CERRO COSO
COMMUNITY COLLEGE

Faculty Chairs
August 19, 2014
MB 350A
9:00 a.m.

Present: Corey Marvin, Mike McNair, Jarrod Bowen, Dennis Jensen, Rebecca Pang, James O'Connor, Karen O'Connor, Bill Locke, Loren Sandvik, Steve Rogers, Valerie Karnes, Laura Vasquez, Cliff Davis, Julie Cornett, Matt Jones, Deanna Campbell, Lisa Stephens, Kristin Hanle, Mike Metcalf, Heather Ostash, and Tammy Kinnan.

Guests: Paula Suorez and Missy Gross

Absent: Pam Godfrey

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	C. Marvin	9:0 a.m.		
2. Approval of Minutes & Action Items From April 14, 2014	C. Marvin	Action items: From April 14, 2014 **No actions items.** Approval – April 14, 2014 – approved as submitted.		X
3. Approval of Agenda	C. Marvin	Approved – no additions		X
4. Introductions	C. Marvin	Dr. Mike McNair – Dean of CTE – this is his first day and first faculty chair meeting. Welcome to Cerro Coso. Matt Jones – new faculty chair in Social Science Valerie Karnes – new faculty chair in Child Development Dennis Jensen – new faculty chair in Science & Engineering		X
5. Enrollment	C. Marvin	1306 FTES as of this morning. All summer down about 5% and now really busy over the past few weeks since the extension sites re-opened and counselors returned. Normally we get about 50 FTE a week. Last week we did 90 FTE alone. We were 5% down compared to last year, and improving. Last year ended with 1250 FTE. Hand full of waitlist students ready to roll into classes once first day drops are complete. We will discuss both short term and long term options.

Financial Aid Fraud seems to target certain departments and certain courses. We will | | X |

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		discuss later in the meeting.

Counselors are faculty so they are off during the summer. We have educational advisors available at the IWV site during the summer. Ed Advisors are not able to fulfill the same counseling services as a counselor due to the educational requirements.

Enrollments caps have presented a problem for as well as class room capacity as the sites. The great equalizer is the online program where we enroll 45 students in each class. Capstone classes ensure the courses will not be cancelled due to low enrollment.

It was reported here last year that we would be held harmless and we will be again this year. We will be funded at the 3197 level. But after this we will establish a new funding level and we already have spring and summer in the books. We cannot change that information. We need to be looking forward to increasing FTES, and if we do not recover any FTES we will receive a lower funding amount. We will put approximately 700K into reserves due to not hiring the LAS Dean, support position, and recent resignation of a Math faculty. We will identify gaps for support. We are also continuing to look at classes in Tehachapi, which the enrollments are not as good as we hoped for. We were approached by Cal City Prison to offer courses as well, mostly online programs that would be dedicated to the inmates only. Business, Business Admin, Paralegal, and Liberal Arts and Sciences. We will continue to move forward, but the prison system must obtain approval through their processes as well. We must begin paying attention to the front end, who are the students that are coming to us? Enrollment management is getting the student from first contact to the completion of the program and track where they go after (employment, university, etc.) | | |
| 6. System Goals | C. Marvin | There are sever measures. The metric at the top, defined goal, proposed goals, rationale, and comments. The metric is very important.
Completion Rates, Math and English Remedial Rates, and CTE Completion Rates.

Number of Associate transfer degrees with an increase of 5%. We currently have 8 transfer degrees. Anthropology needs a few tweaks and resubmit, Computer Science needs a conversation; part of our problem is that our unit values are too high.

Equity in Completion Rate among Race/Ethnicity Subgroups
AUP data is available on the website as of last night. District IR did a great job of gathering the data and the AUP template has been changed to accommodate the data. | | X |

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		Growth money is out there but our service area has a low unemployment rate and that is one of the areas that would provide more funding. If there is a disproportionate gap in the classroom there may not be an instructional adjustment, but maybe the need to work closely with adding student services to your classroom. Percentage of students with an educational plan. Students who complete the matriculation process tend to be much more successful than students who are not fully matriculated. Number of FTES spent per outcome within six years. Do you have any degrees or certificates? Stop running a bunch of classes that do not have an outcome of a degree or certificate. Increase completers, keep the students on track, remind the students where they stand, help the students with the next steps, etc. Participation Rate Increase the participation rate each year. Participation Rate among Subgroups To maintain the equity index about 0.8 for all subgroups.		
7. EAB	H. Ostash	Educational Advisory Board – Work to improve student outcomes. How do we reach all students? Nothing will replace our counselors and educational advisors, but we are working on ways to enhance their time. This will work with all of the tools we already have (Banner, DegreeWorks, MIS) and enables the students to select the appropriate pathway for their goal. General and specific nudges can be sent to students that can be time specific and helpful to keep the student on track. The nudges are directed to a specific student for a specific reason. We were able to get in at the alpha level at a much reduced cost. This program will take DegreeWorks two steps ahead of where we would be with just DegreeWorks only. This is not a CurricUNET repeat. This company is very established and they have already established a baseline with other alpha schools. We are not in the very first round and both BC and PC did not meet the qualifications. PC will		

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
8. Grad Guru	P. Suorez	Download the app, it is free and works on almost any phone. We want to give the students good and quick information on what is happening, drop dates, financial aid dates, registration dates, events, study tips, etc. There are some pre-determined dates that will be sent out and there are options for additional information to be sent out. This is a yearlong experiment and we will evaluate at the end of the year. Kim Blackwell, Rese Weltman, and Sylvia Sotomayor are the three administrators for Grad Guru. When you down load the app you can choose a specific site. Please let your students know about this options and encourage them to download the app. As of last Tuesday 170 downloads for Cerro Coso. This is a useful tool for students, staff, faculty, and administrators. Grad Guru also collects information and we will receive quarterly reports.		X
9. Class-2-Careers	P. Suorez M. Gross	This is an intervention for CTE classes three times per year to help students understand their pathway for completion. Help students understand their program pathway, how do they obtain their certificate or degree, resources available, complete orientation and counseling, and understand how the college can help obtaining certificate or degree to employment. Intervention 1 – to be completed during the first two weeks of the semester – discuss career planning, resources, and explain how fully matriculated students receive priority registration. Intervention 2 – to be completed before the 60% date; in the last two week of October for fall, last two weeks of March for Spring – remind students to complete their educational plan, remind the students that priority registration is coming up, to attend orientation, complete registration for following semester, students completing certificate or degree must make an appointment with a counselor or advisor for graduation evaluation – THIS IS NOT AN AUTOMATIC PROCESS. Intervention 3 – to be completed during one or two weeks before finals – ask the students if they completed their educational plan, have they registered for the following semester, did they petition for graduation, repeat policy for courses the student may not pass, discuss the importance of gaining experience while in college for their resume. If faculty have comments or questions, please email Missy Gross and Paula Suorez.		X
10. Budget	C. Marvin	The system statewide budget is good		X
11. AUP – data, new template a. Unit plan presentation to	C. Marvin	Web entry format. Some fields will pull up what you put in last year. Two changes: 1) student equity gaps and if there are ways to address; 2) resource		X

