deanna Campbell shared the reasons why community education courses are not successful in Mammoth. Why do we offer classes that are for credit and also offer through community ed? Corey advised the chairs to work with Stephen Gexler to determine if there are any course offerings in their specific area. How would the faculty chairs like to be notified of courses that are being designed and offered through community ed? The chairs would like the list of offerings to be brought to the faculty chair meetings. Approval for the community ed courses does not go through faculty chairs. The communication between chairs and the community ed director is broken and needs to be fixed. There are issues with scheduling and cross over. Community ed is not replacing credit courses, it is not cannibalizing credit courses. The conversations being held are a



sign of the process being broken. These conversations are always very contentious and should not be. There should be a formal discussion about the process. How is GU001 being reimbursed for the use of areas used by community ed.

We are talking about two different types of students – 1) students who have exceeded their repeatability. 2) – students who only want to take a class to learn one specific thing (ex: how to use new digital camera).

The chairs would like to know what is in the pipeline for community ed classes.

The community education pipeline will be a standing agenda item for each faculty chair meeting.

ACTION ITEM – Corey will bring the list of courses that are in the pipeline for community ed.

Out of state faculty – the union rep met with the president, and the union will continue to pursue this issue. Primary methodology of how those faculty members were identified was through Banner.

Department Reorg –

- Deanna Campbell will serve as the Humanities department chair for the Spring semester. The agreement with CCA to cover the Spring semester only. No exceptions will be made.
- Reorg – we know that Jill had a meeting outside of senate and shared 3 possible scenarios. Not well received, so back to the drawing board and re-work to include the recommendations. She is attempting to align the departments with faculty, programs, etc. Discussions on how to represent the additional work, we are becoming more program based. The president's re-org needs to be completed by the end of this semester, as CCA will not be in support of extending the Humanities Chair responsibilities beyond the Spring semester. There will be some splitting out of departments, and some combining of others. All areas will potentially be affected. The union will not negotiate anything that does not have the full support of the academic senate. The faculty will have plenty of opportunity to provide input. The point is to make the departments operable.

10. Remaining Faculty Chair Meeting Dates:

Spring Semester

January 30, 2012 (2 – 4) – Monday

February 13, 2012 (2 – 4) – Monday

March 5, 2012 (2 – 4) – Monday

April 2, 2012 (2 – 4) – Monday

~~April 9, 2012 (2 – 4) – Monday (room conflict) CANCELLED~~

April 23, 2012 (2 – 4) – Monday

11. Adjournment - 11:58 a.m.



**Faculty Chair
February 13, 2012
MB 212
2:00 – 4:00**

AGENDA

- 1. Agenda and Minutes**

- 2. Updates:**
 - a. Program Pathways**

 - b. Bookstore**

 - c. Part-time Faculty Assignments**
 - 1. Developing a Ready-to-go Part-time Faculty Pool**

- 3. Adjunct Faculty Hiring Policy and Procedure (BP 6H)**

- 4. CurricUNET Assessment Module – Suzie Ama (30 minutes)**

- 5. CC Academic Program Webpage Changes – Corey Marvin (30 minutes)**

- 6. Faculty Chair Re-organization Proposal – Jill Board (30 minutes)**

- 7. Remaining Faculty Chair Meeting Dates:**

Spring Semester

March 5, 2012 (2 – 4) – Monday

April 2, 2012 (2 - 4) – Monday

April 23, 2012 (2 – 4) – Monday

- 8. Adjournment**



Faculty Chair
February 13, 2012
MB 212
2:00 – 4:00

Minutes

Attendees: Erie Johnson, Deanna Campbell, Matt Crow, Dean Bernsten, Corey Marvin, Valerie Karnes, Shannon Bliss, Karen O'Connor, Jan Moline, Julie Cornett, Paula Suarez, Cliff Davis, Mary O'Neal, Cheryl Gates, Lisa Darty, Loren Sandvik, Norman Stephens, James O'Connor, and Tammy Kinnan – scribe.

Absent: Bill Locke

Guests: Suzie Ama, Jill Board, and Sylvia Sotomayor.

1. Agenda and Minutes

Minutes from January 10, 2012 were approved as amended – correction to April Browne's name and department.

2. Updates:

a. Program Pathways

There are a few approved and posted, some are waiting approval, and there are a few in progress. Check on the CHDV program pathway for completion. Chairs please continue working with Karee Hamilton in counseling to complete your program pathways. The pathway should be done for each program at each site. Shannon shared the chairs have limited control of the process. ESCC pathways are done and out. KRV is in progress. Program Pathways will be posted to the faculty chair group site. When working on the site pathways make sure you include the site directors. So this will be a three way conversation – chair, Karee, and Site Director. Thank you for getting this done. It is very important for students when working on educational plans.

b. Bookstore

The bookstore at KRV and ESCC are closed after the second week of the semester. This is written into their contract. They are open one week prior to the semester start and one week after the semester has started. The bookstore is supposed to carry all items for classes being taught that semester. Faculty need to know the bookstore information so they can inform the students and encourage them to get everything within the time frame. The schedule should go live around March 15th. How do the faculty, especially adjunct know which edition to use. They have counted on Natalie for this in the past. The bookstore has had its issues. You can wait or be proactive with the book selections. B & N will also provide a desk copy for the faculty if you ask. Work with Michael at the bookstore to resolve any issues. The book submissions need to be complete by March 15th. The chairs have requested written procedures for the bookstore process. Departments operate in a variety of ways and Corey thought it was up to the department to determine what process works best. Systemic problems need to be discussed in the faculty chair meetings.



- c. **SLO's** – quick reminder – March 31st due date for entering information. May 11th is due date for previous semesters. A single section is not appropriate for pulling information to sample. You must use all 10 sections if there are 10 sections offered. If you are conducting a random selection then you must inform the IEC and the section will be chosen for you. If you set level at 80% and three classes come in lower, what will be the standardized response from your department? There needs to be some demonstrated effort to show how you will fix, and retesting. Will you fix and re-test, if so how soon? There should be a re-testing. As a department what is your consistent response to deviations.
 - d. **Faculty Chairs** – you are conduits of information out of this meeting to your faculty. It should not be a surprise to the faculty – The out of state faculty issue is a good example. There was some faculty that had no idea the conversations were taking place. We need to clarify who is responsible for reporting and sharing information. There are certain things that are appropriate for the chairs to share with the rest of the department. If you are not telling your group there is no other place for them to find out this information.
 - e. **Part-time Faculty Assignments -**
 1. **Developing a Ready-to-go Part-time Faculty Pool**

Policy 6H went through Senate and the procedure has been re-written. The procedure was reviewed and there was a change recommended – 6H1A should say college HR. An additional sentence should be included indicating if it is college level you need to go to the college HR office. The candidates are informed at each stage. Corey explained the proposed process to avoid issues of the past. Corey will ask Matt to place on the Academic Senate agenda for review. We are attempting to be proactive.
 - f. **Adjunct Faculty Evaluations**

Corey provided a list of this semester's adjunct faculty scheduled for evaluations. Make sure they are on your radar. The list may not be complete.
- 3. Adjunct Faculty Hiring Policy and Procedure (BP 6H)** – policy been approved through Academic Senate, but the procedure is new and will be vetted through Academic Senate. Adjunct hiring starts with this procedure. Special distribution requests go through the local HR office. This procedure is an effort to clarify who is responsible for what. Mary requested a college level HR line be added to 6H1A.
- Corey shared the process will be: (very condensed version)
- Applicant screening for qualified
 - Applicant pool – select for interview
 - Place in approve for assignment pool and ready to go

We don't want to be caught as we were this past semester, scrambling at the last minute. We do not want to cancel classes, so please try to the best of your ability to have at least one or two people in the pool ready for immediate hire. Pathways will create a sense of urgency in this area.

