**Minutes**

[**FACULTY CHAIRS/DIRECTORS COUNCIL**](https://committees.kccd.edu/sites/committees.kccd.edu/files/FCDC_2018_0323_Minutes.pdf)

**October 26, 2018**

**8:30am – 10:30am**

**Levan Center**

**Facilitator**: Stephen Waller

**Conference Call**: None

**Absent**: L Rozell, A Guzman, A Thorson, A Cordova, A Hill, B Moseley, B Rice, C Gard, C Zoller, C Harker, C Rodriguez, J Hill, J Johnson, J Gerhold, K Dadabhoy, M Bresso, N Damania, P Beckworth, R Bolton, R McCrow, S Taylor, S Vaughn, T Goldstein

Welcome (Waller)

* Called to order 8:33am

Proposed Dual Enrollment Course Evaluation Forms (Watkin)

* Have over 200 sections of dual enrollment courses, over 7,000 – 8,000 students
* A task force was put together to evaluate the courses, the rigor of the courses
* Evaluation will be conducted by the chair or a designee with the approval of the Dean
* Evaluation is not of the instructor but the rigor of the course
* The adjunct faculty in the high schools do not work for BC even though they are active faculty, they are hired by the by the district.
* Would like to implement something in the Spring
* Question posed: Would a sophomore or junior in high school be able to give an insightful evaluation?
* Students input will capture something the faculty didn’t see
* Be consistent from our courses to the dual enrollment courses
* There is nothing in place right now, we need an opportunity to give insight to the district
* The Chairs are in charge of who teaches the course
* What the form is asking is not a visit to the classroom
* We don't have anything in place now. That's where we are, right now we have nothing, we want to have something for spring. And it doesn't mean that it has to be perfect by spring. But we have to do something now. We need to have an opportunity to give some insight to the leadership of the district to say if this structure is not performing up to the level that they should be. We can make suggestions and make changes. You are in charge of who teaches the courses. I mean, the chairs are in charge. If someone is not up to par, that's an opportunity for you to make suggestions.
* Maintaining a conversation between a dual enrollment faculty member and faculty within the department. This is critical, just as critical as it is for having an adjunct teaching with us at night in Wasco or Arvin, we still have to keep in touch and know what they’re doing. We have to maintain communication.
* Because the form says Observation on top gives the notion that it should be a much more like our traditional observations but it is asking for something entirely different. It is more of an interview and review of curriculum
* It's not just for BC, this is going to be something that the district will agree with. So Porterville and Cerro Coso, so there's, there's nothing right now. So we're trying to come up with a way of evaluating the courses. And so how, how do you do it? Do you do it with one visit? Is it multiple visits? It hasn't been determined, but we're proposing one visit right now.
* It was suggested that it’s a classroom visit, followed by discussion and materials review

BCSW Scheduling (Lara/Mourtzanos)

* New structure has a breakdown of what is available and capacity
* There is 20, 30, 40 and up to 60 student capacity
* When the district sent out the numbers they ruled we were at 80% capacity, new numbers are more accurate
* You can get to the form from BC Locations > SouthWest
* Whoever is doing the scheduling should contact Fernando Lara
* Working with HR to clear the adjunct pools, if there is a good candidate that you don’t have a good offering for, SW may be a good option
* Getting kids in SW this semester has been good, they’re not going to Taft. SW also has free parking

College Council Report (Stratton)

* There is discussion of a new leasing property. The businesses around SW campus are unhappy because there is no parking
* Politics have been holding up a new facility
* There are 7 proposed sites, none that have been approved by the trustees
* Delano has shown that mobile classrooms are cheap

Spring Final Schedule (Pena)

* Review draft of schedule to see if it aligns with your schedule
* Talk with your Dean so everyone is aware of any proposed changes
* Michelle doesn’t have the authority to change. Liz would have the final say.
* Stephen will put the schedule into a graph for ease of viewing

Analysis of W’s (Waller)

* Huge number of students getting a W
* The worst issue is that some faculty are still putting in the last date of attendance for W students
* The other issue is a common one where students have withdrawn, but there is no last date of attendance yet
* We had 7225 total “W” grades for this semester over the “W” period. That is about 1,000 per week
* The total number of students withdrawing with a ”W” from at least 1 course this semester was 5178
* Subject with the most number of “Ws” is English = 962
* Highest “Ws” by high school graduation is Bakersfield High School = 481
* For STEM, we had 760 “Ws” over 563 students. That is out of 2,563 STEM students at census. Approximately 20% of STEM students withdrew from at least 1 course this semester
* Took a favorable vote so Michele could write something up for Academic Senate that states a student has to attend the first two weeks or student will be dropped
* The person that is going to do the drop should take the time to contact the student
* A drop would have to be submitted by census date
* Can the drop/exception form be added to Banner?
* Census rosters online will be coming with the new Banner 9

Adjunct Pools (Waller)

* As some of you know most of our adjunct pools were originally posted years ago and many of our pools have applicants listed from as far back as 2013. Our goal is to close out all current adjunct pools and reopen them BEFORE the end of October. Here are some key things to note:
* Please send myself or Dena Rhodes an updated list of your adjunct pools with applicant status by October 22nd : ex.) Hired, Did not Meet Min Quals, Not selected for interviews, etc…
* All current applicants who have not been reviewed will receive an email stating the posting will be closed and if they are still interested to reapply in the new pool.
* You will need new log ins and passwords once I reopen the pools.
* Current Adjuncts already hired DO NOT need to fill out new applications. We will be able to access them in the future if need be.
* If you do not foresee hiring for a current adjunct pool for Fall18-Spring 19, let me know so I can close it out. We can always reopen at a later time.
* End Goal= To have current updated pools AND to review Adjunct pools more frequently to give applicants quicker responses on their application material.

Inmate Ed Faculty Evaluations (Esquibias)

* Make sure your team is following the prison protocols

Adjunct Evaluation Process (Waller)

* Student evaluations have to be done with each evaluation (every section)
* Peer observations may be the chair or an assigned fulltime faculty member
* Evaluator makes recommendations based on Article 7.C.4
* Adjuncts shall be evaluated their first semester at a college. Upon receiving a satisfactory rating on the first evaluation, an adjunct shall be evaluated in the third year and every three years thereafter. The adjunct evaluation form shall note ADJ-1 for the first semester evaluations and ADJ-3 for all subsequent evaluations
* Components
  + Peer Observations
  + Evaluation Summary
  + Student Evaluations
  + Administrative Assessment Review (Form Q)
  + Evaluation Cover Sheet (Form A)
  + SLO Narrative

Good of the Order

* Any news about our absent member and who it will be? No one knows.