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
College Council, October 16		needs separate areas for staffing, facilities, marketing, professional development. Due date – October 15, 2014		

12. Scheduling
  a. Program Pathways, DegreeWorks, EAB
  b. Long-Term Schedule
	C. Marvin	Program Pathways go for two year period. The VPAA will work with the Liberal Arts and Sciences chairs over the next several weeks to discuss the issues is each area. Corey needs to know what courses will be offered in what semesters. This will help with staffing as well. What about slotting specific classes at a particular time? ESCC does this with English and Math and they are trying the 4:00 – 6:00 time slot for the Fall.		X

13. Adjunct Evaluations	C. Marvin	Please become familiar with the contract language and requirements for the adjunct faculty evaluations.		X
14. Faculty Resource Site	C. Marvin	Faculty Resource Site is up and there have been some helpful feedback, management has also seen it, and a handful of adjuncts also received the link for feedback. We urge you to review the site, over 90 separate entries to review. Bill volunteered to write up first day tips and Christine Abbott tips on cheating on plagiarism. We have attempted to keep the tone friendly.		X
15. Financial Aid Fraud	H. Ostash	It was brought to our attention through a variety of reporting that the main factor a repeat in student information. It was shown that a single person or a small group that enrolled in a class or classes with the same address. The flag is identifying the student has 12 units of straight "F's" although we cannot drop the students we can place a very high hold on the accounts and ask for notarized proof of identity. This is a very time consuming process for our Financial Aid office. The students are knowledgeable when it comes to our policies regarding drops and attendance so they log in just often enough to keep from being dropped. This is a very time consuming process, so any help the faculty can provide by scanning class rosters for duplicate addresses and phone numbers will help. If you notice any oddities please notify Heather or Corey right away. Child Development and Business seems to be most targeted areas.		X
16. Equivalency	C. Marvin	Tabled for later meeting.		X
17. Action Items	C. Marvin	***No action items.***		X
18. Future Agenda Items	C. Marvin	None		X
19. Adjourn		12:21 p.m.		X

Facilitator: Corey Marvin   Recorder: Tammy Kinnan   **O** Open/**C** Closed

Faculty Chairs
September 8, 2014
MB 350A
2:00 p.m.

<u>Present</u>: Corey Marvin, Mike McNair, Jarrod Bowen, Dennis Jensen, Rebecca Pang, James O'Connor, Karen O'Connor, Bill Locke, Loren Sandvik, Steve Rogers, Laura Vasquez, Cliff Davis, Julie Cornett, Matt Jones, Deanna Campbell, Kristin Hanle, Mike Metcalf, Pam Godfrey and Tammy Kinnan.

<u>Guests</u>: Bonita Robison, David Long, Warden California City Correctional Facility, Roxanne Nessi Vice Principal, Matt Palmer Public Information Officer, DanMacedo Principal

<u>Absent</u>: Heather Ostash, Lisa Stephens, Valerie Karnes

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1. Call to order	C. Marvin	2:00 p.m.		
2. Approval of Minutes & Action Items From August 19, 2014	C. Marvin	Action items: From August 19, 2014 ***No actions items.*** Approval – August 19, 2014 – approved as submitted.		X
3. Approval of Agenda	C. Marvin	Approved – no additions		X
4. California City Correctional Facility	CCCF Guests	California City Correctional Facility contacted us in late May early summer and we talked with them about some options at the 35K level. The next steps were for them to write a report for their group and to come to take to the chairs. David Long, Warden Came from Ironwood State Prison in Palo Verde and a very successful program. The program changes the cultural biases and views. The college has changed the cultural and the environment. Cal City has no lifers and they are all returning to society. It took almost two years to launch the online program at Ironwood. The timeline is to start in January. Some of the logistics is to tailor so the inmates are working towards a degree and that the inmates do not have unfettered access to the internet. Start out with 27 students keep majors to a minimum; Business Administration, Liberal Arts and Sciences and Paralegal. One constraint is the online access. These will be dedicated sections, inmates only. The courses could take on any format we choose, as long as you are		X

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		comfortable. They could be 8 weeks long or whatever your faculty is okay with. The library databases would be a good option since we purchase the use of these and they are not the open web, as long as they have a student ID. The individuals will be pre-screened based on the prison criteria and our criteria as well. The inmates will be working towards degrees, not just certificates. We will need to discuss schedules, the prison wants to follow the college schedule, including mid-terms, finals, etc. They would follow our academic calendar. They will be full-time students, they will take the placement test, matriculate, and complete and ed plan. The computer space is limited at the prison. Currently they have 27 stations. There are study areas, space in their cells, classroom areas, and day room space. Computer usage must be monitored by personnel. The students are very dedicated and there is a high percentage of honors students. One of our constraints is we must obtain approval from ACCJC. Administratively we can begin in the Spring, and seek ACCJC approval at the same time. We will need to meet more than a couple of times to make this work. Cal City is very flexible and they really want this to work. Milestones - for successful completion of their GED they can earn up to six weeks of credit off of their sentence. This is earned one week at a time for completion of steps (milestones) specified in the program. Transitioning from paper and pencil to online GED testing. Also working on transitioning to E-readers.		
5. Adjunct Evaluations	C. Marvin	Fulltime – the educational administrator writes the executive summary. Adjunct faculty – the faculty chair writes the summary, 1.5 pages is quite sufficient. A template will be sent out, this will include all of the pieces. Adjunct need to turn in syllabuses, SLO statement, and materials. Work with the site directors to obtain information if the adjunct is at one of the sites. Remember to arrange travel **in advance**. CTE faculty see Angela. Liberal Arts and Sciences see Tammy. Far too often the same adjectives are used in each adjunct evaluation executive summary. Please use something unique in the review of each adjunct faculty, something that is specific to that individual. Using the same boiler plate evaluation is less than satisfactory for our long time adjunct faculty members. The constructive a feedback has been really well received and appreciated. *ACTION ITEM – Email summary adjunct example to faculty chairs. Responsible party –*		X

