

**Department Chairs & Coordinators Council – Meeting Minutes**

**Campus Center Conference Room**

**Tuesday, January 27, 2015**

**Present:** A. Kolesnik, P. Jefferson, G. Guillen, A. Rodriguez, S. Bricker, D. Newcomb, T. O'Connor, P. Wendt, J. Wood, M. Millea, R. Koerner, R. Mules, T. Pardee, C. Lange, K. Harrison, P. Clinton, M. Rose, S. Graham, R. Goff, B. Somosa, S. Melton, M. Jones, P. Muñoz, L. Morales, J. Parker, R. Lawson, G. Arevalo, M. Ward

**Guests:** T. Harrison, D. Bransky, K. Schrader, L. Wright, D. Kumpf

**Recorder:** Linda Resendiz

**Minutes:** Convened: 3:37 p.m.

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome/Introductions – A. Kolesnik/P. Jefferson</b>	Committee was welcomed to today's meeting and introductions of new Department Chair members, Richard Goff-CJ, Philip Clinton-Geosciences, Lydia Morales-Math, and new dean, Lynn Wright, Communications, English, ESL, and Foreign Languages Division, were made.			
<b>Review 11/25/14 meeting minutes</b>	No action taken.			
<b>OPEN ISSUES</b>				
<b>a) Waitlists – Council</b>	A discussion on how the waitlists were working out this semester due to the change to 35 students on the waitlist took place. There were some concerns related to students who take lecture and lab classes and how if they could not get into a lecture class then they could not get into the lab portion. There was a request to have the Department Chairs surveyed to see what specific issues are occurring before continuing with this new process. It was suggested to change the waitlist from 35 to 15 students.	P. Jefferson advised that as we move into the summer and fall, the lists will be adjusted. He will be meeting with S. Bricker to make any necessary adjustments.	Summer 2015 and Fall 2015	P. Jefferson

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<p><b>b) Enrollment Management (class additions, cancellations, late starts, etc.) – Council</b></p>	<p>A concern was raised about classes being cancelled before they started. P. Jefferson replied that no classes are being cancelled. The only reason a class would be cancelled is if an instructor is not found to teach that class. He advised that running a class with less than 15 students is not beneficial for the college. K. Schrader stated that single digit classes in her division and were not filling were cancelled.</p> <p>It was brought up that a good matrix mechanism for classes is needed so student can plan accordingly. P. Jefferson advised that planning on a 2-4 year rotating class scheduled is needed and will be worked on.</p> <p>T. Harrison stated that the philosophy for enrollment management is to run a schedule together with the Department Chairs. He requested that a rotation plan be submitted to him. He would like to get organized this spring and summer and come back with a true enrollment management plan for Department Chairs.</p> <p>G. Arevalo stated that we have a contractual obligation to our students to offer courses every two years or they lose articulation. Any course articulated major to major has an official articulation with a UC/CSU.</p>	<p>Submit a rotation plan to Tim Harrison.</p>	<p>February/March 2015</p>	<p>Department Chairs</p>
<p><b>c) UC Requirements – G. Arevalo</b></p>	<p>G. Arevalo advised that in terms of transferability regarding the physics courses, the impact is with chemistry courses.</p>	<p>If you have questions about your courses, contact Gloria Arevalo.</p>		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Informational</b>				
<b>a) Compressed Calendar – R. Koerner</b>	<p>R. Koerner stated that a study had been done with a subcommittee which was good. The subcommittee ended up going away and the task was not finalized. She inquired if it's something that we wanted to move forward with a compressed calendar. It would mean we would start our semesters a week before other colleges. P. Muñoz stated that it's a contractual issue and that the AFT president has sent out an email about this. She suggested if anyone wanted to be part of the committee or get information regarding this, send an email to the AFT president.</p>			
<b>b) SLOs – D. Newcomb</b>	<p>D. Newcomb stated that although all data is stored in TracDat, Department Chairs are supposed to be gathering forms from faculty and storing them. These forms cannot be put into TracDat. She stated that a concern for the SLO Committee is what happens when a department chair leaves. She asked the department chairs to think about this and propose a solution. She advised that there needs to be a department chair training for TracDat due to there being a couple of new forms. This will be coming up in accreditation. Training is being proposed for a Friday morning. It was suggested that whatever is done as far as training, that it should be capture for future viewing or review. P. Jefferson advised the department chairs to make sure that all SLOs are up to date and in compliance.</p>			

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<p>c) <b>Noncredit and possible training – G. Arevalo</b></p>	<p>G. Arevalo stated that the college has moved in the direction of developing non-credit courses. A possible training on non-credit courses is being proposed. Department Chairs will be kept abreast of what the dates will be. A question was posed on what courses will be non-credit. A. Kolesnik stated that it's for the fundamentals of employability. G. Arevalo stated that there are four areas in short-term vocational being planned: ESL, basic skills, high school education program or citizenship courses. VC will be starting off with short-term vocation and ESL.</p>			
<p>d) <b>Catalog update and revision deadlines – G. Arevalo</b></p>	<p>G. Arevalo advised that a meeting has taken place and that deans will be meeting with their departments on changes to their areas.</p>	<p>If you have any questions see your dean or contact G. Arevalo if you see any major mistakes in your area.</p>		
<p><b>General Announcements</b></p>	<p>R. Lawson - Music Exposed by a group from the Philippines will be performing on February 2<sup>nd</sup>.</p> <p>T. Harrison – Provided an update on program review. He shared the program review timeline. He advised that the first draft is due by 2/6 from deans. He advised that deans need to assist the department chairs with the analysis. He stated that something brand new this year are the findings and provided step by step directions. He advised that a direct planning is needed for accreditation purposes. He stated that the most important piece is on how we evaluate our services.</p> <p>P. Jefferson – He advised that last spring a discussion on the need for department chairs training is needed. This topic has been coming back and forth. He advised that he wants to provide some support to get some training but needs to get something on what the department chairs want. It was suggested that the department chairs come</p>	<p>If you have any issues with program review between now and February 9<sup>th</sup>, contact T. Harrison</p>	<p>January-February 2015</p>	<p>Council</p>

	back with a list and have G. Huddleston develop a training.			
<b>Adjournment</b>	Meeting was adjourned at 4:55 p.m.			
<b>Next Meeting</b>	Tuesday, February 24, 2015 – 3:30 p.m. MCW (312) Conference Room			