

Minutes

FACULTY CHAIRS & DIRECTORS COUNCIL

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

August 28, 2015

8:30am – 10:30am

Collins Conference Center

Call to Order – Gomez-Heitzeberg

1. Committees

(Holmes)

Steven Holmes asked the group to talk to their faculty members about serving on committees, and handed out a list of vacant positions. Holmes stressed the need for 100% capacity and the need to “spread the wealth so that the same few faculty aren’t covering all the committees.” Contact Tarina Perry for additional information.

2. Reflection on BC Core Value – Community

(Carter)

Leah Carter read the Core Value of Community, and reflected that we are part of an internal community and an external community, coming together as one. The way we have all come together to support President Christian is one example of community. When we attend other events, we are building community. Sandi Taylor stated that our athletes really appreciate when faculty attend their games. Nicky Damania thanked everyone for their help with the Student Convocation. We are building a better net to catch and support students – convocation, Saturday tours, etc. We have many ways to get students engaged.

3. FCDC Rep to College Council

(NGH)

Nan Gomez-Heitzeberg explained that there are two FCDC representatives that are part of College Council. Kathy Rosellini is one of our representatives and the other position is vacant. The position may be filled by either a faculty member or an administrator. Mark Staller volunteered for the position. A motion was made by Sue Vaughn, seconded by Nancy Perkins, and Mark Staller was unanimously voted as the new FCDC representative to College Council.

4. CLEP Test Approvals

(Vaughn/Hukill)

Sue Vaughn stated that the BC CLEP exams are outdated, and recommended that they be reviewed every three years for accuracy. College Board.org has a list of tests that we may use for giving students credit. Faculty should review the tests to see how they compare to BC courses. Kenward Vaughn said that lab experience also needs to be considered for courses with labs. Other subjects may have a requirement as well. In order for a CLEP exam to count, it must cover 100% of the course CID. Sue would like feedback as soon as possible. The project deadline is November 1, 2015.

5. Adjunct Orientation/New Faculty Seminar Feedback (Mourtzanos/Nickell)

The meetings were well received. Mark Staller asked how to find out if his adjunct attended. Manny will have Angela send Mark the list. Kenward wondered how to get people to get connected quickly as some people looked lost. Please see the calendar for New Faculty Seminar dates. We have 34 new full time faculty, plus 1-year and 1-semester Temporary faculty. Please contact those people and help them feel welcome.

6. Program Review (Mourtzanos)

September 11, 2015, is the first review for feedback. September 21, Program Reviews are due to the dean and administrators, and September 28, Program Reviews are due to the PRC Committee. You may email them to Anna Agenjo, Manny Mourtzanos, or Program Review Committee. Please recruit your faculty to join the PRC committee. The website is updated.

7. Evaluations-Review of Process Full Time/Adjunct (Mourtzanos/Rozell)

It is time, once again for faculty evaluations. The fall schedule includes Mode A, Adjuncts, and Mode B “Needs Improvement” from the spring semester. If the previous evaluation was a “brief”, this evaluation will need to be “comprehensive”. There are some instances when a Mode C needs to be completed. The chair, dean and administrator will make a recommendation for “needs improvement”. Manny Mourtzanos stated there has been a change in the new contract language for adjunct evaluations. The timeline for the second evaluation is vague. Adjuncts need to be evaluated in the first semester, and if the evaluation is satisfactory, the adjunct moves to ADJ-3, but when does ADJ-3 start? Per Abe Ali, the time is 3 years. You will find contract information at: https://www.kccd.edu/sites/kccd.edu/files/page/community_college_association_cca_contract_2014-17.pdf

Please remember that 1-semester full-time temps must also be evaluated. HR sends a list of names, which the dean and clerical staff will verify. If you feel there is an error on the list, please scan a copy of that person’s last evaluation coversheet to Tracy. The faculty chair is allowed to have a tenured faculty member do evaluations and provide information. The department chair still writes the official summary.

Please remember that Dual Enrollment faculty need to sign the auto use form. You may need to delegate some tasks. You will still need to make arrangements with faculty for evaluations and check in at principal’s office. Don’t forget the student evaluations – take them with you. All adjuncts must have SLO’s and narrative. We need to support those adjuncts regardless of the evaluations. They are our instructors and need support. Dual enrollment is about building a college-attending culture in Kern County. By reaching students early, they are more likely to continue higher education. In Paramount/Dual Enrollment, over 60% of those students were accepted to CSU’s and UC’s. This year, we held the first ever dual enrollment orientation.

Nan Gomez-Heitzeberg reminded the team that after the last site visit for accreditation, we entered into an MOU that was specific for adjuncts to complete SLO’s. The language is not in the new contract, but there are no excuses for not having them. Please make sure you put SLO’s on the adjuncts radar.

Goals for professional growth for three years should not solely be “updating my syllabus”. How can we help faculty update their goals? With SMART Goals! Mark Staller will send a copy of SMART Goals to Tracy, as well as to the full time faculty for Spring Mode B’s.

If you are observing faculty at Kern Valley Prison, you must get advance permission to observe their class.

Some faculty do not want to provide their portfolio in advance, but they must submit before the first meeting. Faculty must also submit goals for professional growth, accomplishments, SLO’s, narratives.

Please remember **There is no Form O1!** It is an old form and does not exist. Do not submit it.

8. Stretch Break

5 min

9. Faculty

10 min (Fulks)

a. What is the 40-hr Week?

Hand out from Janet. New faculty need to see the breakdown.

If they are teaching overload, they still have a 5-hour max office hours.

b. Grade Submission

Grades must be submitted within 72 hours after the final. When grades aren’t entered in time, students are significantly negatively impacted. Please help faculty to be aware and be on time.

Michelle will ask if an email can be sent to faculty confirming they submitted grades.

10. Student Ed Plans

5 min (Fulks)

We have made a lot of progress. Next year we must have 100% student Ed plans. Update your degree works template. Janet also shared SEPs by ethnicity. We have made great improvement in access for African American and American Indian groups.

11. Maximum class Size

5 min (Staller)

When planning for spring classes, make sure not to exceed maximum occupancy. There was some confusion regarding the list of rooms. There is a current project underway to audit the occupancy for each room. Please refer to the priority room list and send any changes to Kimberly Bligh, who will compile the report for Tina Chamberlain.

12. FTES - Planning for Spring

15 min (NGH)

We are doing an incredible job. New funded target is 14,474.15 FTES per year. It is going to be funded. The growth for this year is all going to BC. Right now we are a 6627 FTES. Make sure we have enough sections. We need to help students go from fall to spring. Early Alert, HOM, etc., what are faculty doing to help students get anchored? Focusing on spring and early summer school to capture all the growth.

13. New Faculty Seminar Schedule

5 min (NGH)

See handout

Good of the Order

The meeting was adjourned at 10:35 a.m.