Mary does not agree that there needs to be a screening committee. It has worked well in the past when the responsibility falls to the faculty chair. Corey will ask that this is placed on the AS agenda for review. This is an attempt to take a process that did not work well and see if it can be improved. Matt asked if this should be viewed as a first reading – yes it should be.

Shannon pointed out the inconsistent language and hopefully it will be consistent in the final draft.



Adjunct faculty evaluations – list provided please make sure they are on your radar. The list may not be complete and accurate.

4. CurricUNET Assessment Module – Suzie Ama (30 minutes)

The CurricUNET Assessment Module is scheduled to go live this week. Handout was provided. We will be involved in program and course assessments. She provided a detailed handout with step by step instructions.

Question - Can live links be imbedded into CurricUNET? Not sure, Suzie will try it and see. Student assessment data will provide meaningful information.

5. CC Academic Program Webpage Changes – Corey Marvin (30 minutes)

Sylvia is the web content editor. She is super-fast and super good. Corey has asked her to begin updating the academic portion of the website. The information is a hodge-podge of stuff. What we will have is one page that will direct students to the degree and certificate information by department. Check marks and stars are explained through the legend. This will provide easy access for the students, and the check marks are arranged by campuses and will provide the information for online and on-site classes. Gainful employment is also there, and the department website are linked to the new design Sylvia is working on now. This is a lovely, lovely improvement. It will go live once Sylvia has received confirmation from each of the chairs. The confirmation can be done via email, but it is more difficult. Each department looked different, and for branding purposes, each department will have a uniform look. Currently they are basic, but there is the option to add additional information and link to other areas. If you want your individual web pages to remain, but possibly down the line they will be made to look uniform. Suzie spoke with the PIO and her website is considered a brochure. It is not housed on the CC server. If you want individual site maintained it must be on the www.cerrocoso.edu server. If you have propitiatory site you wish to continue with you will need to have a discussion with Corey. The official department level information must be housed on the cerrocoso.edu server. This is a great start and nice work.

The other campuses – the front page will be programs offered. By clicking on the campus

6. Faculty Chair Re-organization Proposal – Jill Board (30 minutes)

On Friday Jill sent out the re-org update that was received in January. She attached additional data sets from Gale and Clint. Conducted her own analysis over the weekend and has more questions that before. Faculty directors historically were they hired or assigned as directors, not elected. Mary confirmed this as correct. Who are the faculty directors at the other colleges – there are faculty directors at every college. The faculty directors are not elected they have the assignment as the pleasure of administration as is the pay at the pleasure of admin. Jill is very familiar with how faculty director's positions were handled in previous years. There are three items in chair job description that differ from directors. To compensate a faculty chair the same as a director is not fair due to the intense state reporting required. Faculty director job descriptions were either non-existent or out of date. This year this has been remedied. Department chairs do not do any of the state reporting. Jill asked Gale to only apply the contract when she did her evaluation. Mixing apples and oranges and coming out with a banana. Applying the formula from the faculty chairs to the faculty directors seems highly unfair. The faculty directors are all over the map, and the contract is silent on this issue.



Change of topic – what is the clerical unmet need that justifies the release time. Email sent late Sunday, something due Monday morning with rush due date, if you have support staff they can gather the information needed, provide documents for student requests. We do not have the same amount of fulltime faculty so when we look at headcount we have to do more because we have more bodies with the adjunct faculty. There are fixed duties which are known, and there are variable duties that are the unknown. The floor is .3 release time, and the more people in the department the more unfair it becomes. There is a minimum base that is expected in the chair duties, and the way we compute the chair duties is not fair. There is a difference between a true 3 and an imaginary 3. Everybody is a three and a four is a real four. There may be a bit of unfair favoritism with the .3 base. Bakersfield College does have the clerical support we are asking for. Unless CC receives the same support, it will continue to be unfair. PC has the same .3 base. What is the overarching goal of the re-org? To be fiscally responsible and can we create departments that have a core faculty that will step up and serve as a chair. We are missing a core faculty leadership. The handout provided was based on the programs and aligned with the work that is being done. IC C075 is the only course currently not associated with another department. Idea was to place with similar courses, so the intent was to place that class with other classes that it relates to which is English. Karen expressed her concerns regarding the number of FTES reported out and is sure they are not correct. You can never look at the data for each discipline and get accurate information. Karen argued that her disciplines are so closely related that you cannot pull them apart. Julie argued that IC C075 is very different and cannot be combined with English. What type of departments can we combine so that the focus is on the programs? No one is going after any programs; it is a question operationally on where do we draw the line. What isn't working about our current configuration? Public Service is the difficult department. Basic skills are subsumed under the three departments. Basic Skills is closely aligned with the LAC. We want to look back ten years down the road and see what decisions we made that worked well. There are programs that are split between programs. The example is computer programming is more aligned with engineering, and math. Dean disagrees that computer programming does not belong in computer science. What is the definition of "not working". Matt asked VP and President for chair elections then there is a problem. Jill has requested that the chairs review this and provide feedback.

Some of the proposals have more work than others. Would you as a group take time to provide feedback to Corey? Work with your colleagues and admin believes there is a better way that what we currently have. Make corrections. Count degree and certificate separately. Jill clearly heard Cheryl's concern about the director issues. We are to plan within two years to cut approximately 12 million dollar from KCCD budget, this was reported at the BOT last week. Jill has already been thinking about ways we can begin making cuts. If there are places where we can get a core amount of faculty that can serve as chairs through a rotating election basis, which will provide a cost savings then we should seriously consider it. Who knows if we really need to cut 12 million? What is the right thing to do? What is the process for making the decision and implementing decision? Unilateral decision – NO. The process is when we can come to the best decision of how we are organized then Academic Senate will vote on it. Then it will move forward to the district for negotiations with the union. The chancellor will not step in and mandate the change. This is all part of the contract and must be negotiated. Between now and March 5th the chairs have been asked to provide feedback to Corey. It will go through Senate after that. Jill invited anyone to come and see her with their questions. It is important that this information be shared with all other faculty members and obtain feedback. Approximately 30% of our faculty members are not taking on



leadership roles. A re-org based on personalities of today is not a good reason to conduct a re-org of the faculty chair structure. Please work with Corey and give your best guess on what would work best.

