



Faculty Chairs
 November 25, 2013
 MB 350A
 2:00 p.m.

Present: Charles Osteen, Loren Sandvik, Julie Cornett, Mary Peoples, Jarrod Bowen, James O’Connor, Valerie Karnes, Corey Marvin, Cliff Davis, Laura Vasquez, Pam Godfrey, Michael Metcalf, Claudia Sellers, Mary O’Neal, Bill Locke, Steve Rogers, Suzie Ama, Deanna Campbell, Lisa Stephens, and Kristin Hanle, and Tammy Kinnan.

Absent: Heather Ostash

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	C. Marvin	2:03 pm		
2. Approval of Minutes & Action Items From October 14, 2013	C. Marvin	<p>Action items: From October 14, 2013</p> <p><i>ACTION ITEM – Corey will work with the VP’s on moving the committees to the new 2.4 server, or another option. Charles will contact David Barnett at the DO and ask the same questions.</i> 2.4 Moodle serve no other options. Email sent to content editors last week to all with non-Moodle classes. 2.4 Moodle is only for online courses and that has been consistent over the past several months. Could be based on the contract signed, but this is not a DE issue. It is more of a server issue. Committees, Learning Support (models for TA), trainings, SLO Moodle. Is there a contractual issue? Not sure if there is, but the 1.9 server will go away at the end of this semester. Hosting committees on the 2.4 server is not going to continue. The committees can be moved to the portal provided, Moodle provides other options that the portal does not.</p> <p>If you wish to keep your department information on the Moodle please let Corey know ASAP.</p> <p><i>Action item – Corey will follow-up on what the issue regarding the use of the Moodle server for committee/department use on the new server. Completion Date – 11/26/13</i></p>	X	

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		<p><i>Action – Take time line to IEC AUP for revising in spring – Responsible person: Corey Marvin– Completion date: January 2014.</i></p> <p><i>ACTION ITEM – Institutional Standards will be an agenda item for Academic Senate. Responsible person: Laura Vasquez. Completion Date: Next AS meeting or one after.</i></p> <p>October 14, 2013 Minutes approved as submitted</p>		
3. Approval of Agenda	C. Marvin	<p>Remove - DegreeWorks and Pathways</p> <p>Add - Materials Fees</p>		X
4. Moodle 2.4	C. Osteen	<p>We have 43 courses that have not been restored, and they list of faculty members that have not been in touch with the DE department at all. Each faculty chair received a copy of the list; please encourage the faculty on the list to contact the DE office for an update on what is happening. This cannot carry over to the Spring semester. Backing up is easier than restoring and there are 160 courses to be backed up from the fall. Please do not wait to restore the courses, we do not want this project to carry over to Spring 2014. Charles will send out an updated list to the faculty chairs today.</p> <p>DE position – on track and meeting tomorrow. Instructional Design Specialist position – also on track.</p>		X
5. Research Projects	C. Marvin	<p>Couple of years ago when IR left for the DO, we are looking for Lisa Fitzgerald here on our campus one or two days a week. She would work on the research plan through the VPs. What projects do you need and for what purpose would you need assistance from the IR. Let Corey know. Do you need research assistance for the goals you have established for next year? CTE send requests to Valerie, Liberal Arts & Sciences send to Corey.</p> <p>Projects that are associated with AUP goals for your department will receive priority.</p>		X
6. Affordable Care Act	C. Marvin	<p>Bad news - any adjunct who works at any time during months (July 1 – July 31) works more than 130 hours they are considered to have crossed the line to fulltime status. 16 week semester – we are okay. For the 8 – week summer session the max is .35 (approximately 5+ hours). 10 weeks the level goes to above .4 (2 – 3 unit classes). Factor of compression for the summer - .267 (or .2 factor). There are options being discussed.</p>		X
7. DegreeWorks & Pathways	C. Marvin	Removed from agenda.		X

