



**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

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 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 facility 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 a 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 interested 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.