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		Corey Marvin. Completion Date: September 22, 2014		
6. Scheduling Templates a. Long Term Schedule	C. Marvin	Red courses are required because of pathway. Black are classes we offered last semester and are general education classes. On left are classes for schedule. Need a queue from chairs on next step. Post to G drive and allow everyone access to add to the information directly on the spreadsheet. Or the information can be emailed to Corey/Mike and they can enter it on the spreadsheet. The sites will send their proposals to faculty chairs and then it will be entered into the spreadsheet by Corey/Mike or the appropriate person. The file will be posted to the G drive and Corey will send it out in a spreadsheet and all CTE faculty will return their information to Mike McNair and Liberal Arts and Sciences will send their spreadsheets to Corey. The information will be posted on the G drive under Academic Affairs find the folder labeled Scheduling. **Due date: September 22, 2014** Handout – four semester long term schedule for CC Online. Please take a look at the list and determine which classes are related to the pathways and at which campuses are they offered. Any classes not offered over the four semesters should be considered for deletion. Fall 2014 = fall semester 1 Spring 2015 = spring semester 1 Fall 2015 = fall semester 2 Spring 2016 = spring semester 2 An email will be sent out which will contain information on where you should send your results.		X
7. SLO Themes	C. Marvin	SLO have been working on creating an assessment report over the past two or three years. The hand out provided by the SLO committee is a list of themes that you may want to consider when reviewing data. Identifying the themes will help guide development of an assessment plan to effectively address gaps.		
8. Transfer Equivalency System Training	J. Moline	New chairs need to be introduced to this process. If the existing chairs need a refresher let Jan Moline know.		X

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9. Professional Development a. Adjunct PD Development Day	C. Marvin	a. Professional Development Day set for November 1st and chairs are expected to attend. Adjuncts do not want to sit in a room and listen to people talk. They want to meet with departments and work as groups. We will hold the active shooter training and this will be one of the real general session's trainings. Start talking to your adjuncts now and remind them they will receive $180.00 for all day attendance.		X
b. Professional Development Transitions	B. Robison	b. The committee has been busy reviewing the flex day evaluations and Bonita has been talking to all of the committee members to determine a long term plan and specific a direction. There are some changes with the state, but they are not out yet. We have used our forms to track compliance, but we would like to make some changes to allow for better tracking and portfolio use. What do we need for personal professional development? Provide faculty driven professional development. Provide ongoing professional development options during the year, not just during flex days. Stand-alone events – take a look at SLO's. We need more LAS faculty to serve on the committee. Professional development, in the past, has been mostly a compliance thing. We need to transition to a more focused professional development. Your professional development should link up to your goals on your last evaluation. If you have ideas, please make sure your ideas are included in your unit plan.		
10. Donations	C. Marvin	If someone wants to donate something, stop and contact Natalie Dorrell. There are lots of rules and keep your educational administrator informed.		X
11. Research Needs for Institutional Research – Update	C. Marvin	Tabled for later discussion.		X
17. Action Items	C. Marvin	***ACTION ITEM – Email executive summary template to faculty chairs. Responsible party – Corey Marvin. Completion Date: September 22, 2014***		X
18. Future Agenda Items	C. Marvin	None		X
19. Adjourn		4:13 p.m.		X

Facilitator: Corey Marvin   Recorder: Tammy Kinnan   **O** Open/**C** Closed

Faculty Chairs
September 22, 2014
MB 350A
2:00 p.m.

Present: Corey Marvin, Lisa Stephens, Kristin Hanle, Pam Godfrey, Rebecca Pang, Mike McNair, James O'Connor, Karen O'Connor, Bill Locke, Steve Rogers, Loren Sandvik, Cliff Davis, Matt Jones, Julie Cornett, Jarrod Bowen, Mike Metcalf, Dennis Jensen, Deanna Campbell, and Tammy Kinnan.

Guests: Michael Carley, Vivian Baker, and Michael Campbell

Absent: Laura Vasquez, Valerie Karnes, and Heather Ostash

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	C. Marvin	2:00 p.m.		
2. Approval of Minutes & Action Items From September 8, 2014	C. Marvin	Action items: From September 8, 2014 ***ACTION ITEM – Email summary adjunct example to faculty chairs. Responsible party – Corey Marvin. Completion Date: September 22, 2014*** Approval – September 8, 2014 – approved as submitted.	X	
3. Approval of Agenda	C. Marvin	Approved – no additions, slight re-order of agenda to accommodate guest's schedules – agenda items 6-Vivian Baker, 7-Michael Campbell, and 4-Michael Carley.		X
4. CCSSE	M. Carley	First CCSSE was completed Spring 2011. There were some very ambitious goals in the District Strategic Plan. Handouts include the student survey, benchmarks of effective practice, and 2014 Key Findings. The CCSSE was administered to on ground students only. The 2014 CCSSE Cohort is made up of the colleges (approximately 360+ colleges) which participated in the CCSSE during Spring 2014. No one has figured out how to get good results from the online students. Look at where we are doing well and where we have room for improvement. What does the data represent? Are we asking for enough papers, or class presentations? In addition to this survey, the faculty completed a survey. It will be interesting to see the results. Last time the results didn't really go anywhere. Michael will pull the report and share with Corey. Look at the weakest areas and if you can fix the one or two questions that may be		X

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		dragging the benchmark down. What do you want pulled out of the report? Michael is happy to participate in meetings via video or telephone. We will participate again in 2017 and every three years until it is no longer fiscally possible, or is no longer beneficial. Knowing how we did on the benchmark questions is telling. Should we discuss this during the November Professional Development Day? Cerro Coso has a lot of part-time student, and a lot of part-time faculty. The more you have the more difficult the norming is. Put together a list of questions and possible reports you may wish to see. Annual Unit Plan Data – Corey has been meeting with the Liberal Arts and Sciences faculty chairs. There was an update last week to some of the departments, check with website for your department data. If you see ** it means the degree was not in the 2014 catalog. It may be an error, but don't assume it is an error, it is just something to check out.		
5. Desert Empire Fair Coverage	C. Marvin	Every year we have asked faculty, staff, and management to help with coverage. This year, as a new idea, we are asking for department coverage during a two hour block of time. The sign-up sheet will be available in the Office of Instruction. Please stop by and sign your department up for a two hour time slot. This is a recruitment/outreach event, and both adjunct and fulltime faculty are encouraged to participate.		X
6. Student Learning Outcomes Long-Term Plan	V. Baker	Rolling out SLO process using a similar process that CIC uses. One thing the committee became aware of is the history of SLO's. So the committee made a template to help with the five year program year cycle, PLO's will be assessed in the first three years, PLO's during year four, and the program review document will be written in the fifth year. The template will serve as a tracking tool, so no matter who serves as the chair. This is a good checks and balances tool. The intent is to make the system smoother and they are working on integrating with CIC. This will help the CIC, SLO, and Program Review chairs. For each SLO you launch you must launch separately in CurricUNET. Be thinking about your PLO's and how your assessments map to them and how you assess them. Make sure the verb you use matches. If you use the word "describe" and then your assessment is a survey, you may want to change the verb 'describe' to something more appropriate. Bill volunteered Math to do assessments every year. Any time you assess, no matter what assessment you use you must gather the data from across all teaching modalities. Consider carefully when and why in the order that you are doing your assessments. If		X

