



**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 1<sup>st</sup> 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 6<sup>th</sup> 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 13<sup>th</sup> for the December 15<sup>th</sup> 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**  
**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 19<sup>th</sup>. 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 13<sup>th</sup>.**

**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 31<sup>st</sup> is deadline for Fall assessments, and May 15 is deadline for all previous assessments. October 1<sup>st</sup> 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 1<sup>st</sup>. 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.**