

FCDC Committee Meeting 9/13/13

Members present: Cindy Collier, Sean Caras, Liz Rozell, Bonnie Suderman, Phil Whitney, Mike Moretti, Jennifer Johnson, Robert Torres, Sue Granger-Dickson, Leah Carter, Richard, McCrow, Nancy Perkins, David Koeth, A. Todd Jones, Michael McNellis, Anna Agenjo, Joe Saldivar, Tom Moran, Becki Whitson, Kimberly Van Horne, Jeannie Parent, Pat Coyle, Manny Mourtzanos, Kenward Vaughn, Pam Boyles, Lindsay Ono, Nan Gomez-Heitzeberg

1. **Role of FCDC** reviewed. Implementation group using Strategic Goals and Core Values.
2. **Spring scheduling and related items.** A) Volume of courses FTES. B) Curriculum currently in the approval process. C) Adjunct pools.
Stay on course for your spring semester. First FT faculty, then overloads, then adjunct. Maintain current curriculum in schedules (no old or out of compliance classes). Ask chairs/ reps of Curriculum Committee to send reports from the meetings. (Watch for approvals and check status.)
3. **Student Success-College Preparation Video** featuring the “Library” shown by Anna Agenjo. 15 minute video on library research is available via “YouTube” and 5 CD’s are available for check-out at the library.
4. **Student Success Initiatives** discussed by Bonnie Suderman. a) **Supplemental Learning/Supplemental Instruction** (students as review coaches for students – NOT as aides to instructors – no grading, filing, etc.) b) **Writing Rubric**- This is an opportunity to meet informally to discuss a writing rubric that can assist grading of writing assignments. Faculty members can bring their own writing assignments to share and brainstorm ideas, and they are encouraged to attend. (Oct 18th, Friday, RSVP to Bonnie. c) **Habits of Mind** – Erin Miller to work with faculty starting next semester, will ask to visit department meetings to discuss.
5. **AA-T and AS-T Degrees:** a) **History of SB1440 and deadlines,** b) **New SB440 discussed with potential impact,** c) **Process.** The 20 that are forwarded to State for TMC approval (State approval?), there are 4 done: Communication, Sociology, Psychology, and Studio Arts. Then 16 (4 of these had follow up questions from Program Viability Study – very expensive, very few degrees, etc.)
How to get certified – Compare your courses – CID – do the descriptors match?
Degrees that don’t match will be bounced back.
Curriculum goes into CurricuNET and follows approval queue, then reviewed by Board. Go to CID website to see if your course matches. Courses have to be submitted in order to get certified. Use the template (from State Chancellor) and fill it out. Billie Jo Rice and Sue Granger-Dickson have the templates. (It’s not that much work.) You have to put your Program into CurricuNET (John Carpenter can assist).
More on TMC, AA-T & AS-T (AD-T – Associate Degree Transfer)
SB440 – This Bill requires CSU’s to accept transfer students as junior status.
Do we want to provide pathways for our degrees – 2 yr plan publicized – These will be the classes offered.
For your majors – Ideas: Hold orientations, provide online of 2 year schedule so students can prepare their plans (Student Ed plans). Identify a person within your department to be the contact for students with questions about the major. (Review educational plans, make sure students on track.) Helen Acosta has a template faculty can borrow & adapt for their department’s major. This is NOT a job counselors and advisors can do. Faculty experts are the best contact for majors.

6. Evaluations – Meaningful and Timely
 Professional Duties – Follow up (Pam Boyles)
 Mode A: a) Timeliness/contract reminders b) Written review of portfolio c) Completing forms d) Assessment narrative
 Mode B: a) Tracking b) Delegating c) Training orientation d) Assessment narrative

CDC Task Force: Professional Duties

Overall Purpose:
 To assess and report on the progress of the task force's professional duties and to provide recommendations for the future.

Recommendations:

1. Review of the task force's work plan (due 10/1)
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3. Review of the task force's work plan (due 10/1)
4. Review of the task force's work plan (due 10/1)
5. Review of the task force's work plan (due 10/1)

Task Force Members:
 Chair: Pam Boyles
 Members: [List of names]

Page 1 of 1

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7. **Absence Reporting Protocols – Outcome: Standard expectations/consistency.**
 Email chair, department assistant, and Dean’s office. Class doors will be posted. Faculty can email students via Inside BC, but chair, staff, and Deans must be informed. Absence slip goes to supervisor. NOTE: Dean signs absence slips-NOT chair. DAIII (or staff) will do follow up-keeping track of who cancelled class & who turned in absence form.
 When absent, DO NOT make out-of-class assignment “Go to Library” and require librarians to take roll. NOTE: Sue Granger-Dickson is willing to visit class (Sub!) to talk about transfer, etc.
8. **Room Usage** – Brief discussion of classroom use. Some “owned,” some “shared” – get those lined out with some flexibility. This is an opportunity for brainstorming. A. Todd handed out a simple form. More discussion on entire issue at the Oct 11th meeting. Short term classes – how do we accommodate their needs (i.e. counseling doesn’t have a dedicated room)?

Department: _____

What rooms does your department currently have for priority scheduling?
 Please mark the times of day you use these rooms.

Building & room number	Morning	Afternoon	Evening	Friday Morning
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

How many additional rooms does your department need to meet your scheduling needs?
 Please mark the times of day you need these rooms.

Recessed room or beds if any	Morning	Afternoon	Evening	Friday Morning
1				
2				
3				
4				
5				
6				
7				
8				

The rooms you are requesting are currently used by another department. Have you conferred with the department chair? YES NO

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