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		you have a class or classes that are closely linked to your PLO's they should be assessed during the year you are assessing your PLO's the year before you begin writing the Program Review document. Our accreditation requires that we make our assessment results public, how we are going to do that requires some discussion. At bare minimum assessments are entered into CurricUNET every 5 years.		
7. Smart Classrooms/East Wing	M. Campbell	There are four rooms in the East Wing that the instructional technology has not been updated. Two of the rooms have media carts that are obsolete. Last year TRT recommended that we upgrade the media carts, however TRT is now recommending that IT works with facilities to upgrade the rooms to mounted projectors and media enhanced podiums as part of the East Wing renovation project. In addition we would like to move away from the conventional ceiling mounted projectors and use the ultra-short-throw interactive projectors. These projectors have the same screen size and are brighter due to the close proximity to the whiteboards and have a lower light glare. The projectors also come with interactive software that allow faculty to save any annotations that are made on the screen during the lecture. Do we need monitors, or just projectors? The smaller rooms have 2 60" TV's in rooms that only seat a small number of students. The faculty like to interact with the displays it doesn't work well. The small rooms don't need the additional large displays. The new projectors are interactive and allows you to save everything you have written on the board. The chair of Ped & Tech is a member of the TRT committee and provides information both to and from the faculty. There are also three faculty who sit on TRT. If you and your faculty, who use the East Wing rooms, have a wish list for the rooms please make sure the information is included in your Annual Unit Plan. Currently every classroom has something, a media cart, already is a smart classroom, or a podium with computer station. There are four classrooms currently under discussion right now. Bakersfield College has some of the new projects and has good success. Double check with your faulty regarding the media carts and make sure the replacements get captured in your unit plans.		X
8. Action Items	C. Marvin	***No action items.***		X
9. Future Agenda Items	C. Marvin	March Progress Report		X
10. Adjourn	C. Marvin	3:55 p.m.		X

Facilitator: Corey Marvin   Recorder: Tammy Kinnan   **O** Open/**C** Closed

Faculty Chairs
October 13, 2014
MB 350A, KRV, ESCC, East Kern
3:00 – 4:00 p.m.

Present: Corey Marvin, Lisa Stephens, Kristin Hanle, Rebecca Pang, Mike McNair, James O'Connor, Karen O'Connor, Bill Locke, Steve Rogers, Cliff Davis, Matt Jones, Julie Cornett, Jarrod Bowen, Dennis Jensen, Deanna Campbell, Laura Vasquez, Heather Ostash, and Tammy Kinnan.

Absent: Michael Metcalf (adjunct evaluation), Valerie Karnes, Pam Godfrey (conference)

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	C. Marvin	3:04 p.m.		X
2. Approval of Minutes & Action Items From September 22, 2014	C. Marvin	Action items: From September 22, 2014 ***ACTION ITEM – No Actions Items for review*** Approval – September 22, 2014 – approved as submitted.	X	
3. Approval of Agenda	C. Marvin	Approved as submitted		X
4. Unit Plan Presentation, Thursday, October 16th	C. Marvin	Unit plan presentation will be Thursday, October 16th at College Council. This will be an open meeting and all will be invited. The Budget development committee will also be included. Communications would like to go first and then class time will not be missed. This is in response to the survey from last spring where the budget process received low scores and the institutional planning received fairly good marks. This makes good sense and ultimately all representatives will be aware of what you have in mind. **Time** 5 minutes, no Q and A **Topics to Address** 1. What the department has done over the past year 2. What gaps have been identified that need attention 3. What goals have been set to address those gaps 4. What budgetary impact your plan will have for the 2015-2016 academic year	X	

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		There are 28 unit plans to be presented. All of Academic Affairs will be completed on Thursday, October 16th. The other areas will be completed on other college council dates between now and December. ***ACTION ITEM: Email the four areas of importance and a roster for presentations for College Council Meeting Thursday, October 16th. Responsible Party – Corey Marvin Due Date: October 17, 2014***		
5. Recruitment	C. Marvin	Thanks to those who have signed up for the DEF and Science spread out over an 8 hour period on Saturday. There are times when it is slow and others when it is busy. Your time is very much appreciated. Please begin thinking about this – recruitment recommendations will very likely come from the enrollment management task force. Begin thinking about who are the students in your department. Where do they come from, where are they, and who are they? How will you market to these students? How will you recruit them? Are there more events like this in the area? We need to get out there. Maybe a Science weekend at the college. We have career day, parent night, and we go to all of the government and economics classes each year. It would be great to distribute that over faculty and counseling. Possible guest lectures at the local high schools would provide an opportunity to introduce our faculty to the high school students. ESCC has invited former students, employers, and faculty members to a reception where they share stories and ideas and engage in conversations that benefit everyone. December 5th is the next open house and we can advertise differently if the hands-on areas are willing to provide demonstrations. Each of the high schools have newspapers we can advertise in for the events. In terms of recruitment, continue to think along these lines and we can continue to talk about sharing ideas. We can continue to talk about partnering with our local high schools. We have done this with articulation, and we can do this with other ways as well.		X
6. Faculty Enlight	C. Marvin	The book store wanted to ask chairs if you do not have any guidelines to the contrary to direct adjunct faculty to faculty enlight. It is easy to use to verify books.		X
7. Minors/Parents	C. Marvin	Our policy is for ALL students that the FERPA form be completed if the parent wishes to speak in specifics about their students.		X
8. FA Students and Books	C. Marvin	The students receive their money via an ATM card, and they may not have books until after the first week of class. Please have a discussion with your department in some alternate format for the first week.		X

