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 determent. 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 crone 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 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

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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.

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 Suorez, 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 programing 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
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 Suorez, 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 is 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.