

# Minutes

## FACULTY CHAIRS & DIRECTORS COUNCIL

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

August 25, 2017

8:00 am – 9:30 am

Levinson 40

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Facilitator: Cindy Collier

### W's Report (Pena)

- Serious problem - In Spring 2017, there were 1,516 students who should have been dropped for census and were still on the rosters. In Summer, there were 355 students still on the rosters.
- Faculty must clear their rosters if students are not attending. Michelle Pena is working with Academic Senate to tighten attendance policy.
- Lynn Krausse brought up “serial fake students” who register. Report this type of activity to Michelle Pena and she will notify Steven Alexander at the district to handle the problem.
- We are not supposed to collect FTES for students who have not attended. Notify faculty about state law that requires them to drop non participating students before census. Discussion about what the meaning of “active” is. Pena and Holmes will work on this definition as well.

### Audits – New Form (Pena)

- New audit form available. Class must be approved for audit on COR.
  - Students are coming to A&R and trying to audit courses that have not been approved.
  - Instructors should check to see if course is approved.
  - Suggestion was made that a notation be added to each course in the catalog if a course is acceptable for Audit.
  - A student can't audit the course until the first day of classes and only if there is an extra seat available. Student observes the class but does not have to participate. It is a refresher. Non-graded. BC gets \$15 for each credit for student auditing a class, but no enrollment fees, FTES fees, etc.

### Rolling Grades (Hukill)

- Issue: Students in 6 week summer course had to wait 3 weeks for grades to roll. It causes problems for students who are transferring or need to register for the next course.
- Michelle Pena advised that we stopped doing daily/monthly roll because it affects student academic standing. There are (9) steps that must occur to roll grades. Consultant recommended grades roll at the end of the term.
- Can affect BOG waiver, which is tied to academic standing. Potentially hurts students to roll early.
- Some schools will accept an official letter from A&R stating what grade will be.
- It is very important to get grades in on time.

### **Curriculum Committee Work plan (Rozell/Johnson)**

- There has been a slight delay implementing eLumen, so the ability to enter courses will be delayed.
- Faculty should get courses ready to be cut and pasted into eLumen.
- A template and example document is being created for use.
- September 7 and 21 are training sessions. Please encourage faculty to attend.
- In CurricUNET, there are gaps and some information is wrong, which causes huge delays.
- Text Jennifer Johnson if you need assistance
- 6 year list of courses that are soon to be out of compliance will be distributed.
- Sharon Bush sends emails when courses are approved at the state level. The course must be in catalog or addendum before course can be offered. If you aren't sure, ask Jennifer.
- "Your course is ready to be scheduled" means you can get the course scheduled.
  - It can negatively impact students if a course begins before it has been in catalog or addendum.
- November 30 last day for approval curriculum for summer 2018 start date.
- Please do not ignore email from Sharon Bush telling you that there are errors in your courses.
  - Impacts students, impacts accreditation. Quick action is required. Sharon and/or curriculum committee will also add something in the email subject line to capture attention.
- New Courses will have to be prioritized by the Deans/Department and the list given to Curriculum Committee.
- Committee will focus on 90 courses that are out of compliance.
- Need Curriculum Committee participation from each area.

### **Student Conduct (Damania)**

- Presentation Overview for last year. Also posted to FCDC website.
  - Restorative justice model.
  - Self-realization is part of the process to progress forward. Community service, written paper, workshops.
- Student tracking process implemented, so you will notice spikes in the graphs. February is the highest month, right after winter break. October/November is the second highest, right around midterms.
- Let faculty know to engage with students.
- Academic Integrity – many cases are through group work.
  - Make sure your syllabus explains students can work together but must submit individual work.

### **Tobacco Free Campus (Collier)**

- BC is now tobacco free.
- There is no enforcement process.
  - Approach is health and wellness.
  - Information regarding cessation in the student health center.
  - Call Public Safety If there is a large group of smokers.
  - Must smoke outside the parameter of the college. Smoking on sidewalk is permissible, although not preferable.

### **Time Saving Tool (Moseley)**

- Taming the electronic beast - Email and Outlook.
  - Multitasking is a lie. Your brain cannot multitask, it rapidly switches tasks. It is an energy drain
  - There is a small amount of wasted time when your brain switches.
- Close your email and/or Outlook.
  - Set 1-2 blocks of time to deal with email.
  - If it takes less than 2 minutes to deal with, deal with it
  - if it takes is longer than 2 minutes use a task list
  - Snooze an email
  - Bill Moseley deletes all emails from his inbox. Inbox = 0.
- Reminder to check department websites to see if they are up-to-date and accessible
  - If there are retired faculty that have webpages, email Bill Moseley and he will remove the websites.

### **Evaluations – Highlights / Reminders**

- Changes to contract
  - No portfolio required – just a packet
  - Schedule initial meetings within first 3-5 weeks of semester
  - Professional goal form is not on KCCD website yet.

### **Requests for Enrollment Exception/Repeat Petition Forms (Saldivar/Moton/Hukill)**

- Joe Saldivar shared the following advice for the Repeat Petition Form
  - Ask your dean for Advisor Status in order to review a student's transcripts.
  - If they want to repeat 3<sup>rd</sup> time, asks what happened the 1st or 2nd time. What will you do differently this time? Pull up transcripts and show student w, d, f.
  - If student goes one semester with A B C and no W or F, Joe agrees to sign the form.
- Regina shared advice regarding the Enrollment Exception Form
  - It is important to work with dean. The more the dean knows about situation before they sign the form, the better.
  - Michelle Pena stated that the "After census date" box should only be checked if the student began attending class AFTER census. If the student has been in class the whole time, you would not check that box. Michelle will update the form.

### **Administrative Structure for Instruction (Collier)**

- Reorganization for administrative deans has been posted on FCDC website.
- Welcome to three new deans – Rich McCrow. Andrea Thorson, Paul Beckworth
- Evaluated on a point system and distributed as evenly as possible.
- Hoping all of transitioning and office moves take place by the Tuesday after Labor Day.
- Interviewing for executive secretaries to support Corny, Paul, and Cindy. Probably sharing DA III's for a while. No space, etc.

### **Shared Governance Committee Recruitment (Holmes)**

- Please reach out to faculty members to join shared governance committees. Need representation across the board.
- Request for master meeting date/time list, or for information to be added on the committee list.

### **Outreach (Watkin)**

- Already recruiting high school students for fall 2018.
- Kern County College Night September 11, 4:30 – 8:00, at Rabobank Arena. Would like to have 100 faculty and staff to volunteer.
- Anticipating more than 8,500 transfer and high school students and their parents.