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		1) Do not require assignments that require the book during the first week, especially during the first week. 2) Scan the first chapter which is acceptable for copy right laws. 3) Library has many copies available for loan, which is one of their most popular services. What about the classes that require access codes? This is a huge issue especially for the short term classes. The expectation is still the same. ESCC is transitioning away from the kiosk bookstore. They will be going to the online version of the bookstore. Please check to see if your text book is available in electronic format. Another issue is the lack of a comment section for faculty. The addition of a comments section would be nice. Information item - to the extent that you can, please give the students due consideration for FA reasons.		
9. Faculty Screening Committee Volunteers	L. Vasquez	Sent out email and talked in Senate about faculty chair forming a sub committee to review unit plans and create a rubric. Chairs cannot serve on the committee if you have proposed a position.		X
10. Program Deletion/Revision & Due Diligence	B. Locke	Sent email out but did not understand who is dropping the old degree. If there are 6 people in the pipeline do we keep it in the catalog? No, we don't. Check with Paula Suorez for the number of students may be in the degree track before deleting any degree.		X
11. Articulation Agreements & Pathways	M. McNair	High School to Community College to University. This is not just CTE, but all disciplines. We need your help. Senate Bill 70 is now SB 1070 with less money. We will meet next regarding Computer Science. Dual credit conversations are finally beginning to move forward - ADA and FTES. Dual enrollment – we finally have a template MOU and resolution for the High Schools as long as they are willing to adopt the resolution. There is no money loss for either side. We offer our class in the high school during the day, and the faculty member must meet minimum qualifications, but they are paid by the high school. When the student completes the class they receive college credit. Burroughs is a big AP school, so they are really interested.		X
12. Action Items	C. Marvin	*ACTION ITEM: Email the four areas of importance and a roster for presentations for College Council Meeting Thursday, October 16th. Responsible Party – Corey Marvin Due Date: October 17, 2014*	X	
13. Future Agenda Items	C. Marvin	Adjunct Professional Development Day – November 1st		X
14. Adjourn	C. Marvin	4:08 p.m.		X

Facilitator: Corey Marvin   Recorder: Tammy Kinnan   **O** Open/**C** Closed

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CERRO COSO
COMMUNITY COLLEGE

Faculty Chairs
December 8, 2014
MB 350A, KRV, ESCC, East Kern
2:00 – 4:00 p.m.

Present: Corey Marvin, Lisa Stephens, Kristin Hanle, Rebecca Pang, Mike McNair, James O'Connor, Karen O'Connor, Bill Locke, Valerie Karnes, Cliff Davis, Matt Jones, Julie Cornett, Michael Metcalf, Dennis Jensen, Deanna Campbell, Laura Vasquez, Pam Godfrey, Steve Rogers (arrived 3:09), and Tammy Kinnan.

Absent: Jarrod Bowen (conference) and Heather Ostash.

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	C. Marvin	2:05 p.m.		X
2. Approval of Minutes & Action Items From November 24, 2014	C. Marvin	Action items: From November 24, 2014 *ACTION ITEM – No Actions Items for review* Approval – November 24, 2014 – No minutes to review		X
3. Approval of Agenda	C. Marvin	Approved as submitted		X
4. Prison Update	R. Pang	We are not able to offer classes online due to issues with the internet. With the current legislation passing we cannot offer courses on-site until March, and the courses would be offered via a webinar. The inmates are in a heavily monitored classroom setting. What impact will this have on the type of homework the students receive? The outside sources will be archived on a disc so there is no need to go an outside source. Continue to think about this, if we do go, along the lines of an associate degree and general education courses. Math, Science, English, Social Science, Arts and Humanities will all need to offer courses in some sort of rotation. The assessment testing will also apply to this population. They will not pass on any student that does not place into college level courses. We will pick up the discussion again in the middle of January. We are looking at possible providing this hybrid format for approximately a year or so.		X

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
5. Academic Rigor & Transfer	C. Marvin	Transfer - As faculty chair you are in a position to waive pre-reqs. When it comes to degree courses you do not get to make that choice. The academic senate has a petitions committee for local degree submission. If you receive such a request, please forward the information to Jan Moline, Petitions Committee Chair. Academic Rigor – The communication handed out is from a student that has been accused of plagiarism. The student has been with us for the past two years and passed transfer level classes. What are departments doing to ensure students are doing the work? This is not a criticism, but more a reminder. We have a Turn-it-in.com account and that is how this student was identified as turning in plagiarized work. The LRC offers workshops on avoiding plagiarism, writing papers, and a variety of other topics. All classes that have a writing requirement should be using Turn-it-in.com which would help avoid these types of situations. Developing a writing lab would be a place to send the students that need help.		X
6. Year-round Schedule	C. Marvin	This was the hot topic at the last VP meeting. More and more colleges are moving in this direction. In April and May you open up for Summer, Fall, and Spring all at the same time. One registration period placing all of your resources behind it. Some of the concerns are that students will forget what they are taking. The schools that are currently using year-round scheduling say they have good retention rates.		X
7. CTE Chairs Feedback on proposed state task force	CTE Chairs	CTE Chairs held this conversation via email.		X
8. Action Items	C. Marvin	***No actions items***		X
9. Future Agenda Items	C. Marvin			X
10. Adjourn	C. Marvin	3:14 p.m.		X

Facilitator: Corey Marvin   Recorder: Tammy Kinnan   **O** Open/**C** Closed

Faculty Chairs
January 13, 2015
MB 350A & ESCC
2:00 – 4:00 p.m.

Present: Corey Marvin, Lisa Stephens, Kristin Hanle, Rebecca Pang, Mike McNair, James O'Connor, Karen O'Connor, Bill Locke, Valerie Karnes, Cliff Davis, Lisa Darty, Paula Suorez, Matt Jones, Julie Cornett, Michael Metcalf, Dennis Jensen, Deanna Campbell, Pam Godfrey, Jarrod Bowen, Steve Rogers, and Tammy Kinnan.