7. Remaining Faculty Chair Meeting Dates:

Spring Semester

March 5, 2012 (2 – 4) – Monday

April 2, 2012 (2 - 4) – Monday

April 23, 2012 (2 – 4) – Monday

8. Adjournment – 4:40 p.m.



**Faculty Chair
March 5, 2012
MB 212
2:00 – 4:00**

AGENDA

1. Agenda and Minutes
2. UPDATE:
 - a. Catalog
 - b. Assessment input into CurricUNET
3. Review of Accreditation Standards
 - a. II.A.1
 - b. II.A.4
 - c. II.A.6
 - d. III.A.1.c
4. GE courses mapped to GELO's
5. Degree Works
6. Faculty Chair Re-Org Feedback
7. Remaining Faculty Chair Meeting Dates:

Spring Semester
April 2, 2012 (2 - 4) – Monday
April 23, 2012 (2 – 4) – Monday
8. Adjournment



Faculty Chair
March 5, 2012
MB 212
2:00 – 4:00

Minutes

1. Agenda and Minute
Approved as submitted

2. UPDATE:

a. **Bookstore** – what is happening?

Action Item – Corey will contact Michael at the bookstore – continued communication

b. **Catalog** – targeting April but for approval has to be to Vice Chancellor of Educational Services by March 19th. Pulling program information from CurricUNET and somewhat of a mess. Meeting w/Shelley today and will try to get all program information to her. AA and AS and Certs will be combined into one alphabetically. Each degree and certificate will be separate on its own page. Will ask the chairs to look at program email on Wed feedback by Monday, March 13th.

c. **Assessment input into CurricUNET** – assessment module is open for business and still a bit of difficulty. Just a reminder we all agreed that March 31st is deadline for Fall assessments, and May 15 is deadline for all previous assessments. October 1st is deadline for Spring assessments. Cheryl questioned how far back? Corey indicated that every class you have assessed should be entered. Currently no place to include statement of methodology. Every class you have assessed should be included in the assessment module. With each cycle we will get better. It was requested that the kinks in the system be worked out as soon as possible.

3. Review of Accreditation Standards

What is an actionable improvement and why don't we have any. Actionable items used to be called planning agendas. These are operational deficiencies that we need to address. The accreditation steering committee is working on this. We are to identify barriers that prevent us from moving to sustainable quality improvement. What is an example of actionable improvement? Corey believes that a sign of no actionable items is a testament to this group that they are paying attention to the details. Professional development is a good example of where we need to improve. The professional development committee is working on that now.

a. **II.A.1** – The institution demonstrates that all instructional programs, regardless of location or means of delivery, address and meet the mission of the institution and uphold its integrity. The self-evaluation will show we meet this standard. The mission statement is up for revision through College Council. College Council does



not have an official process for reviewing our mission statement. It will not likely be done before May 1st. The Strategic Goals need to be revised as well. We are not completely sure what the process will be, but one thing for sure all constituent groups will be involved in the process. Our programs do line up with the mission and vision of the college. We will do a better job of describing it. One of the big problems the past 10 years has been the online program and its role. It is something that needs to be talked about. This is a chance to pull the distance education piece into the mission statement. Often our conversations revert back to our state mandated guidelines. We must include what we are being accredited with in our mission. There are a number of components that need to be captured and put into one piece. The mission should be measurable.

CIC is a standing committee of the Academic Senate. CurricUNET does not approve anything CIC does. The service area covered needs to be consistent.

Include additional information regarding the honors program. We have a wonderful honors program.

Institutional research – business data term is incorrect.

SESSE needs to be woven into the document in a consistent way.

II.A.1.b - CIC is a standing committee of the Academic Senate.

II.A.1.c – We need to add concrete examples of assessments. How have we looped back and improved – need more specific detail. We are currently at proficiency level. Any type of meeting minutes is a good source of backup.

Action Item – faculty chairs will provide evidence for SLO & PLO deficiencies and will show how to improve.

b. II.A.4 – All degree programs include focused study in at least one area of inquiry or in an established interdisciplinary core. Each program has 18 units required. Written very well and we meet this standard.

c. II.A.6 – The institution . . . we do not misrepresent our programs to the students. CIC is very careful about the statements included in catalog. We are honest in the way we represent ourselves to our students. PLO and SLO achievement levels will be a part of the gainful employment piece. PLO and course requirements will be in the catalog. SLO's do make an appearance but faculty members are not evaluation on SLO's. We are in the process of revising some of the information in II.A.6 which will include additional information about Pathways.

II.A.6.a – no comments

II.A.6.b – we are rather vulnerable in this area. Any program that is discontinued please take to senate to draft a policy and how we address it. The academic exceptions committee has submitted language that has been approved by senate. We have a program discontinuance policy but it does not address how to deal with the students in the middle of the program.

II.A.6.c – what process do we have that reviews how accurate our information is? Particularly the electronic version of our information. Actionable improvement item might be needed here. The catalog is published every two years and reviewed by faculty, management, and staff. The catalog is posted on the web, but there is disagreement within our own website. There may be an assumption that the chairs collect the syllabi from each faculty member in their area. This is not in the contract,



but a task assigned to the chairs. Many times the syllabi go directly to Magi. This is a cultural issue. It could be a part of department procedures. Syllabi must include the disability statement according to contract, but the contract does not include any language regarding the SLO inclusion. But there are departments that have collegially agreed to include the SLO's on all syllabi according to the COR's. Do we still have the Campus Communicator? Yes, but it is no longer copied and placed in mail boxes.

- d. **III.A.1.c** – We meet this standard because in our evaluation instrument there must be a statement about SLO's. The faculty portfolio and adjunct professional development are included.

Action Item –Disaggregated data will be provided at the first chair meeting in the fall.

4. GE courses mapped to GELO's

Last task of 2011-12 academic year. If you are CTE and no course on GE pattern no need to worry about this. We need to assess how we are doing. Task force met and drafted philosophy and learning outcomes that were approved by Academic Senate. We need to assess the effectiveness of the GELO's. How do we know students are coming out with the LO's? The GE task force determined they would not make every single course have an outcome. We will work with the outcomes already there, but there needs to be a mapping. Example – English 221 World Literature I – handout on how to map GELO's for this specific course.

Problems or concerns see Corey.

Deadline –April 30, 2012

Action Item – Corey will send an email with the request of what he is expecting from the chairs.

5. Degree Works

Dawn Fidel – degree works no longer a dream and planning to go live in June. Students will be able to go online to use and view. We need to enter a couple of catalogs entered in order to use. Currently working on 2010-12 catalog. Why aren't we going back and entering other catalogs? BC is because they have been on the CAP system and have articulated them. Dawn reviewed the PowerPoint information with the chairs. Degree Works Student Educational Planner is a great feature for the students. This will not automatically populate from career pathways. But students will be able to project down the road for their degree. Greater scrutiny has gone into the scheduling process so we can commit to offering the courses students need to complete their degree. This tracks the degree progress providing a visual queue for degree progress. Reports can also be run from this for pre-planning of course offerings.

- 6. **ODS Reports** – Corey provided the drop rates between first day and census. Question was asked about caps for online. Handout provided by campus beginning with 200970 semester through the 201230. The pattern of drops is heavy and volatile in the Fall. But Spring is very consistent. The Fall semester seems to be heavily impacted. Priority registration may be a



part of the issue. Corey will pull the zip code data to provide additional detail as it relates to this issue.

