

# Minutes

## FACULTY CHAIRS & DIRECTORS COUNCIL

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

August 26, 2016

8:30am – 10:30am

Collins Conference Center

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### Call to Order - NGH

#### 1. Committee Recruitment

(Holmes/Rabe)

Please encourage your faculty to serve on committees and campus initiatives. Particularly Program Review.

#### 2. College Council Updates

(Staller/Rosellini)

John Hart will serve on College Council. Another representative is still needed.

#### 3. Enrollment Management

(Mourtzanos)

More than 7200 waitlisted students at the beginning of the week.

- Share ideas and best-practices to increase enrollments
  - What have we done this week:
    - Behavioral Science: Late start classes added
    - English: Hired 12 new adjunct faculty and opened new sections
    - Math: Encouraged faculty to add additional seats
    - EMLS: Interested in extending adjunct load beyond .667
      - This is possible under the right circumstances with admin approval
    - Maintain roll-sheets carefully into the second week. Keep adding students if appropriate. Can students on waitlist for on-line stay current with class until they roll into class.
    - Open sections are being advertised campus-wide. Waitlisted students are being notified of openings and late-start classes.
    - Review of high waitlisted sections for fall
    - Keep waitlist information past census. Print before waitlist is cleared. Make sure district doesn't clear waitlists too early. Sue will confirm. Students from waitlist could be retroactively added.
  - Discuss spring scheduling/adjunct hiring
    - Look for adjuncts from nearby colleges and universities.
    - Advertising for adjuncts important with specifics about when and where we need them.
    - Try to hire a pool well ahead of the next semester. Opportunity for a hiring workshop on campus?
    - Discussion of equivalency and adjunct pool management, HR issues.
  - Communication: SP2017/SU2017 planning. Plan ahead. Ghost classes. Continue with 3 4-week summer session?

#### **4. Proposal for Unit Restriction During Priority Registration**

(Saldivar)

- To address student shopping on waitlists and following the example of UC/CSU:
  - Unit cap of 10 units under their priority registration.
  - During open registration students can then register for as many units as they wish.
  - Once students prove they can be successful, no restrictions.
  - Provide for exemptions: athletes, President's Scholars, veterans, etc.
- Proposed changes: make it 11 units? Remove the "prove it" option to simplify the system?
- See attachment on FCDC website.

#### **5. Assessment Narratives**

(Pluta)

- Continue to learn, improve, and to write about it.
- Must be in all full and part-time faculty evaluations.
- CCA assessment narrative is negotiated and is a reflection piece. Data OK but not required.
- Mode A1 must include sample assignments and assessment activities for each learning environment.
- Modes A2-4 must include above and a "brief narrative summarizing your student learning outcomes and assessment strategies."
- No template--faculty assignments are different.
- Recommendations: Provide context including what the SLOs are and which are the current topic; describe the assessment process, what you learned, and what changes you have or would make. Did changes make a difference? May choose to use the campus Assessment form. All SLOs for each course need not be discussed as part of the "brief narrative" but could be.

#### **6. Mode A Evaluations, Article 6A-F**

(NGH)

- Role of the Chair
  - Guide faculty in forming committee. Evaluatee gets to choose a member. Provide regular and on-going feedback--confer with faculty after observation (interruption to accommodate Dena)
- Role of the Dean
  - Mode A2, A3, A4 Accomplishments
  - Student Evaluation Results
- Meetings

#### **7. Common Assessment**

(Vaughn)

Changing to state system for Math, English, and Reading. Should be available this fall and will be piloted. Used primarily in November for incoming Summer/Fall 2017 students.

#### **8. Absence Forms**

(Rhoades)

Faculty's responsibility to complete the form. Supervisor is academic administrator for faculty.

- Are forms "fillable" on-line?
- Dena requested feedback.
- See attachment on FCDC website.