

Minutes

FACULTY CHAIRS & DIRECTORS COUNCIL

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

September 23, 2016

8:30 am - 10:30 am

Collins Conference Center

Call to Order –NGH

College Council Updates (Hart) *Standing Agenda Item with Written Report*

No recent college council meeting. No volunteer for the second FCDC representative.

Effective Strategies – Online Courses (Moseley)

- OEI Rubric. This is not the evaluation standard. Our current forms are negotiated and in the contract. Evaluations are designed to make sure our practices are good, not whether or not to keep a faculty member. Use rubric as a tool for communication and affirmation.
 - Objectives – prominently displayed
 - Content Presentation
 - Learner Engagement
 - Interaction and Collaboration
 - Communication Strategies
 - Development of Learning Community
 - Interaction Logistics
 - Assessment
 - Expectations
 - Assessment Design
 - Supplemental Software
 - Course/Institutional Policies & Support
 - Technical Accessibility
 - Accommodations for Disabilities
 - <http://ccconlineed.org/>
- This is not a new standard--It is to help educate our faculty. Faculty chairs should encourage adjunct online instructors to ask for help and resources.

Faculty Evaluation (Group)

Material Review Observation (F2F, Online, Counseling, Library, Open Lab)

- There is no special form for coaches. Recruiting, speaking, travel, etc. Is that something feasible?
- Someone must visit all assignments. Everyone on the committee must participate by splitting the observations.
- Open Labs – a small amount of student evaluations are encountering difficulties due to open lab structure. To minimize issues, lab coordinator can help pass out forms.
- Music Lab Class does not have a proper form. A regular form would work better than the open lab.
- Evaluations are for feedback.
 - While it's not mandatory, comments will help faculty know what they are doing well, things they can refine, etc.

- Strongly Agree, Agree, ...
 - What would you mark if there was no disability statement?
 - Can the boxes be grayed out so there is only two choices? Greg will ask CCA.
- DSPS statement needs to be published early and often.
- Request revised material is sent in to the committee early so their best work can be showcased in evaluation and students have the updated versions. The evaluation packets should reflect the faculty member's best work and include any revised materials.

Strong Workforce Update

- \$2 million for programs
- Used to strengthen or expand program
- Used for equipment
- Used for personnel
- Must tie back to what is the data and is it going to help students become more employable.
- Then we have to report whether more of them were employed.
- Measured and reported by outcomes.
- Bigger and Better

Substitutes/Absences

- EAC met yesterday and discussed reporting absences. Faculty to send email to support person, department chair, and dean, and students are notified.
- Students and professional responsibility are the two joint considerations
- The Dean of Instruction is the immediate supervisor who signs the absence forms. Please make sure that your faculty gets the proper dean's signature.
- Substitutes
 - Notify Dean – substitutes need to be preapproved. There is no substitute budget--the funds come out of continuing education budget. Use only in long emergency. This is not automatic.
 - Must meet minimum qualifications and a current employee.
 - Proctor doesn't need to meet min qualifications. Needs to be a current faculty member. \$25/hr.
 - \$30/hr. doesn't impact their load if it is a 1-2 time event.
 - What is the impact/risk for the students??
 - If it is just one time – we would cancel the class.
 - Must communicate with Dean.
 - Must fill out absence form.

Personal Necessity

- Administrators do not approve or preapprove personal leave. Not subject to administrative approval. Maximum 6 days for personal necessity. Must be of compelling nature...
 - Not personal convenience
 - Extension of holiday
 - Recreational activities
 - Can't receive compensation
 - Social Media posts
- What is in the best interest of the students?

Announcements

- CSEP's must be completed by the end of October to receive Spring 2017 Priority Registration
- Priority Registration begins November 9
- Open Registration begins November 30