7. Faculty Chair Re-Org Feedback

It seems that we should move forward with departments that want to re-org as it relates to what is in the best interest of the students. The re-org was to be completed this year, but it must be approved by Academic Senate. Academic Senate is quick, but the negotiations can take a great deal of time. This is a union issue, and the union has worked really hard on the current plan. If the department feels very strongly about the re-org then they should be able to go to the Academic Senate and request approval. There are some components of the re-org that make perfect sense, but not all. Splits in departments are problematic, but merges have not presented problems. It is important to bring the Senate a comprehensive plan that administration buys into as well. This will make the negotiating piece much easier. The administration and faculty must be on the same page prior to going to Senate for approval. It was recommended that the faculty should take over the process to create a proposal and submit to the administration. The meeting in 604 did not provide an alternative faculty plan. It simply swatted down the different scenarios. There has never been a clear statement as to why the changes are being recommended. It is not just efficiency and cost, it is efficiency and cost that will benefit the students. The elephant is that the district took the faculty contract to impasse due to the faculty chair compensation. The last scenario provided the breakouts requested but the compensation was reduced.

The suggestions and impulses come from the faculty side and there is a dialogue that takes place.

Denim and Diamonds is scheduled for April 20, 2012 – the departments will be asked to provide baskets again.

8. Remaining Faculty Chair Meeting Dates:

Spring Semester

April 2, 2012 (2 - 4) – Monday

April 23, 2012 (2 – 4) – Monday

9. Adjournment – 4:18 p.m.



**Faculty Chair
April 2, 2012
MB 212
2:00 – 4:00**

AGENDA

1. **KCCD Budget Cuts**

2. **Remaining Faculty Chair Meeting Dates:**

 Spring Semester
 April 23, 2012 (2 – 4) – Monday

3. **Adjournment**



Faculty Chair
April 2, 2012
MB 212
2:00 – 4:00

Minutes

Attendees: Norm Stephens, Dean Bernsten, Bill Locke, Cliff Davis, Mary O’Neal, Tina Tuttle, Lisa Darty, Cheryl Gates, James O’Connor, Corey Marvin, Jan Moline, Valerie Karnes, Matt Crow, Heather Ostash, Charles Osteen, Paula Suarez, Deanna Campbell, Erie Johnson, and Tammy Kinnan – scribe.

Absent: Karen O’Connor, Julie Cornett, and Loren Sandvik.

1. KCCD Budget Cuts

Thank you for being here on short notice. Julie Cornett delivered Baby Cole Saturday night. Email from Sandra Serrano last week regarding the budget situation and the possibility of a 17 million dollar cut. Could be between 10 and 17 million. In two to three years we will be smaller than we already are. Today is the chance to give input and recommendations about how we proceed from here. We rely primarily upon the recommendations from the AS and faculty. They go to Corey to Jill to Chancellor. This is a way to say what we want. Mary O we are members of the Academic Senate, we are not the Academic Senate. What would you like to know. What information do you need?

Who pulls the trigger once all discussions are complete. Who makes the decision and makes this happen. The chancellor is the person in charge of the district and the recommendations will be presented to the District Consultation Council. Cuts are not presented as they have been in the past. This is an opportunity to discuss operations as a whole. One item on the table for discussion is that the other two colleges give up all online programs and Cerro Coso will take on the online teaching.

It was asked if the decisions have already been made and this is just to make everyone feel as though they have had input? Corey explained that this is the time for input and recommendations, there are no secret plans. This is a lot of money. We should all take a look at the iTV area since this is very expensive to maintain. BC and PC will in all likelihood not continue with iTV. The maintenance agreement for the district is coming due and will be approximately 100K. A request for data request was made for the impact on the students. There have been requests for analysis of the cost of iTV versus hiring adjunct faculty to cover the cost. A face-to-face instructor is preferable to the iTV.

Are the HR recruiting efforts effective? Not in the ESCC area.

Any cuts we make must be farthest from the students. Once you get removed from classroom what is the value added by every single person.



KCCD has 12 million dollars that were placed in an account to pay off loans. KCCD has a very large reserve.

District wide we might be looking at 6 million in cuts. Look in the past and see that KCCD manages to put 5 million in reserves.

Even right now we are burning through our college reserves. In two to four years we will need to be smaller than we are. How do we want to approach what we will look like when we are smaller?

What is the water bill here each month? There are serious steps to reduce the water usage. We kept the lawns. Why no xeriscaping around the campus, everything except the two ball fields.

Data Requests – water bill for past 5 years – are we at peak rates or will they increase. The college needs to be xeriscaping with the exception of two ball fields.

We need to self-manage and there is a possibility of maintaining our own equipment. Reduction of warranties can be considered. Cost effectiveness survey of iTV was conducted a few years ago. Charles will try to obtain data.

Facilities conversations are taking place. ESCC conversations are also be held. Student Services also held discussions regarding possible savings. The chancellor wants a plan from each college by April 30th. This will cover two years. She is requesting concrete directions that we can go. Jill has requested these a week from Friday. The work group that met a couple of times came up with a number of ideas which was provided in a handout. First meeting was the change from the chancellor's email. Conversation rather unstructured but four themes resulted from conversations.

- Who are our students?
- What programs do we offer our student?
- What learning support services do we need to run those programs? Whatever we do we will commit to do well. Whatever is in that core cannot be just courses offered.
- Community relations and what do we value with our community? Placing everything online is great but we alienate the community. Community values – key piece.

Academic Senate program discontinuance process has not been viable in the past. It could be if asked.

The questions presented at the focus group meeting were handed to the group and they were asked to answer them. There is concern that these will become the recommendation. What about the document will work?

Figure out what is uncomfortable about the list? It was a bunch of ideas that were tossed into the air. They should not be considered criteria.



The second meeting was far more beneficial and productive. These are conversations that should be ongoing, not just in the hard times. What are we spending our money on? We are talking about cutting programs. Are there other things that are extraneous to the mission that will not affect students? We are very nervous and living with the Chicken Little idea.

What is essential? Students!

We are more than double the cost of BC and 40% of PC.

It is not just courses and programs, but operations – someone to answer questions.

We cannot be everything to everyone!

There was a request for discontinuance data for renewable energy.

Student services held conversations to determine what would be a good approach to make the best decisions.

What don't we have in our hands that would help with this conversation? What data do we need to help facilitate the difficult conversations? Do we have to have programs that consistently have low numbers, which are very expensive to run.

Early retirement for Cheryl.

District should consider offering early retirement incentives.

Part of the idea behind these criteria is that they are meshing. It is providing the things we value.

One other component is in lots of trends at CC we have over the last year we have figured out the ARC measures. Should ARC drive your programs and curriculum? The issue of the transient online student creates other issues and we cannot claim them as CC students if they began their college career at another college. Right now 30-40% of our online students are from BC/PC service areas. We do not get credit for these students.

Who are the students we serve and what programs do we offer. Priority registration is not just priority registration but

Timeline is to reach the target by the time we build the 2013-14 budget. We will do what we can now and make the appropriate cuts.

Couple of issues – iTV costs and that BC may concede online to us. Some of the issues being identified there should be an agreement that the district has some of the same issues that we all believe in. It is a chicken/egg issue. It is hard to have this conversation without consulting the other colleges. It comes back to what are our priorities. There is a keen awareness to stay away from the

Some multiple college districts do not allow multiple CTE programs.

BC and PC's priorities will look different from ours.

There are many multi-college districts that have large driving distances.

Child development online classes are enrollment management decisions.

