

MINUTES

FACULTY CHAIRS/DIRECTORS COUNCIL

September 28, 2018

8:30am – 10:30am

PAC 101

Facilitator: Liz Rozell

Conference Call: None

Absent: A Cordova, A Hill, B Rice, C Gard, C Esquibias, C Zoller, G Commiso, J Johnson, J Saldivar, M Osea, N Damania, P Beckworth, S Watkin, S Vaughn, T Goldstein

Meeting called to order at 8:30am

Opening comments (Rozell)

- Print shop: delivers happening by next week. Will deliver prints to you.
- Comments from group: Print shop costs are high, can go outsource for cheaper for those concerned about budget.
- Faculty handbook being finalized.
- Training, requested for Cognos and Schedule+. If you do not have a login email Catherine.
- Construction updates. Parking lot by tennis courts will be closed for one week in October.

Adjunct seniority list (Mourtzano Rhoades, Greenwood)

- Newly revised portion of contract affects how we schedule.
- Cerro Coto and Porterville does their schedule for the whole year.
- List still has a few glitches in it.
- Every department chair will get a seniority list.
- List based on how many classes they are teaching and their schedule and how long they have been teaching.
- The list is to protect the people who have been here for a long time. Based on student need. There is right of assignment
- Adjuncts will stay on the list until they decline two straight semesters, if you get an unsatisfactory evaluation. Will stay on the list if they decline due to health reasons.
- Open to comments about the process that are not working. This is the first time using the list so bumps are anticipated.
- Catherine to send out MOU to group.
- A seniority number does not trump right of assignment.

Accreditation (Rozell)

- Review of the accreditation schedule
- Department chairs will be meeting with accreditors on Tuesday.
- Accreditors have scheduled and unscheduled meetings. They may pull people from FCDC. Review list of questions that may be asked.
- Standard II A review.
- Integrated planning process review
- Innovative leadership
 - Innovation award
 - Program Mapper
 - Baccalaureate
- Mission Statement review.
- Our responses in the ISER are responses to our standards.
- If you are involved with Measure J be familiar with the facilities plan.
- Instructional technology: be prepared to address.
- Review the closing the loop document.
- Role of FCDC in the planning process.
 - Help to determine hiring priorities
- Institutional set standards review
- Professional development
 - Summer bridge
 - Opening day workshops
 - All of flex week
 - Post semester institutes
 - Levan Center speeches for intellectual development
 - Academic technology, online faculty trainings
 - Faculty mentor
 - Course leads
- Review of faculty handbook and faculty chair handbook
- Training tracks for counselor and educational advisors
- Department chairs and directors are responsible for enrollment management
- Meeting the needs in our other locations, especially rural areas and now BC southwest
- State of rural initiatives review. All documents are on the website.
- Diversity: may be a topic accreditors want to review
 - Guided pathways
 - Infinity groups
 - Tracking & Learning
- Curriculum
 - Transfers
 - ILO Mapping
 - Rigor and evaluation of course/programs
 - ILOs and cross-references them with specific accreditation standards
 - Regularly, objectively, and consistently evaluate the effectiveness of curriculum

- Community
 - Advisory committees
 - External licensure
- Library
 - Accessibility
 - Resource allocation
 - Integrations from lottery funds
 - Instructional grant
- Leadership
 - FCDC – a lot of operational work, help resolve issue with leadership across the campus
 - Create and encourage innovation leading to institutional excellence

Final Grades, Adding and Dropping (Pena)

- Stressing the importance of timely grade entry.
- Late grades affect financial aid and transfers.
- First grade roll: anyone who has been issued a W without the last date of attendance causes hold ups. This has to be done manually by the A&R department.
- You do not have to put an incomplete if the student never attended class.
- Discussion: grade change cards requesting to have a W removed. Faculty need to be dropping students who have never attended.
- Drop Exception Form needs to be completed. Michele to send out form to FCDC group.
- StarFish sends reminder. Creating a master calendar for critical dates.
- We all need to be operationally competent when it comes to student attendance recording

Evaluations (Rozell)

- Page 34 of Fulltime contract has the presidents review process
- Identifying little pieces that are more logistical
- Secretaries will through training with Catherine
- Overall SLO narratives have come a long way, still need work on the adjunct level
- Mode A year one, include PGO goals but don't list achievements, only expectation is they have 3 measurable and achievable goal
- Ask to list only three best goals and three best accomplishments
- Mode B isn't required to include a teaching philosophy
- Classroom observations for Mode A should have a complete listing of class reviews
- Final team summaries should be a conglomerate of the whole evaluation committee
- If you give a needs to improve on a Mode A you need to complete a remediation plan that needs to be very specific and very measurable
- Faculty chair facilitates pre observation meeting
- Decision to grant tenure discussion

Meeting adjourned at 10:33am.