Absent: Laura Vasquez and Heather Ostash

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	C. Marvin	9:15 a.m.		X
2. Approval of Minutes & Action Items From December 8, 2014	C. Marvin	Action items: From December 8, 2014 *ACTION ITEM – No Actions Items for review* Approval – December 8, 2014 – Item 5 revised to read petitions committee for local degree submission. Approved with changes.		X
3. Approval of Agenda	C. Marvin	Approved as submitted		X
4. Fall 2014 Update	C. Marvin	Doing a lot of good and right things. We saw a rise in success rates, conversations in departments regarding SLO's and other areas. Good for all. East Kern was low, but still showed improvement from the past. Vice President Marvin sent out an email with the success rates last week. Handout provided with sections, retention, and success for each department. AJ up, ECON up, POLS up, CHDV up, and other areas. Please take back to your department and share with your colleagues. How was our FTES this fall compared to last Fall? Unfortunately Corey did not have time to look that information up.		X
5. Spring 2015	C. Marvin	Normally around 1300 as of this morning 1100. The FA students are playing a roll in the drop, but not fully responsible. We have tried limiting sections and then adding, tried opening sections in the beginning. There are many things placing downward pressure on our FTES. We now must require all students to go through the matriculation	X	

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		process. There are students that will not want to go through this. We have statewide initiatives and we have our own initiatives such as proctoring, pre-requisites. This is a major change and will be a challenge. The cost of textbooks also places downward pressure on our students and classes. We need to continue to be productive as possible. We cannot continue to run low enrolled classes. We don't want to be a certain size just to be a certain size. Three of the faculty we are hiring will not be FTES producing faculty. We are hiring them because it is the right thing to do. We are funded based on the previous year. Enrollment Management Task Force has one more meeting and will provide recommendations. One is to much more targeted outreach for programs. Hand out is to be used on Friday during your department meeting. If you had to go talk to your target students where would you go? Are your target students online or right out of high school? Think about the type of activities you might conduct to engage the potential students. We will have college wide marketing, but in your area we also want you to think about how to specifically market your program. Complete one for each program that is distinctly different. Ex: Paralegal, Business Office Technology, Computer Science, etc. The rosters will show what the major is for each student-in the future. Request – at the start of each semester the faculty chairs would like to have a list of the students who have declared major. Federal Financial Aid has become much more restrictive so the students are required to pick a major from the start. In addition they must take classes in their major or they will not receive F/A. All students coming in are required to complete an educational plan. We are designing an online process where students can create an educational plan for two semesters, and this allows them to take the one or two classes they need without completing the long term plan. The online orientation is being piloted in 11 courses this semester, these are introductory courses. The students will receive points for completing the online orientation. Learning style assessment data are being collected on each student and will be shared as appropriate. This is a recommendation coming out of the distance education task force. We do faculty readiness and wouldn't it be great if the students were just as prepared? So this is a pilot project which will provide the opportunity to see how it works and receive direct feedback from faculty and students. This will be embedded into what we do and a necessary first step, we just need to find the best way to use it. Long term schedule – hoping to have the long term schedule ready for you today, but not everyone has turned theirs in. Long term schedule is the minimal. Do you need to		

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		run both or just one? Some electives are not showing up. ***ACTION ITEM – Send the long term schedule template out to faculty chairs.*** ***Responsible Person – Corey Marvin Due Date – January 15, 2015*** AJ is the only CTE long term schedule received to-date. Please send a copy to the sites and highlight changes. Times are difficult to determine. The long term schedule is going to be ESCC's best guess based on several factors – days, times, pre-reqs, faculty availability, etc. ESCC works really hard to schedule based on the program pathways. Please submit your best guess for classes and we will notify the students if changes are made to the long term schedule. Last fall was fall of year 1. The difference between pathways and long term schedule is the long term schedule is very specific and calls out classes not just electives. Once we have the long term schedule established this will essentially replace the program pathways. If program on a once every three semester track this will present a program and Corey will talk with those chairs specifically. Morning, afternoon, and evening was not for students that was for us. Would it make more sense to go to day and evening? Corey will default to day and evening. This is by discipline. ***ACTION ITEM – Faculty Chairs submit long term schedules to Corey, with copy to all Deanna, Lisa, Kristin, and Mike McNair (CTE only). Due Date: Monday, January 26, 2015.***		
6. PLO Mapping Project	B. Locke	This project has shown that we have a lot of SLO's. The hand-outs are available electronically and have drop-down menus with choices in the area of primary assessment. SLO are determined at the CID level but the PLO are not. Different programs are at different stages of getting to that point. Is it okay to have a variety of assessments SLO's are specific and the PLO's are much broader.	X	

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		ACTION ITEM – Complete the PLO spreadsheet marking the identified measure for each area. Responsible party – Faculty Chairs Due date: March 31, 2015 The end result of this discussion is to prompt the discussion about your PLO's and the assessment tools. Begin the conversation with your department colleagues right away. If necessary, we can move the deadline.		
7. Academic Affairs Division Plan	C. Marvin	Initiatives for next academic year 1. Implement Engagement Strategies to Support Student Success, Persistence, and Completion. 2. Address Equity Gaps. 3. Stabilize Enrollment. 4. Meet Internal and External Standards for SLO's and Program Reviews Resource Needs – if you have questions please let Corey know. If something was not supported he attempted to provide an explanation as to why. If you have any input on the division plan please send Corey an email. Any SLO's that are being assessed during the Fall 2014 are due March 1st and goals that are being assessed in the mid-term progress report are also due March 1st. **DUE MARCH 1ST** **All SLO's assessed during Fall 2014** **Mid-term progress report – goal assessment**		X
8. Textbook Costs	D. Campbell /L. Stephens	We don't have any control over the cost of textbooks or the frequency of updates. The textbooks are a concern and have become problematic due to the high cost. The question is can we explore options to keep costs down. The publishers come out with updated editions, but we need to be aware that our students are choosing to no take classes due to the high costs of textbooks. This is also impacting the amount of money available for scholarships through the foundation. Many of the KRV student are far below poverty level and the high cost of books is problematic. Almost all of the office technology books are used for more than one course, and the access code can be used for more than one course. The business department has been working with the publisher on reducing book costs and the publisher has been willing to work with us, and in deed offered hardship access codes. Can we share out what we are doing across all disciplines and what can be done	X	

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		college-wide? The searchable schedule needs to be revised and can include lots of additional information. We can do a FIG on this. Then provide something more ongoing after that with the faculty resource site. Academic Senate recommendations and decisions need to have some adoptions. *ACTION ITEM - Matt will contact will Laura Vasquez to add textbook costs to the Academic Senate agenda. Responsible Party – Matthew Jones Due Date: January 31, 2015.* *ACTION ITEM – Send email to faculty chairs with all of the suggested timelines discussed today. Responsible party: Corey Marvin Due Date: January 15, 2015*		
8. Action Items	C. Marvin	*ACTION ITEM – Send the long term schedule template out to faculty chairs. Responsible Person – Corey Marvin Due Date – January 15, 2015* *ACTION ITEM – Faculty Chairs submit long term schedules to Corey, with copy to all Deanna, Lisa, Kristin, and Mike McNair (CTE only). Due Date: Monday, January 26, 2015.* *ACTION ITEM – Complete the PLO spreadsheet marking the identified measure for each area. Responsible party – Faculty Chairs Due date: March 31, 2015* *ACTION ITEM - Matt will contact will Laura Vasquez to add textbook costs to the Academic Senate agenda. Responsible Party – Matthew Jones Due Date: January 31, 2015.* *ACTION ITEM – Send email to faculty chairs with all of the suggested timelines discussed today. Responsible party: Corey Marvin Due Date: January 15, 2015*	X	
9. Future Agenda Items	C. Marvin	Textbook Costs	X	
10. Adjourn	C. Marvin	12:00 p.m.		X

Facilitator: Corey Marvin   Recorder: Tammy Kinnan   **O** Open/**C** Closed

![Cerro Coso Community College logo]

Faculty Chairs
February 9, 2015
MB 350A & ESCC
2:00 – 4:00 p.m.