How will the official Academic Senate recommendation look? Matt is clear that the processes we have established should be used. We should be strategically planning all year long.



Our expenditures are already exceeding our revenue. The group would like data on the expenses of the college.

Four million dollar reserves a few years ago, now at 2.5 million in reserves.

When will the conversation take place, what is the timeline, and what are the priorities?

Will the AS have recommendations in the next week and a half? NO

ESCC is very expensive to run and there are major expensive facility issues now coming to light. The other campuses are looking at all types of options. How much does it cost to keep ESCC open versus the revenue to the district?

Data request – completers/graduates for each program. We are unable to collect the information for some students as they complete their degree elsewhere. The only completers that count are the students who apply for certificates or diplomas. Do we want to know how many students have completed the class. When we report completers they must complete the appropriate paperwork. Is there anything to stop us from doing auto awards? There is a legal opinion that we require the student to interact as a part of the process. There are measures we can take. It is not built into banner to obtain the information. Is there a way to identify completers without a manual process?

What is the viable data to get at the question of who are our students?

Group can agree that more data is needed on programs.

Need to look at facilities as well as others.

How do you want to move forward in the long and short term?

If AS does not make any recommendations what will happen?

Can the AS make recommendations on what the quality of programs will consist of?

We are talking about 13-14 fiscal year and the district's strategic plan is to be used and tailored to the college.

Does the senate need a process for quick resolution to issues such as this?

Mary O response – be prepared to do something for the 13-14 year. And the senate will utilize their program discontinuance policy if necessary. Senate does not have a program suspension policy.

Question – who is we? Response was that everyone is part of this discussion. The focus group consisted of a wide range of representation. This is an academic and professional matter that we rely primarily upon the AS.

How much does it cost to run athletics?

We are planning to plan. Can we run this type of discussion in a flex day event? It needs to include real data.

In the general terms we should be conducting these discussions.



We need to work on moving down the path and possibly a work group that will only identify a few programs. We are also talking about revising the mission statement and strategic plan.

We need to know what the district is doing now and for the past five years. We could become a campus of BC or we could succeed from the district.

The point is to identify what we should look like regardless of what the district does. The district should be required to produce program reviews and annual unit plans that tie to their budget.

Line items that include all revenue streams. How much is not reflected by the district covered costs.

Timeline – next year what are you thinking? By end of fall semester – is the future by design workgroup going to meet again? This group can make a recommendation as to process. Academic Senate meets on April 19th.

Our plan for assessing ourselves

Senate meets on the 19th. How does the group want to make the list of items more concrete so that data can be provided over the summer? How do you see getting this done? Academic Senate, a group of volunteers from Senate.

Clear recommendation needs to be formulated and to the Senate on the 19th.

Needs to include xeriscaping, assessing management, etc.

Mary O'Neal's recommendation was second by Norman Stephens.

Academic Senate does not control the program review, but they do control the process. What initiates the discontinuance process? There are factors in program discontinuance, but

Faculty members are not likely to take a program to the program discontinuance process.

Who does the review of the program discontinuance? Who does the work? Heather believes it is much like the peer evaluation process for faculty. The only point of approval in the process is at Senate. So where else could the review take place? What is IEC's recommendation for program review? IEC met this morning and the group determined they were a recommending body for the process. The recommendations will go to the senate for approval. IEC's input will be provided and the program review will move forward to senate. We are moving to a uniform data presentation. The program reviews have received more serious scrutiny than ever before. There is a glitch in the program discontinuance process that needs to be fixed. In fact our program discontinuance process



was pirated from PC. The program discontinuance process needs to be reviewed. We need to develop a process and then complete the process. The AS could identify the process and determine what initiates the process for program discontinuance.

Recommendations that the program discontinuance policy has a change to work and the AS will make recommendations by the fall 2012 semester for programs that should be considered for discontinuance.

Who will work to develop the criteria which faculty will need to determine program discontinuance and continuance?

What if the IEC group takes on the program discontinuance recommendation?

Senate does not approve the discontinuance; it does make the final decision to recommend.

On April 19th we need timeline and explicit process that IEC will conduct review and recommendation to the senate, and then the senate recommends discontinuance or continuance to the VPAA. Also, clarify who can call for discontinuance. IEC will create the report.

2. Remaining Faculty Chair Meeting Dates:

Spring Semester

~~April 23, 2012 (2 – 4) – Monday~~

April 16, 2012 (2 – 4) – Monday

3. Adjournment – 4:19 p.m.



**Faculty Chair
April 30, 2012
MB 212
2:00 – 4:00**

AGENDA

- 1. Agenda & Minutes**

- 2. Updates**
 - a. Enrollment (Marvin)**
 - b. Hiring (Marvin)**
 - c. Board Policy 4A3 Matriculation & Procedures 4A4(a-c) (Marvn)**
 - d. Online Faculty Training (Marvin)**
 - e. Accreditation (O'Neal)**
 - f. Part time Faculty Evaluations due Fall 2012 (O'Neal)**
 - g. Summer Load Sheets (O'Neal)**
 - h. Possible Class Cuts – Timing (O'Neal)**
 - i. Department Reorganization (O'Neal)**
 - i. Budget (O'Neal)**
 - ii. Process Budget Development 2013-14 data distribution**
 - j. Professional Development Forms for 2012-13**

- 3. Undeclared Majors**



4. **New Title 5 Language on Repeatability**
5. **2012 – 2013 Goals**
6. **SLO Assessment in CurricUNET – added value (Bliss)**
7. **Transfer Evaluation System (TES) Process (Moline)**
8. **Adjournment**



Faculty Chair
April 30, 2012
MB 212
2:00 – 4:00

Minutes

Attendees: Corey Marvin, Karen O'Connor, James O'Connor, Mary O'Neal, Cliff Davis, Paula Suarez, Lisa Darty, Jan Moline, Heather Ostash, Loren Sandvik, Charles Osteen, Norman Stephens, Dean Bernsten, Cheryl Gates, Shannon Bliss, Deanna Campbell, Erie Johnson, Heather Ostash, and Tammy Kinnan – scribe

Absent: Bill Locke

1. Agenda & Minutes

March 5 and April 2 approved as amended.

2. Updates

- a. **Enrollment (Marvin)** open enrollment began last Thursday already 65 % full in the online sections for summer. Last summer we had 496 FTE. We currently have 392 FTE. These numbers do not include the AJ academy. On target for the summer. It has helped our enrollment that many schools around state have cancelled summer. Not all are online, many on ground classes including ceramics, English 40, Science, and Math. For the fall semester we are ahead of where we were last year. Numbers were soft in the spring so we are holding our breath to see where summer ends up. We did thirteen FTE on Sunday which is highly unusual. Reminder that sections were cut by 5%.
- b. **Hiring (Marvin)** – The English faculty committed to quick process to get ahead of BC and PC. Consequently we were able to offer a job to Melanie Jeffrey. PC offered her an interview and she declined due to our job offer. There is a small lesson to be learned by getting out ahead of other schools. Cliff continually bugged Clint and reminded him of different stages; this helped Clint stay on track.
Business – there were a large number of candidates, a large number offered an interview, and large number cancelled. April 19th potential interview date was extended to May 29th due to calendars. There were various reasons for the cancellations.
Nursing – still open and currently only have one applicant which is common. It was determined that the committee can interview one candidate if no others apply. There were several candidates that declined when they learned that the job was in Ridgecrest.



c. **Board Policy 4A3 Matriculation & Procedures 4A4(a-c) (Marvin)** Recently approved by the BOT. Information item only – priority registration has changed. This process takes time to get through Academic Senate at all campuses, and through Consultation Council. There were some bumps with this registration cycle but there were also positive items. The orientation process worked well and students walked away happy. Interim Director Financial Aid – Maryanne Arnold good experience with highly regulated policy driven area. The Directors position of A & R and Financial Aid will be combined. Something permanent will take place when both retirements happen.

d. **Online Faculty Training (Marvin)** – Announcement – one more faculty training course scheduled to begin at the end of the spring semester. This will be the only training between now and the fall so if you have someone that requires the training. This is required training for those who will be teaching online, and Academic Senate has not taken a position on the equivalency. The requirement will be determined on a case-by-case basis. Supporting the online environment with those who are offering quality education to our students.

