

Minutes

FACULTY CHAIRS & DIRECTORS COUNCIL

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

August 26, 2016

8:30am – 10:30am

Collins Conference Center

Call to Order – NGH

Notes - Bligh

1. College Council Updates (Hart)

2. Health Assessment (Purcell)

Ray Purcell said they are collecting 1, 500 student surveys and need only 239 more. The paper surveys need to be done in a classroom and proctored by Ray's staff. It takes about 28 minutes. He discussed the importance of finding out more about the physical and mental health needs and concerns of our students so that we can direct our services more effectively to our population and develop policies to promote health. Keeping students healthy serves to keep them in their classes and successful in college. It was noted that since Ray came to BC, our student health services have quadrupled! The survey will help to reach even more students once we understand how they "think" about their health and lifestyles.

3. Pathways Assessment (Fulks)

Janet Fulks visited to discuss BC Pathways. Establishing pathways for students involves determining programs of study, helping students make informed choices about majors, defining default pathways, monitoring milestones, intrusive advising, and aligning math courses to majors. The national average is 78.8 units for a student to earn an AA degree. BC students average 84 units for a degree (pre-collegiate units included). Janet provided a survey after the PPT discussion for FCDC members. The survey monkey survey took about 20 minutes. We discussed the survey and gave her feedback. She will be going out to other groups to collect information about how people view our progress toward establishing pathways at BC. Questions refer to our intake process, alignment of college level math and English to students' goals, academic and nonacademic support on campus, and streamlining remediation. If you have further questions, please contact Janet Fulks.

4. Curriculum Committee Update (Johnson/Rozell)

Jennifer Johnson reported that they are continuing to do curriculum training and working on updating the Curriculum Committee website. There is a "prep work" document available with a checklist for those who are creating new courses. The committee is working to improve the communication process through emails. Chairs will be copied on the emails so that they can

contact people in their areas if curriculum needs to be moved forward or issues addressed. All except one department is represented on the Curriculum Committee!

5. Priority Room Scheduling (Cluff)

Greg Cluff led a discussion about priority room scheduling conflicts. He said it is difficult to find rooms that fit specific requirements for courses. He would like to see an easier way to look at room availability. Nan said she would bring it up with district IT. Nan said she would invite A Todd back to see if he will help update the room priority information since he led that task in prior years. Nan also shared that rooms are available on Fridays, evenings and weekends! The Weill has its own scheduling process, so if you use the Weill, you need to check on those procedures. Hopefully more space becomes available after November.

6. Faculty Evaluation Process (NGH)

Adjunct (ADJ1) Evaluated 1st semester, then if satisfactory, every three years (Adj 3). Adjunct seniority process is still being considered through state legislation. We will discuss on our campus after that legislation is reviewed. Adjuncts need to complete SLO assessment narrative. The department chair is in charge of organizing the adjunct evaluation process and writing the report. It is okay to delegate tenured faculty for the observations and providing a report to the dean. The process includes observations for all sections, student evaluations all sections, and admin assessment. The follow up meeting to review the evaluation documents needs to include the faculty, the chair, and the dean face to face, Skype or by phone. The documents must be signed in person. There needs to be a recommendation made by the team. If there is a “Needs Improvement” a specific plan must be documented and an evaluation takes place the next semester. Reminder—written student evaluation comments should not be included in the final evaluation folder. Once the semester is completed, the faculty member can request to see the comments.

Discussion ensued about Mode A and B evaluations and what “professional responsibilities” means for faculty. Article 4 in the CCA contract lists some examples for these responsibilities.

Dual Enrollment Evaluations – Kern High School District will administer the student surveys for courses within their district. Faculty Chairs will still do the classroom observation.

7. Announcements

October 14, in lieu of FCDC, please plan to attend the Basic Skills Summit at the District Office. Please RSVP to Denise Taylor for lunch.