Present: Corey Marvin, Rebecca Pang, James O'Connor, Karen O'Connor, Bill Locke, Laura Vasquez, Valerie Karnes, Cliff Davis, Lisa Darty, Matt Jones, Julie Cornett, Dennis Jensen, Jarrod Bowen, Steve Rogers, Pam Godfrey, Michael Metcalf, and Tammy Kinnan.

Absent: Mike McNair (medical), Kristin Hanle (jury duty), Deanna Campbell, Lisa Stephens, Paula Suorez, and Heather Ostash

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	C. Marvin	2:00 p.m.		X
2. Approval of Minutes & Action Items From January 13, 2015	C. Marvin	Action items: From January 13, 2015 *ACTION ITEM – Send the long term schedule template out to faculty chairs. Responsible Person – Corey Marvin Due Date – January 15, 2015* **Completed** *ACTION ITEM – Faculty Chairs submit long term schedules to Corey, with copy to all Deanna, Lisa, Kristin, and Mike McNair (CTE only). Due Date: Monday, January 26, 2015.* **Completed** *ACTION ITEM – Complete the PLO spreadsheet marking the identified measure for each area. Responsible party – Faculty Chairs Due date: March 31, 2015* *ACTION ITEM - Matt will work with Laura Vasquez to add textbook costs to the Academic Senate agenda. Responsible Party – Matthew Jones Due Date: January 31, 2015.* **Completed** *ACTION ITEM – Send email to faculty chairs with all of the suggested timelines discussed today. Responsible party: Corey Marvin Due Date: January 15, 2015* **Completed** Approval – January 13, 2015 – approved as submitted.	X	
3. Approval of Agenda	C. Marvin	Approved as submitted		X
4. Summer & Fall Schedule a. Cal City Prison	C. Marvin	Long term schedules are in and completed and the long term schedule will be used to create the fall and spring schedules. The long term schedule has been out for a couple		X

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		of views and it may only need a few minor fixes. The schedule has been partially pre-populated (tan) and the white area is for you to complete. If the course is full term you do not need to fill out the how long section, but if it is a short term class please include start and end dates. Include your classroom needs if you require a smart classroom, or anything special. If you don't have special classroom needs leave that column blank. Multiple sections are grouped together. Please pay attention to the tan column as to when we promised to offer the course. Any changes you make must be in red font. Do not change the formatting. Corey is asking site directors/campus managers to work with you on the sites schedules. IWV & Online – faculty chairs will submit to Corey ESCC – Deanna Campbell will submit to Corey after working with chairs EK/Tehachapi/Mojave/Cal City – Kristin Hanle will submit after working with chairs KRV – Lisa Stephens will submit to Corey after working with chairs Due to Corey on February 23, 2015 – this will provide time for a second review. Summer – not a primary term and enrollment numbers have been provided from last summer. Corey rolled last summer's schedule. Low numbers are marked in red. These numbers are from first day enrollment, not census. *ACTION ITEM – Corey will send out the long term schedule spreadsheets following the faculty chair meeting. Responsible Party – Corey Marvin DUE DATE: February 9, 2015* *ACTION ITEM – The faculty chairs and campus managers/site directors will complete the long term schedule for summer and fall and submit to Corey by February 23, 2015. Responsible Parties – Faculty Chairs, Campus Managers/Site Directors. DUE DATE: February 23, 2015* Cal City Prison – Rebecca spoke to them last week and they are waiting to hear from someone in Sacramento. Their original contact retired in December. The online teaching agreement (including webinar) is still awaiting approval. If we are teaching on-ground classes then we only need to submit a written proposal. We will begin with Cal City Prison the same way we did with Tehachapi, offering Liberal Arts and Sciences classes. We will continue to discuss this and have courses ready to go when the time is		

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		right and all off the agreements are in place.		
5. Program Descriptions for EAB	C. Marvin	The EAB was here two or three weeks ago. The onboarding platform that EAB is working on that will take students through the registration process. Currently it takes 11 clicks to get through our process and then there is nothing after that, no email notification, no communication at all. EAB's tool will help fix this. It is much like a turbo tax type of tool. The step-by-step process is clear and concise with regular language. This has been a very well managed process and the group has been really good to work with.		X
6. Midterm Progress Reports, due March 1st	C. Marvin	Those are the progress reports for this year's AUP's. How are you doing on your goals for 14-15? AUP Midterm Progress Reports - Due March 1st. Section Plan Midterm Progress Reports – Due March 15th Division Plan Midterm Progress Reports – Due April 1st ***ACTION ITEM - Send out planning website web address to the faculty chairs. Responsible Party – Corey Marvin. Due Date – February 9, 2015***		X
7. Action Items	C. Marvin			X
8. Future Agenda Items	C. Marvin	Textbook Costs		X
9. Adjourn	C. Marvin	3:06 p.m.		X

Facilitator: Corey Marvin   Recorder: Tammy Kinnan   **O** Open/**C** Closed

Faculty Chairs
March 9, 2015
MB 350A & ESCC
2:00 – 2:30 p.m.

Present: Corey Marvin, Rebecca Pang, James O'Connor, Karen O'Connor, Bill Locke, Mike McNair, Laura Vasquez, Valerie Karnes, Cliff Davis, Lisa Darty, Matt Jones, Julie Cornett, Dennis Jensen, Jarrod Bowen, Steve Rogers, Pam Godfrey, Michael Metcalf, and Tammy Kinnan.