Concern was expressed that the timeline is very rushed. The PEDTECH group recommended that the training be conducted two weeks prior to the semester start. The PEDTECH group recommendation was to offer training three times per year. Offering the training two weeks prior to the semester start was the original plan but, it was determined that there is a need for this training right now, and again right before the fall semester. There is a significant dollar amount attached to the training. Please determine who you have that will need training. We will continue as planned with May training and then offer again in January. Then we will get on a regular training schedule for the future.

Action Item – Charles will keep in touch with the chairs and send out an email announcement about the training in May and there will not be another until January.

e. **Accreditation (O'Neal)** - The site visit is scheduled for late October. The self-study document was due on April 24th to the Board of Trustees subcommittee, Chancellor, and Vice Chancellor. Feedback was supposed to come back by May 8th so the faculty could be involved. Jane Harmon will have feedback, but the Board and Chancellor will provide feedback in June. The document will be finalized and printed to send to ACCJC in August. The community feedback process has started and will be open until May 11th. The faculty, staff, and all interested parties have the opportunity to provide feedback. Tammy will be spending the summer gathering the supporting evidence. We will also be creating different sub webs that will house additional information. These will be ongoing websites – not just for accreditation.

f. **Part time Faculty Evaluations due Fall 2012 (O'Neal)** - absolute promise was made that the list of all evaluations due would be provided to the union. We do not have the information so the request was made to get a list of fall faculty members scheduled for evaluation prior to the semester start.



- g. **Summer Load Sheets (O’Neal)** – Is Magi doing them again? Part of our culture is that Magi has taken care of this. We are the only school that does load sheets. The other colleges do them automatically. We are moving to the automated system. This is not to say the process works smoothly, but there has been a concerted effort at the DO to get the automated process in place and will be beta tested during the summer. Will this be a time saving effort? It is supposed to be but time will tell. Magi will complete the summer load sheets as she has done in the past. The fall load sheets will be completed using the new system.
- h. **Possible Class Cuts – Timing (O’Neal)** – What criteria will be used to cut classes and when? Corey has tried to cut as few classes as possible and not much has changed in past few months and he will continue to cut as few classes as possible. There have been a few summer classes cut, and they were laboring from the first day of enrollment. Classes that will be cut will be redundant.
Our philosophy – do not cut classes if we cannot put students into another class. In order to open another section all on-ground and online classes must fill first. The other campuses will require additional and specific conversations.
- i. **Department Reorganization (O’Neal)** – Mary provided the handouts from Jill’s final department reorganization. There are three proposals.
- Nursing, EMT, and Human Services will be department.
 - AJ and Fire Technology will be a department.
 - Digital Media Arts and Business Information Technology will be a department
 - No other changes were made.
- There was discussion that chair release time and the director release time will be combined. Directors must report to different state agencies – all require separate reports. Think about the number of programs and the number of agencies that require reports. This is different than those who are not required to report. The contract negotiates the chair duties and the director duties are a separate negotiation between the director and the administration. The information provided at the meeting was old and Matt Crow forwarded the accurate information via email prior to this meeting. Academic Senate will meet on May 8th to discuss this issue and conduct a vote.
- j. **Budget (O’Neal)** – April 2nd minutes reported a 17 million dollar cut and the Chancellor reported the cut would be 4 – 7 million if the tax package passes and 14 – 17 million if tax passage does not pass. KCCD is building to the worst case scenario.
- a) **Process Budget Development 2013-14 data distribution** – Budget Development Committee (BDC) met with most of the faculty chairs. The BDC toiled over all of the line items and determined the funding level. The BDC recommendation is available on the College Council group. There are no surprises in the information.
- k. **Professional Development Forms for 2012-13** – an email will go out to all faculty members briefly explaining the faculty flex process. Every faculty member will have flex contract completed before the year begins. One piece is a contract to be done in advance, 18 hours of flex time required each year. Back end will be the flex activities



that you have completed over the last year (2011-12). Academic Senate approved the form and Title 5 clearly states the end of the fiscal year and the wrap up is required. If the contract is complete you can turn it in on or before June 30, 2012. Otherwise the document will be due in August. The Professional Development group has created a list of possible trainings. There are brown bags, webinars, and others. You can go to the list and select the training. Sylvia has created a Professional Development tab through Inside CC. It is not a great deal of work to shift if the tab does not work out. Flex contract will claim what flex hours each person has completed over the course of the fiscal year (July 1, 2011 – June 30, 2012). You will submit the hours completed per contract by June 30, 2012. The planning form can be completed in June or by mid-August. An email will be sent which will include the link to the required form. The professional development money will be dispersed through a review process, which has not been codified as of yet. The budget development committee will earmark specific professional development money for specific funding for professional obligations (i.e., ECCTYC President, Business Professionals President). Remember to keep the measureable outcomes and an assessment of the activity. There are forms available to submit this information.

3. **Undeclared Majors** – Currently we do not have a good system in place for tracking majors. Part of the reason for this is the students informed education goal does not delineate a specific major. The initial educational goal can be undeclared. This was discussed in the VP meeting and the possibility of removing undeclared as an option. There was some discussion about removing undeclared but having an additional question that will provide information on the students that counseling will need to intervene and provide some guidance. This conversation began after a review of the application form, which is hideous. The conversation was related to what needs to be on the application form that will provide better information for the student so we get better data on the other end. Removing the undeclared will create additional issues on the uninformed decisions. Discussions will continue as we work towards a solution.
4. **New Title 5 Language on Repeatability** – Repeatability has been on the radar for a while. The repeatability option has almost completely been eliminated. The issue will go to the Board of Governors in May. For Cerro Coso it has been boiled down to two issues – intercollegiate athletics and courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. Currently, we don't offer anything that qualifies with the exception of intercollegiate athletics.
5. **2012 – 2013 Goals** - Handout of the academic affairs goals for next year. This is a continuation of our goals. Faculty chairs have done a great deal of work this year. The fly wheel takes a great deal of energy to get it going but the momentum will continue.



