

Minutes

FACULTY CHAIRS & DIRECTORS COUNCIL

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

June 12, 2017

8:30 am – 10:00 am

Levinson 40

Call to Order – NGH

BC Southwest (Waller/McCrow)

- BC Classes will be available at new location in Fresno Pacific University Building. Building will be branded for BC. Actively recruiting people from the Southwest. Hoping to mitigate loss of students to Taft and be accessible to CSUB.
- Two year contract to rent (6) classrooms, (4) offices, reception area, and teacher's lounge. Shared responsibility for security, reception. Signage will include BC Southwest. During the day, BC will have access to (12) rooms.
- Target of 60-70 courses. Goal to provide the complete CSU and IGETC General Education courses.
- Standard classrooms – projectors, computers, etc. They will be BC ready.
- Potential issue with students taking course at BC West leaving early, and rushing to main campus and being late to next course.
- Counseling, advising, financial aid, administrative personnel will be on the BC Southwest/FPU campus. Conference rooms will be available if not in use.

Update - Administrative Structure (NGH)

- Looking at equity across the board
- Distributive leadership model

Evaluation Process 17-18 (NGH)

- Goal to develop a structure that makes it easier and remain within the realm of the contract.
 - Be intentional about creating a calendar to ensure everyone is scheduled.
 - Regina Hukill will send out a checklist for syllabus to make first evaluation meeting easier
 - Other recommendations - meet with all the faculty chairs and hand out samples of teaching philosophy, pair up new faculty with faculty mentors.
 - Streamlining goals helps to measure the success
 - Notify evaluatees when you will be in class to observe
- Department chairs do not have to do all the classroom evaluations themselves. The delegate for the observation needs to be a tenured faculty member. If there has to be an exception, Dean & Department Chair will check with CCA (example: low number of tenured faculty available).
- Adjunct evaluation – Dean and Department chair must both meet with adjuncts.
 - Content/feedback is most important
 - Evaluation is jointly owned but still must have an administrative component.
 - Zoom, Skype, Conference Call may be utilized. Remember to get signature on evaluation form. It is okay to get a scanned signature if faculty is off campus.
 - When delegating observations of adjuncts, tell the delegate that you will be writing up summary so you need details.
 - Do not write “did a good job” as it is not informative.

- Dual enrollment – there will be a task force to clarify the process.
- Dual Enrollment faculty are not in our bargaining unit.
 - For accreditation we must ensure they have rigor. Perhaps create a new form focusing on rigor.
- Mode A - To save time, set up a general meeting with all mode A's.
- If faculty used their Outlook for calendaring classes and office hours, it would be much easier to schedule meetings.
 - Deans and Chairs can send a message about college work time and calendaring.
- Contract Changes - Interest based bargaining worked well.
 - Mode B will all be Brief, unless a faculty members requests Comprehensive
 - Mode C – For serious concerns or professional responsibilities
 - Mode R – Remediation. This is a step between Satisfactory and Mode C for Mode B faculty
 - Consists of items that came up in evaluation that need to be corrected, such as incorrect CRN numbers, etc. The problems must be fixed before the next semester.
 - Overload for full-time faculty has increased to 1.67
 - Department Chair assignments have been moved to Overload
- Retirement evaluation was proposed
 - More of a reflection element.
 - Faculty will not have to do a comprehensive evaluation during the semester they are retiring.
- Adjuncts will have seniority rights to bid on open classes after faculty have 1.0.
 - Seniority will be by college and by discipline.
- Regulations regarding overload for full time faculty before adjunct faculty are prescribed by Ed Code.
- Right to request a 0.6 – do adjuncts automatically get that assignment? Nan will consult with CCA.
- In some departments, faculty have carried large overloads for so long that it may seem institutionalized.

Wrap up (NGH)

- Completion Coaching & Pathways
 - 85 people attended training – faculty, counseling, advisors, data coaching, and administrators
 - June 26 is next Completion Coaching event
 - Completion coaching will catch students their first semester and make sure they are on the path and clarify the path
 - Summer Bridge is helping students register for courses based on their major.
 - Some students say they have the wrong major or are take the wrong courses.
 - The counselors and educational advisors are helping students.
 - Students may not receive Pell grant if they are not following their Ed Plan.
 - BOG is NOT tied to pathway, only to completion.
 - A list of students will be available by Major and Meta Major.
 - Special Dates for one-day recruitment events. 5000 students who attended in Spring 2017 and are not enrolled for Fall 2017 have been invited. **June 20 July 11 August 8**
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