



Faculty Chairs
 August 20, 2013
 Administrative Conference Room, 212
 9:00 a.m.


Present: Charles Osteen, Bill Locke, Claudia Sellers, Steve Rogers, Cliff Davis, Jarrod Bowen, Valerie Karnes, Mary peoples, Corey Marvin, Julie Cornett, Laura Vasquez, Pam Godfrey, Suzie Ama, Mary O’Neal, Cheryl Gates, Heather Ostash, Paula Suarez, Lisa Stephens, Deanna Campbell, Caroline Sanderson, Kristin Hanle, and Loren Sandvik.

Absent: James O’Connor and Karen O’Connor

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		2:00 pm		
2. Approval of Minutes & Action Items From April 29, 2013	C. Marvin	<p>Action items: From April 29, 2013</p> <p>1. Action Item – Corey will verify if the health and wellness board policy change has been approved by the Board of Trustees. (2.C) – Board policy is contradictory.</p> <p>April 29, 2013 Minutes - Approved as submitted.</p>		X
3. Approval of Agenda	Corey Marvin	<p>Approved as submitted</p> <p>Introductions:</p> <p>Jarrod Bowen – military background served in Iraq. From non-profit college not just teaching, wrote curriculum, administration and we are very happy to have Jarrod with us.</p> <p>New faculty chairs – Claudia Sellers – Interim Science. Shannon Bliss left to pursue a Dean’s position at Hartnell College.</p> <p>Steve Rogers – Math Chair.</p> <p>Pam Godfrey – Counseling, Suzie Ama – Interim Chair until October for the BUS/CIS.</p>		X

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		<p>Laura Vasquez new Academic Senate President.</p> <p>Kristin Hanle permanent Campus Manger at East kern.</p>		
<p>4. Student Success</p> <p>a. 2012 – 2013 Wrap-up</p> <p>b. Summer 2013</p> <p>c. College in Review</p>	C. Marvin	<p>Strategic Goals and matrix were reviewed in detail and by the chairs and discussed. The ATD team will meet today and will share how the connection will happen.</p> <p>Success and Retention AY 2013 – we did really well this summer with success and retention. ATD looks at patterns and how we can work on making a difference.</p> <p>Action Item – Corey will obtain data on how we compare with our sister colleges online.</p> <p>College in Review – District IR put together its own little ARC report of things the district wants to track. Every summer this information will be updated. Currently a little out of date. Some in cohorts and some in single snap shot. Represent significant benchmarks we are following. Covers a wide variety of areas.</p>	X	X
<p>5. Academic Affairs,2013 – 2014 Goals</p>	C. Marvin	Item not discussed.		

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6. SLO's a. SLO 5-year Schedule	C. Marvin	<p>SLO 5 – Year Schedule handout – how are you going to schedule the remaining SLO's? The handout identifies the last assessment semester. Only classes that were fully completed made it on the list. There is a tracking list that has two separate columns with what is in CurricUNET and what the department thinks is complete. There was some forgiveness about the sample size and from now on the expectation will be census sampling, or a sampling which is representative of all classes, all sites, and all modes. There needs to be a range of classes and modes of delivery. We started with PLO's and now it is time to return to PLO's . There is an issue in CurricUNET with updating the SLO's and assessments. DUE DATE TO COREY ELECTRONIC VERSION – OCTOBER 1ST. SLO must be in some public format. CurricUNET is considered public.</p> <p>Action Item – Tammy will send out the AUP and SLO data electronically for each department.</p>	X	
b. Accreditation Follow-up Recommendation 4		<p>Accreditation Follow-up Report Recommendation #4 – this involves SLO's and faculty members and the follow-up report is in draft. We are looking for input at this time. The committee read and reviewed the follow-up report to recommendation #4 and made the following recommendations – adjunct faculty will only write a brief summary (paragraph) statement and will not expand into a 5 page report and this issue.</p> <p>Action Item - Corey will send out the memorandum from Susan Regier regarding the SLO statement for adjunct faculty.</p>	X	

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8. Scheduling	C. Marin	<p>Scheduling Sheets – these will be sent out electronically. First draft of Spring 2014 will be due September 9th submit to Corey for Liberal Arts and Sciences, and Valerie for CTE. DO NOT SEND TO MAGI. With Shelley retiring some of her jobs will be transitioning to Magi, and some of Magi’s jobs will be transitioning to the CIC chair and other people in the office. CIC Chair will be responsible for the agenda, Magi will still do the minutes, but she will no longer have admin rights or do the things she used to do for the CIC group.</p> <p>Class cancellations – this will be a triple conversation. Include the campuses if the cancellation includes their area, or Charles for online. Think about the area it will affect and include the appropriate parties to include in the email.</p>		
9. AUP Planning <ul style="list-style-type: none"> a. New Document b. Student Success Plan c. Due October 15 d. Semiannual updates: March 1 & October 15 	C. Marvin	<p>AUP Template – Mission and how it contributes to the college mission, partnerships has expanded,</p> <p>Goals = are the overall college goals which have objectives to achieve ----- strategy is how each department will work toward the overarching college goals.</p> <p>Progress on department strategies – this will be the update from the strategies you wrote for the current year, no more than one page, and then on October 15th a final report you will provide the full report out of the current years strategies. We are asking you to reflect this year on last year’s strategies.</p> <p>Fall 2012  2013 – 2014</p> <ul style="list-style-type: none"> 1 Mid-Term Report – March 1, 2014 2 Final Report – October 15, 2014 3 <p>Student Success Plan now falls in between the Division Plan and the Resource Request Plan. So it is important to be accurate in this information.</p>		X