- 6. SLO Assessment in CurricUNET – added value (Bliss)** – Is all of the extra work good? The information is contained in one place, easily available. Maybe streamline the process a bit. Pulling reports on SLO's is very difficult. When completing the general ed program review this process will be easier. There are some issues that need to be fixed to expedite the process. How can we get information to the SLO assessment committee to make official recommendations to them? How would this group like to get these issues to Suzie? Individually or as a group? The group is putting in hundreds of hours to complete this process, but are we getting the expected value.

We are trying to become an evidence based institution.

- 7. Transfer Evaluation System (TES) Process (Moline)** – Outside course equivalency is determined by the faculty chairs not the counseling department. Email will come from counselor and will provide login information. Save your user name and password. If you need it again ask Jan. Once you are logged in, select the evaluation task. You will pull up comparison and determine the equivalency. The faculty chair makes the final decision. But the chairs can forward to the area expert. If you deny you must explain why. Also, if you ask for more information you need to explain what you need. The note will go back to the counselor that sent the original request. User name is your email address. If you forgot the password you can retrieve it. The password can be changed. This process is used frequently. This is the second semester this system has been used. But once the equivalency has been established the question is not asked again. If you have questions or need assistance see Jan Moline.
- 8. Adjournment** – 4:35 p.m.



**Faculty Chair
August 14, 2012
MB 212
9:00 – 1:00**

AGENDA

1. *Pathways to Student Success & Completion* by Terry O'Banion (video)
2. Agenda and Minutes
3. Updates:
 - a. Fall 2012 Schedule
 - b. Faculty Chair Reorg
 - c. Program Discontinuance
 - d. Department of Education Audit
 - e. SLO Completions: October 1st
 - f. Off-contract availability
 - g. Fall Emergency Preparedness Drills (Sept. 25 9:00 am, October 18 10:18 am, Nov. 28 3:30 pm)
4. Annual Unit Plans
5. Assessment Plans for 2012-2013 Goals, due September 30
6. Goals 2012 – 2013
 - a. Student success, at least one department-wide
 - b. Open-source textbooks
 - c. Embedded basic skills
7. Annual Unit Plan Training
8. Future Meeting Dates:

Fall Semester	Spring Semester
September 17, 2012	<i>January 8, 2012 – Tuesday 9:00 – 12:00</i>
October 1, 2012	February 4, 2013
October 15, 2012	March 4, 2013
November 5, 2012	April 1, 2013
November 19, 2012	May 6, 2013
December 3, 2012	
9. Adjournment



Faculty Chair
August 14, 2012
MB 212
9:00 – 1:00

AGENDA

Attendees: Corey Marvin, Lisa Darty, Jan Moline, Loren Sandvik, Charles Osteen, Matt Crow, Dean Bernsten, Mary O’Neal, Paula Suarez, Julie Cornett, Bill Locke, James O’Connor, Karen O’Connor, Mary Peoples, Cliff Davis, Valerie Karnes, Heather Ostash, Erie Johnson, Deanna Campbell, and Tammy Kinnan - scribe.

Absent: Shannon Bliss, Cheryl Gates

1. *Pathways to Student Success & Completion* by Terry O’Banion (video)

The 55 minute video was shared. The key things we do are extremely important. Large part of who we serve is the first generation, underprepared, underserved, low income population. The other thing is the point of how generations change. Today’s students want direction and structure and appreciate this effort. Students tend to swirl and don’t straight down the pathway. Students don’t see our world as we see our world.

Cliff asked about the 6 core principles that were presented in the video. Where do we stand with these? We are changing the way we do student intake. The students must attend the orientation which has been expanded and improved. The students also do an assessment with the counseling department. If they do not follow this process they cannot enroll during priority registration. Students can still enroll without completing the orientation process, but they do not get participate in priority registration. We need to adopt whole principles as a college, not just discrete practices.

We have one form of online orientation. We are moving to a CCCConfer live orientation for students so it will more directly mirror the orientation that is conducted on-campus. Paula stated that it is a good sign that we have more students asking for the orientation and advisement. They are finding value in the contact. The counseling department is focused on the educational plan on file for each of our continuing students. This is the counseling priority for this year. This should also help provide a clear direction and understanding for students.

This summer we placed more classes on ground. The students were engaged and some faculty had a difficult time getting the students to leave at the end of class.



2. Agenda and Minutes

Mary reminded the group that HR promised the list of faculty evaluations at the beginning of each semester. Corey has this list and will share with the group.

There are new faculty members: Nursing - Matt Wanta, CIS -April Browne, Business – Frank Timpone robust background in working in a variety of business and previous teaching, English – Melanie Jeffery – comes from AVC.

Corey reviewed the Mode A evaluations due during the Fall 2012. He also shared the faculty chairs that are due for evaluations this semester. The adjunct faculty evaluation list is not currently available.

The April 30, 2012 minutes were approved as submitted.

3. Updates:

a. Fall 2012 Schedule

Now at 1329 FTE about 100 FTE below target not surprising that our target continues to go up. Making concerted effort to reign in and bring down. We are not offering any more sections than we have students for. We have only one class that has WL to maximum. In the past we have had waitlists that have been much larger. We have a schedule that is well filled. Productivity is up. Almost all of the on-ground classes are at or near capacity. There are a few exceptions. Where we started and where we are with number of classes is a pretty good fit, with the students that are out there. We have been monitoring closely. Corey expressed his appreciation with the work that has been done over the summer to ensure our schedule is strong and serves the needs of the students. 1329

There is a possibility of running a second AJ Academy. We have contract being sent out for a fulltime temp assignment to Steven Rogers. He is a long time adjunct for us and agreed to step in and help out. To run the academy classes we are required to have fulltime AJ director on campus.

The go-to person for the A&R, F/A, and Veterans Affairs will remain Heather until the position has been filled.

Tina Tuttle will be moving to the district and this will provide a better focus and service. All research requests will go through Corey Marvin.

b. Faculty Chair Reorg

Not going forward. Reason – with all the work going on this summer with program discontinuance there may be changes. Humanities chair is still vacant. MOU to Abe



Ali to open the Humanities Chair position to anyone interested. If the MOU is signed off there will be a call for elections.

When will the reorg discussions begin again? The faculty chair reorg, program discontinuance, and the tax package are all a piece of the puzzle.

c. Budget

We have been asked to enter current year with 5% reduction from our prior expenses. What that means is based on last years expenses we are to submit budget that is 5% less than that. What this does is take away our ability to use our reserves to the fullest extent. The expectation is that the budget amount is 5% lower than what we spent last year. The 5% was approximately 869,000. There was discussion as late as last week that there would be additional cuts. But through the leveraging of grant money and the projected 15% savings in utilities, and the 170,000 breakage we were able to meet the target. Next year is the issues. Novembers elections will make a huge different. If tax package passes we need to cut 600,000 which include the step and column increases, and other issues. If package passes we get a million dollars. Even with the package passing the budget is still short 600 – 700 thousand. This is strictly the college. Currently we are operating on a high level of reserves. If the tax package does not pass we will need to cut 1.6 million.

d. Program Discontinuance

There will be four programs up for discontinuance. The discussions for these programs have been going on for some time.

Small Business/Entrepreneurship
Fire Technology
Machine Tool
Paralegal

There were many factors in making these decisions. Program posted completers was a large factor but not the only factor in making the decision. Liberal Arts/Social Science had 250 completers last year. This includes AA/AS, certificates, job skills, etc. Programs traditionally on yearly basis for completers are traditionally higher – approximately 10. As a beginning point in the conversation it was determined that double digit completions would be used. Why is the completion of the program so important? We are measured by the chancellor's office and the federal government for funding sources.

