

Agenda

FACULTY CHAIRS & DIRECTORS COUNCIL

<https://committees.kccd.edu/bc/committee/fcdc>

December 8, 2017

8:30 am – 10:30 am

Collins Conference Center

Facilitator: Nan Gomez-Heitzeberg

Helen Acosta and Andrea Thorsen joined the meeting on CCC-Confer.

Meeting began at 8:30 am.

New Members introduced - Billie Jo Rice, Interim Dean of Instruction, replacing Paul Beckworth
Anthony (Tony) Cordova, Program Director – CTE
Kathleen Rush, running for math chair position

1. **College Council Updates (Hart/Cluff)** (12/1/17 meeting - posted to website)
 - President's Report - below target for FTES for spring
 - President Christian will have budget committee review - NGH confirmed - below target
 - Board policy manual will be tabled until after winter break
 - Program Review reports
 - 112 programs submitted this year - much improved
 - 97% submission
 - 10% increase from 2015
 - Revision strategic directions document on the horizon - 1/8/18 - flex workshop about these initiatives and what we can strengthen - Everyone's feedback is important; gives us good insight
 - OEI agreement was signed, sealed, and delivered
 - 12/7/17 meeting (posted to website) - Nick Strobel accreditation report and presentations included
2. **Accreditation Highlights (Rozell)** (submitted written report - posted to website)
 - ISER on accreditation - team working to develop a "cliff notes version" of each standard for quick reference and summary purposes
 - Everyone needs to be able to navigate to the most relevant subjects on website - available in spring 2018
3. **Accreditation Presentation (Hatridge)** (power point posted to website)
 - Hands-on, interactive Q & A session
 - NOTE: SLOs are on the current course on record; these are the ones to use on syllabi
4. **Assessment Committee (Hoffman)**
 - ELUMEN overhaul process - met in November to look at 2016-17 SLO assessments - will be ready in the spring

- All courses must be assessed on a regular basis but most important is the program learning outcomes component.
 - SLO meets PLO - email sent out two days ago with instructions to record program's work. Send results to Dianthe Hoffman. She will show how programs will be assessed as total (SLO – PLO – ILO). Email her with questions or call. She is ready to help you. Goal is to do the work one time only.
 - Over the break, everything will be added directly into ELUMEN
 - email Dianthe if program is no longer offered or focus on new and/or current ones
 - if program has many hard copies, scan them at the end of break and email to Dianthe
 - Mapping SLO, PLO, and ILO - (task and goal) - send Dianthe anything you feel isn't right or not clear
 - SLOs in ELUMEN are now correct; however, if errors are found, email her
 - All SLOs must match the syllabus in ELUMEN and CURRICUNET
- 5. Courses offered once per year (Osea) List of courses on file offered once per year (posted to website)**
- Action requested: please update
 - Add or remove and email to Mark Osea
- 6. Curriculum-Review of Programs for Catalog (Johnson/Rozell)**
- (Part 1 - Catalog Revisions)**
- Development of catalog in transition process - once ELUMEN is up and running, this phase will disappear, and the catalog will be electronic and interactive
 - New layout of catalog: every program should also list all course descriptions
 - Print copy has inaccuracies - look at programs in your area. Errors seem to be copied and pasted additions
 - Pull up programs to see if it matches the current TMC
 - Send to Jennifer by email (header: Program for Catalog) any changes and/or note that it is complete with no changes
 - Catalog/course outline of record/syllabi -all must match - catalog targeted for completion in April
- (Part 2 - Program Sequencing) (Johnson)**
- Program SEP into the catalog -
 - Working meeting for FCDC will be scheduled to review templates. Counselors will be available to make sure recommendations are accurate to courses offered.
 - Work group created to ensure pathway is specific to CSUB - opportunity for Chairs to be informed and meet the needs for our students in collaboration between BC and CSUB
 - Suggestion was made to put an (*) next to a transfer course for students to see a counselor to make an informed decision about requirements at a specific institution
 - Communicating two pathways to the student is the goal of the catalog
 - The President's goal is to have an interactive electronic catalog for 18-19 and do away with the "static" print catalog. Electronically, the student will be able to click on a degree and all the interactivity exceptions would be included. In the meantime, it is encumbant on counseling to have people available to give the right guidance.

- Professors are the "front line" and need to guide their students in the classroom and be aware of the pathways. At the first department meeting, make sure all faculty has a catalog and is aware of required courses to guide students at the onset.

(Part 3 - syllabi must have the most accurate COR information) (Johnson)

- Everyone should have access to the most recent CORs. Chairs or Deans may request syllabi two weeks before to make sure the COR and SLOs line up
 - Suggestions for requesting syllabi from faculty members:
 - Executive Secretary forwards a request from the Dean to all faculty to send their syllabi to a shared folder
 - ❖ Chairs send email to faculty to send syllabi; wait 2-3 weeks and review those that have not come in. Send second email with a deadline; if no response, turn it over to the Dean for handling.
 - ❖ Send an email requesting a materials review asking that all syllabi be sent to the Dean's office; assistants help by monitoring and enforcing that syllabi are submitted.
 - It is the faculty's professional responsibility and part of their contract to provide their syllabus upon request.
 - Work as a team and keep everyone informed. It is a partnership - if Chair has done due diligence, contact Dean.
- Closing the curriculum loop will be done by the end of January 2018, and the courses will be there to track and check.
 - Send Liz or Jennifer an email if a course doesn't show up in CURRICUNET.
 - For online courses that were just approved, go through the schedule change form process – can schedule for spring 2018
 - Please plan to attend the Flex Week workshops targeted to curriculum committee members and FCDC. It will highlight reviewer and creator functions

7. Moving into 2018 (Gomez-Heitzeberg)

- Even though "below FTES target" reported by College Council, plan for both spring and summer to exceed target and bank FTES. The goal is to finish strong in 17-18 and move forward into 18-19.
- Spring semester - Make sure there are enough Saturday and late-start classes in case fluctuation occurs in overall enrollment.
- Continue cleaning up the adjunct pools between now and the day after the 1/15th holiday, in order to avoid mishaps of not having anyone to cover sections.
- A small task force is to be formed (volunteer or appointed) to send out a "DID YOU KNOW?" Reminders Packet for faculty for 2018-19. This will be very effective in answering questions from faculty and providing basic reminders; it will serve to provide all with the same message and provide clarity needed by all.
 - Continue to take advantage of speaking at the New Faculty Seminars throughout spring. Chair involvement will shape BC for the next 100 years.
- Happy trails to Paul Beckworth, who will become the lead for BC's Veteran students at the beginning of the new semester.
- Fine tuning phasing for hiring new faculty approvals

- President Christian and NGH working to finalize approvals over the next two weeks for faculty hires for 18-19
- Please get job postings back as soon as possible, so that HR will have it back by the beginning of the year.

Closed last meeting of the semester at 9:52 am.