Absent: Kristin Hanle (jury duty), Deanna Campbell, Lisa Stephens, Paula Suorez, and Heather Ostash

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	C. Marvin	2:02 p.m.		X
2. Approval of Minutes & Action Items From February 9, 2015	C. Marvin	Action items: From February 9, 2015 **From January 13, 2015** *ACTION ITEM – Complete the PLO spreadsheet marking the identified measure for each area. Responsible party – Faculty Chairs Due date: March 31, 2015* *ACTION ITEM – Corey will send out the long term schedule spreadsheets following the faculty chair meeting. Responsible Party – Corey Marvin DUE DATE: February 9, 2015* *ACTION ITEM – The faculty chairs and campus managers/site directors will complete the long term schedule for summer and fall and submit to Corey by February 23, 2015. Responsible Parties – Faculty Chairs, Campus Managers/Site Directors. DUE DATE: February 23, 2015* *ACTION ITEM - Send out planning website web address to the faculty chairs. Responsible Party – Corey Marvin. Due Date – February 9, 2015* Approval – February 9, 2015 – approved as submitted.	X	
3. Approval of Agenda	C. Marvin	Approved as submitted National University partnerships with PC and offer the second two year of Bachelors on campus. They came and met with us and there is a possibility of a cohort of students online with us. Corey brought the next steps and he would like the group to meet with the chairs. The program would offer a discounted rate for our students to continue		X

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		their education and obtain their 4 year degree. They offer several degree options. This would also		
4. Enrollment Management Task Force Report	C. Marvin	This group completed its task and sent the report to the president in January. The president has reviewed the report and it will move the academic senate and college council. The report has been posted to the website. Enrollment management did not just mean schedule of classes. The discussion was all encompassing from first encounter to graduation and everything in-between. Out-reach and recruitment recommendation faculty chair and the Director of Student Activities, Outreach and Recruitment work with discipline faculty, deans, directors, and the PIO Manager to develop and implement recruitment plans for each program offered at each site, including online. Registration – working with EAB to fix the stop gaps in our process. Opening sections – we will open sections based on planning. Required sections needed to run a program will not be cut for low enrollment, but continued low enrollment as a pattern will be a pattern will be the basis of a recommendation the AS for program discontinuance. The majors' demographics has been written and that is now available. Corey will send it out for each area.		X
5. Communicating with students in your program	C. Marvin	Handout provided – Natalie provided information about being cautious when emailing students.		X
6. Action Items	C. Marvin			X
7. Future Agenda Items	C. Marvin	Textbook Costs		X
8. Adjourn	C. Marvin	2:42 p.m.		X

Facilitator: Corey Marvin   Recorder: Tammy Kinnan   **O** Open/**C** Closed

Faculty Chairs
May 11, 2015
MB 350A, ESCC/KRV/EK
2:00 – 4:00 p.m.

Present: Corey Marvin, Jarrod Bowen, Michael Metcalf, Pam Godfrey, Valerie Karnes, Karen O'Connor, James O'Connor, Mike McNair, Lisa Darty, Rebecca Pang, Paula Suorez, Steve Rogers, Cliff Davis, Kristin Hanle, Julie, Cornett, Dennis Jensen, Lisa Stephens, Deanna Campbell, Matt Jones (2:11), and Tammy Kinnan.

Absent: Laura Vasquez, Bill Locke, and Heather Ostash

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	C. Marvin	2:03 p.m.		X
2. Approval of Minutes & Action Items From March 9, 2015	C. Marvin	Action items: From March 9, 2015 **No Action Items** Approval – March 9, 2015 – approved as submitted.		X
3. Approval of Agenda	C. Marvin			X
4. Updates: a. EAB b. ODS c. Luminis d. CurricUNET	C. Marvin	EAB - approximately 80 students and 25 staff participated. Thanks to the faculty who also participated. Students were very engaged and were very positive about the platform. This is an onboarding platform. The liked the process and provided feedback for areas of improvement. Pulled out pathways and the students enjoyed that and they wanted more specifics for the programs and students didn't realize that information was available. Overall turned out really well and another pilot again this summer. The students enjoyed being part of something bigger. Follow-up meeting tomorrow with the EAB meeting tomorrow. When will all faculty be able to see this in operation>? Testing access/modules will be requested tomorrow. They will determine how many people can have access. ODS & Luminis are going away and CurricUNET may be going away. ODS – trained people several people 4-5 years ago, but not many people use it. The learning curve is pretty big. They are looking at something to replace this, but the company that makes this product is no longer in business. There is a committee looking into a new product.		X

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		Corey and Jennifer San Nicolas are both on the committee. Looking for a decision by the end of the summer. Sean James is moving on and his last day will be May 31st. The Chancellors Office sent out a survey regarding CurricUNET, and this is highly unusual. This State Chancellor's Office is experiencing the same problems. The survey came back with very negative feedback. TracDat is not a good option either. Another system is Perform, a demonstration was offered last Tuesday. Companies are now offering comprehensive tracking, but not down to the SLO tracking level. ELumin does offer tracking at the SLO level. Luminis – the portal is going away and there is a group looking at new options. There are representatives for each college.		
5. Software for Labs & Classrooms	C. Marvin	Software for the labs and classrooms – all requests need to be submitted to Mike Campbell.		X
6. Extra Duty Days Calendar 2015-2016	C. Marvin	First Tuesday before semester starts (Fall and Spring), first Saturday in November for Adjunct Professional Development Day,		X
7. Red list				
8. Graduation	C. Marvin	The ESCC graduation ceremony - 63 graduates. Congratulations! There were approximately 600 family and friends there for the ceremony. The community room was setup with overflow seating and televised viewing of the ceremony. There are over 400 grad evals completed so far and there are 144 confirmed attendees for the IWV this Friday.		X
8. New Faculty Orientation	C. Marvin	We will have 7 new faculty members and there will be new faculty orientation during the fall. We would like to pay the new faculty for the Wednesday prior to school for the important items they need to know. Paralegal, Library, LAC, Psychology, PE, Counseling, and Math Meet with the new faculty once a month		X
9. Cal City Prison	C. Marvin	The MOU is still in their court. Class offerings are on hold for now, and it does not look like we will offer anything until Spring. The prison requires a three day orientation, the union is working on an agreement with management regarding the work site. Jarrod offered to arrange a tour of the prison for those who are interested.		X
10. CTE Secretary & Instruction Office Specialist	C. Marvin	The CTE Secretary position should be filled by the end of the month. We are moving forward with the Instruction Office Specialist. We have interviewed one set of candidates and we are interviewing a second set this Thursday.		

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
11. Action Items				
12. Future Agenda Items	C. Marvin			X
13. Adjourn	C. Marvin	3:20 p.m.		X

Facilitator: Corey Marvin　　　　　　　　Recorder: Tammy Kinnan　　　　　　　　**O** Open/**C** Closed