This is important to the institution, not the students. Our funding is not tied to the completers. We need to take this responsibility for ourselves. This is an all college issue. There is a need to develop a system that will allow all departments to work together to complete this task. We need to try to capture as many of the completers as possible. This is good for the college, but more importantly the department.



We do not currently have a mechanism or the manpower to do the automatic awarding of certificates. Banner does not currently have that ability now. DegreeWorks is not a cure all for this. One thing that would be tremendously helpful is to provide an area on the website for students. There are many steps that we can put in place that will help capture this information. It needs to be a partnership between counseling, faculty, and A&R. Have we made an attempt to identify the barriers? Some of our students simply don't care about the certificate. They are moving on to other places. We need to think about how we can obtain information at a later date to learn where they are and what they are doing. At times if the students are unaware of the certificates, the student may not be tied to the program and unaware that they are eligible for the certificate or degree. If the student is unaware, then we are not doing a good job of sharing the information. Mary would like to see Academic Senate to take to consultation council that we should award the certificates to the students who have earned them.

CTE Faculty Chairs will continue this discussion at their meeting tomorrow.

What are our ongoing processes for identifying and possibly phasing out the programs that are just not working? Providing the support to assist in helping make the program work and then identifying the need to phase out if necessary. Some programs provide classes that need to be run anyway – Math is an example. Some programs have only one completer. The program may have a wide variety of courses that are program specific or run only occasionally. There are a number of programs that would benefit from the redesign option. Corey would like Academic Affairs to sit and talk about a set of criteria and process that would serve as a formative alert process that could be attached to the program discountenance process. What the assistance would look like and how it would work as an end game. Just because a class is on the GE list does not mean there is a free pass.

During IEC the question was asked, why are the CTE programs only programs on the discontinuance list? There are other ways of dropping certain classes that are being dropped one by one. The arts and sciences are experiencing discontinuance processes as well, just in a different manner.

Why is the RET program not on the list? Previous discussions and redesign have been done and the program is still struggling. The wind industry is still booming, but we do not have the job placement as was previously promised. Jim believes wind is going away. RET does not need to go through a discontinuance since the RET piece has already been cancelled.

e. Department of Education Audit

Regular effective contact. Emails were sent out. Any other questions or expectations? Karen has a great deal of confusion with her adjunct. The statement



"I've always done this" may be part of the problem. There needs to be evidence that there is teaching going on and it is regular. If it passes that test then everything is perfectly fine. There does need to be evidence of effective contact with the instructor. What Corey saw in the audit was not okay. What was on the class site was virtually no contact. Instructor is basically not present. Terry O'Banion every student will make a significant contact with another person at the college as soon as possible. There was virtually no connection in 4 of the 5 classes Corey saw. It does not need to be all the time, but something that represents the knowledge of the students and the assessment of the concepts.

The DOE gave us 2 weeks' notice. It was not really random. Heather believes it was the substantive change proposal that triggered this audit. They were all adjunct faculty. Some of the faculty chairs forwarded the email Corey sent out to their faculty members and have received questions. Moodle does have a place to email the students. Using the publisher's website is making the teaching process and effective contact more difficult. Not giving responses or minimal contact is not an option.

Charles will host a Moodle session on Friday morning on regular and effective contact during the flex day activities.

f. SLO Completions: October 1st

Those of you who have not finished in CurricUNET please do so by October 1st. Assessments through summer. Lisa would like to have a report that provides the information on what is complete, what is up-to-date, and what is due. The district is hiring a CurricUNET person and will be the district point person.

g. Off-contract availability

Please even though you are off for the summer, we won't abuse this, but you need to be responsive to emails. Decisions for your department must be made and the management might make a decision that you are not in agreement with. It is important that you be responsive to your emails, if you are not available via phone. If you decide to go off for a few weeks, that is not a problem. But a 13 week vacation and no contact presents a problem.

h. Fall Emergency Preparedness Drills (Sept. 25 9:00 am, October 18 10:18 am, Nov. 28 3:30 pm)

Please convey this information to all faculty members in your area.



4. Annual Unit Plans

The template has changed slightly, formatting only. Some of the fields will be a repeat from last year. The changes begin in section 3. In order to make budgeting piece easier the budget piece is now in 1000, 2000, 4000, 5000, and 6000. Corey reviewed each category. No need to include benefits. 6000 accounts are Capital Outlay, and if you do not know what that is you most likely don't have any. Use AUP template as your worksheet and then transfer the single piece of information into the budget sheet. In the near future we will have AUP training and will provide good examples of what should be included in a substantive unit plan.

This is a 2013-14 unit plan so the goals will be written for next year. So as you work with your department on Friday afternoon, keep this in mind.

Correct the academic year on the template and there will also be a place to include your department name.

This time each department will be asked to include the link to IT, marketing, facilities, or professional development.

Demographics for the college would be useful.

Please let Corey know if the information is useful or not for your department.

ANNUAL UNIT PLANS – DUE OCTOBER 15, 2012.

5. Assessment Plans for ~~2012-2013~~ 2013-2014 Goals, due September 30

Corey sent an email approximately one month ago. What was in goals last year and how are you going to assess? So by September 30 please have some idea as to where or not you have achieved your goals.

Individual meetings last year at the end of September proved to be very helpful for the Vice President, Dean, and Directors. We will plan individual meetings for this September.

6. Goals 2012 – 2013

a. Student success, at least one department-wide

During the AUP training we will look at good examples of goals. As you talk to your department on Friday at least one goal must be linked to student success level improvement. As an example: provide feedback to the students earlier in the semester.

Students will be able to login on Friday. Drop all non-participating students on the first day so the waitlist students can roll into the class.



b. Open-source textbooks

The other thread is open source textbooks. Textbooks are so expensive and we need to begin looking at open source resources. Not required to go down this road, but please at least have these conversations.

c. Embedded basic skills

We are working on embedding basic skills into the classes, not specific basic skills classes. Terry O'Banion mentioned large numbers of improvement for embedding basic skills information into the class. We will likely have fewer levels of remediation in the English department. We can embed basic skills into many of the courses. There is ongoing discussion about doing basic skills differently. Potentially offer a diagnostic and providing a basic skills lab for the remediation. Reinforcing the concepts in the class will help.

7. Annual Unit Plan Training

This training will take place during a later meeting.

8. Spring Schedule & Catalog

Handout provided with the due dates for the Spring 2013 schedule.
Handout provided for the catalog timeline.

Corey heard the faculty chairs last year and will keep the timelines consistent. The timeline last year were a bit slippery and created a bit of frustration. Between now and October 15th faculty chairs will be very busy.

Please keep these timeline handy to you have them to refer to.

9. Future Meeting Dates:

Fall Semester

September 17, 2012
October 1, 2012
October 15, 2012
November 5, 2012
November 19, 2012
December 3, 2012

Spring Semester

January 8, 2012 – Tuesday 9:00 – 12:00
February 4, 2013
March 4, 2013
April 1, 2013
May 6, 2013

10. Adjournment

The meeting was adjourned at 12:48 p.m.