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
<p>10. Program Review</p> <ul style="list-style-type: none"> a. Who's Up b. Program Review Training, September 13, 8:00 – 10:00 c. COR's updated and SLO's assessed prior o PR year 	<p>C. Marvin</p>	<p>Program review training – September 13th 8:00 – 10:00. Whose up – All three Liberal Arts, EMT, and HMSV. Area experts should attend the training.</p> <p>COR's and SLO's assessed prior to the PR year – these should be updated and complete prior to the PR year.</p>		<p>X</p>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
<p>11. Other Items:</p> <p>a. Healthcare Reform</p> <p>b. Auditing</p> <p>c. Satisfying DEO: FW vs. 14 days drop</p> <p>d. Phones in Classroom</p> <p>e. Book Ordering Irregularities</p> <p>f. Student Complaint procedure</p> <p>g. Flex Day</p>	C. Marvin	<p>Healthcare Reform – is has arrived – we have numerous faculty members who are non-compliant. They are over the 30 hour limit for one reason or another. Affordable care act states anyone over 75% you must offer health care. Summer school pushes them over the 75%, AJ is over due to the academies. The Affordable Care Act has been delayed for one year and we may opt to pay the penalty and we must have 95% of employee under the line. This is all under discussion. The adjunct summer session will be a piece of discussion. Right now we are out of compliance.</p> <p>Auditing – looking at auditing processes and 3 colleges vastly different. This is a problem now - \$15.00 audit fee is now an issue and 1/3 cost of class. This will be discussed more at VP level.</p> <p>DOE – we have been very consistent in our 14 day drop. Conversations now developing about district wide offering an FW grade. FW would be given to those students that stopped attending, as opposed to the earned F. The 14 day process is much more efficient and a student success strategy. This is not an administrative issue, but this may be an issue with faculty at the other colleges.</p> <p>Phones in the classroom are coming. They are in the classrooms at PC and will be installed here over winter break. Emergency phones voices over IP. Will go hand in hand with automatic door locks. The time line will be throughout the year. PC, CC, BC. The door locks will be the second phase. The conversations are ongoing. This will be all buildings, all campuses, and all classrooms.</p> <p>Bookstore irregularities – work with your faculty members to ensure the faculty members are using the appropriate book. There have been some issues where students purchased one book</p> <p>Student complaint procedure – Student complaints that fall under academic affairs will go Corey. Sexual harassment, plagiarism, student conduct, student services staff complaints all go to Heather.</p> <p>Flex Day – Adjunct faculty members that teach on Thursday and Friday in the Fall will be required to fulfill their professional development hours for on-site class only.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

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12. Review of Action Items	Corey Marvin	<p>1. Action Item – Corey will obtain data on how we compare with our sister colleges online (success and retention).</p> <p>2. Action Item – Tammy will send out the AUP and SLO data electronically for each department.</p> <p>3. Action Item - Corey will send out the memorandum from Susan Regier regarding the SLO statement for adjunct faculty.</p>	X																			
13. Future Agenda Items		No future agenda items recommended																				
14. Future Meeting Dates		<table border="0"> <tr> <td>Fall Semester</td> <td>Spring Semester</td> </tr> <tr> <td>August 20, 2013</td> <td>January 14, 2014 – Tuesday 8:00 – 12:00</td> </tr> <tr> <td>September 9, 2013</td> <td>January 27, 2014</td> </tr> <tr> <td>September 23, 2013</td> <td>February 10, 2014</td> </tr> <tr> <td>October 14, 2013</td> <td>February 24, 2014</td> </tr> <tr> <td>October 28, 2013</td> <td>March 10, 2014</td> </tr> <tr> <td>November 25, 2013</td> <td>March 31, 2014</td> </tr> <tr> <td>December 9, 2013</td> <td>April 14, 2014</td> </tr> <tr> <td></td> <td>April 28, 2014</td> </tr> </table>	Fall Semester	Spring Semester	August 20, 2013	January 14, 2014 – Tuesday 8:00 – 12:00	September 9, 2013	January 27, 2014	September 23, 2013	February 10, 2014	October 14, 2013	February 24, 2014	October 28, 2013	March 10, 2014	November 25, 2013	March 31, 2014	December 9, 2013	April 14, 2014		April 28, 2014	X	
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15. Adjourned		11:57 a.m.																				

Facilitator: Corey Marvin

Recorder: Tammy Kinnan

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