



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

Present: 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.

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

Absent: Heather Ostash, Lisa Stephens, Valerie Karnes

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
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	CCCCF 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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		<p>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.</p> <p>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.</p> <p>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.</p>		
5. Adjunct Evaluations	C. Marvin	<p>Fulltime – the educational administrator writes the executive summary.</p> <p>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.</p> <p>Remember to arrange travel in advance. CTE faculty see Angela. Liberal Arts and Sciences see Tammy.</p> <p>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.</p> <p><i>ACTION ITEM – Email summary adjunct example to faculty chairs. Responsible party –</i></p>		X

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		Corey Marvin. Completion Date: September 22, 2014		
6. Scheduling Templates a. Long Term Schedule	C. Marvin	<p>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.</p> <p>Due date: September 22, 2014</p> <p>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.</p> <p>Fall 2014 = fall semester 1 Spring 2015 = spring semester 1 Fall 2015 = fall semester 2 Spring 2016 = spring semester 2</p> <p>An email will be sent out which will contain information on where you should send your results.</p>		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 1 st 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	<i>ACTION ITEM – Email executive summary template to faculty chairs. Responsible party – Corey Marvin. Completion Date: September 22, 2014</i>		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