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8. Achieving the Dream	C. Marvin/J. Cornett	<p>Spent the day in Porterville and there was some good information. This is the year of inquiry and the teams were provided with supplemental data and reviewed. Identified some large gaps, and next step is to meet with Student Success Council to discuss the gaps. Invitations were will be sent out once the meeting date has been determined.</p> <p>Some of the gaps were:</p> <ul style="list-style-type: none"> • Difference between full and part-time students. • Online success rates are lower than on ground. • Those who took English and Math in the first term and those who did not. • Matriculation components if the student completed all four or not and the difference in the success rates. <p>The student success plan is another layer of the planning process. In the end the student success plan will include interventions to use. This will also be used when writing AUP's in the future and goals will be formed around the interventions. This plan is shaping further initiatives from the inside.</p>		X
9. Tehachapi	C. Marvin	<p>Jill, Heather, and Corey met with the superintendent of schools 6 weeks ago. Bakersfield no longer serves Tehachapi. We have a good relationship with Tehachapi and the opportunity has come up. The high school is just as large as Burroughs and ranks about the same. The conversations are beginning about who we are going to serve, where, what we offer, or even if we offer anything. What is the bare minimum that we</p> <p>Loren Sandvik, Claudia Sellers, Mary O'Neal, Valerie Karnes, Steve Rogers, Cliff Davis, and Jarrod Bowen will serve as the sub-committee for the Tehachapi discussion – will meet in the Spring.</p>		X

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10. FTES Target Reduction	M. O'Neal	<p>Cerro Coso has agreed to 100 FTES decrease annually and that is going back to Bakersfield College. How do we go forward so that we are involved in these discussions? Last year we missed out target and to the extent that we continue to meet our adjusted targets, there will be no additional loss of FTES. Enrollment management has been discussed on numerous occasions in the faculty chair meetings. We looked at whether or not a reduced schedule would be more productive, and it has. There is a commitment that sections will be opened as needed. Managing and balancing productivity, FTES, and student success. Our FTES went down due to no police academy course, Psychology, Math. On-ground at main campus last year FTES was at 411 this fall 511. P1 is the true up from the estimates made for the labs from Summer and Fall. If you believe you can fill another section let Corey know and another section will be added. Our target has been lowered but the money is still there. As long as we continue to make progress towards our previous target we will continue to get the same funding. If we stall out or fall below we will continue to get the same funding.</p> <p>We saw success go up because of things that were implemented a few years ago. If we see student success falter we may see a reduction in funding.</p> <p>Academic Senate will need to discuss the level of involvement in enrollment management conversations.</p>		X
11. Curriculum Map of Research	J. Cornett	<p>Library has been looking at the COR's for a library research component. Not all include a mention of research. This is a look at courses and how they are related to Information Competency. This helps to target how library services will be offered. Well done and offers the opportunity to discuss possible pre-requisites. This also reveals some inconsistency in our COR's.</p>		X
12. Adjunct Notifications	M. O'Neal	<p>How are adjuncts are notified what they are being paid. We will send out the assignment sheets for the Spring semester along with the notification they receive from HR.</p>		X
13. Material Fees	B. Locke	<p>What is the money being spent for needs to be listed in detail. This is part of the CurricUNET process in the COR's. The auditors looked at the COR's for this information. We can charge less than the itemization, but we cannot pay more.</p>		X

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
14. New Hires	C. Marvin	Joshua Sine – Athletic Director/Student Activities – he has been here about a two weeks. Kara – Campus Manager for Contract and Community Education		X
15. Review of Action Items	C. Marvin	Action item – Corey will follow-up on what the issue regarding the use of the Moodle server for committee/department use on the new server. Completion Date – 11/26/13	X	
16. Future Agenda Items	C. Marvin	<ul style="list-style-type: none"> • Research Projects • Academic Affairs Division Plan • Enrollment Management 		X
17. Adjourn		3:41 pm		X

Facilitator: Corey Marvin

Recorder: Tammy Kinnan

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