

FACULTY CHAIRS & DIRECTORS COUNCIL MEETING MINUTES

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

January 26, 2018

8:30 am – 10:30 am

Collins Conference Center

AI = Action Items

Facilitator: Liz Rozell

Emmanuel Mourtzanos joined via conference call

Meeting called to order at: 8:33 am

1. College Council Updates (Hart/Cluff) *(Posted to the website)*
 - President's Report -enrollment is still 3% below the spring growth target
 - Strategic Directions Initiative Development
 - **AI** - Add to the Strategic Directions Initiative Development either by attending upcoming meetings or by completing the survey - link provided
 - Wonderful Academy will graduate its first class of approximately 20-30 students receiving AS degrees in Agriculture Business.
2. Accreditation Highlights (Rozell/Stratton) *(BC Accreditation 2018 Timeline posted to website)*
 - ACCJC Vice President Gohar Momjian, BC's Accreditation Liaison, did an ISER training. ACCJC requires within each accreditation standard a paragraph split out on the baccalaureate program.
 - **AI** - Liz Rozell and Nick Strobel to pull out specific paragraphs on each of the standards required.
 - Additions to the timeline discussed
3. Curriculum Update & Timelines (Johnson)
 - Rolling out specific to faculty roles in test site of eLumen - creating and revising courses - similar to trainings during FLEX week - several trainings to be offered during February - goal is to go live in March
 - Programs - (includes program revisions) - stick with paper process now and only transition courses right now. Programs training will be in the fall. If a course changes units, do a program modification. If course description is changed, no program modification is needed.
 - Program modification will take effect in summer 2019. Curriculum tracking document is found on the Curriculum Committee website. Reports can be tracked through the approval process in eLumen. The tracking sheet is updated after every Board of Trustees meeting.
 - Non-approved courses submitted in the fall on tracking sheet

- AI - Chair and Dean to be copied on email by Jennifer Johnson to plead the case on these courses - meeting with Jennifer Johnson and Billie Jo Rice- some flexibility but final approval from Liz Rozell/NGH to adjust the effective date
- English 25B needs an override for start date
 - AI - David Moton to send Jennifer Johnson a program modification (Andrea Thorson will assist)
- Program modifications are to be done by hard copy now - paper to process into eLumen possibly by importation with minor fixes or hard data entry. Hard copies are state-approved. Spreadsheet is located on the front page of the Curriculum Committee website for easy access.
 - AI – Jennifer Johnson to put a list together of persons from whom she is still waiting on documents to be received. This will aid in the clean-up process and development of the next catalog in keeping it static.

4. Inmate Scholars Program (Esquibias)

- Program began in spring 2015 – presently 1300 enrollments and by far biggest in the state and largest in the nation. Serves 10 of 12 prisons in the area. With education, recidivism can be taken down to below 5%. Students are making great strides by removing themselves from obstacles of destruction and creating study groups instead.
- 17 faculty members presently going inside - Chelsea Esquibias knows every student and will support faculty as needed. There are 50 sections available now
- A video was created to help other colleges navigate potential problems - received 79,000 views and positive reviews. Respect, gratitude, and communication is stressed between officers and inmates - creates a safer environment.
- Partnership with the officers and the program is growing and gaining positive ground. The program is providing hope for the inmates upon release. One of the inmates is 10 classes away from getting his Associate's Degree.
- Program offers youth offenders acclimation into the community and a smooth transition.
- Some obstacles are lack of belief in the program and strategic planning for faculty to make smooth transitions between the faculty and inmates.
- Adding additional student support services needed in the prisons - takes strategic planning.
- Providing textbooks has been a huge positive note. Tours are given for interested faculty, so that they are able to see the environment before teaching. Orientations are done at the beginning of each semester to prepare and provide necessary statistics.
- Internet access in the installation process and laptops issued with limited access for research and email capability for a cost to selected recipients who maintain good behavior.

5. Administrative Structure (Rozell)

- Goal is to hire another Dean because of Cindy Collier leaving and Liz Rozell changing roles – new Instructional Administrative Structure is for 5 months only - another structure to be developed in the summer. Assignments were made to create balance in all areas. Created by analyzing all supervision by Deans, initiatives each Dean involved in, plus extra assignments.
- Academic Senate working with President Christian/NGH to have an additional Allied Health Department - discussions in progress

- EIT will split into two departments because of complexity with Strong Workforce, Systems, and Industrial technology - all three will be in effect in the fall
- Operational transition due 2/1/18, and Deans will all work together along with administrative support staff.
- Guided Pathways - chain of command - report to Leslie Bonds, Grace Commiso, Andrea Thorson or Dean lead
 - AI - Faculty Leads to have an orientation following College Council meeting on Friday, 2/2/18, for 1 1/2 hours to discuss:
 - Projects
 - Solidify chain of command
 - Clarification on messages and targeted audience of messages
 - AI - Leads to bring back information to Guided Pathways Team - email will come from Leslie Bonds
 - AI - Liz Rozell will update the org chart and send out in the future
 - AI - Professional Development for Deans in the future – Dean Mourtzanos will lead.

6. BC SW (Thorson)

- Location on Panama - targeted to those that find it hard to get to BC because of transportation and for those that work all day who have 6:00 pm classes. The new campus helps working class professionals by offering classes during the week plus Saturday classes - diversified classes to bridge the gap for these unique students. There are classes starting there on 2/5/18. Share this date and information on social media to inform students about it - especially important to get the word out to students who are not BC students already.
- All scheduling will go through Dean Mourtzanos. Email him with any questions. Signage is in process. Team created to strategize how to get the word out - Facebook used, BC website, and word of mouth to students by faculty requested.
- Dean Mourtzanos will be advised of all issues with any classes offered at the same time at BC as at BC SW.

7. Waitlists – Online

- New Banner 9 system - there will be some changes to the waitlists.
- District is trying to get away from our modifications; however, Michelle Pena noted that modifications were absolutely necessary, because students do not read their emails. There will be an update given at a later date.
- Topic was tabled pending further information.

8. Final grades and End-of-Term Processing (Pena)

- Grades are not being put in on time and fall 2017 could not be finalized. Clarification was given on how the processes work in Banner. End of term process has to be entered in as a full process in Banner; some components are being done out of order. F or W must be entered in on the last day of attendance. If not entered, blocked out and faculty unable to enter grades. This causes A & R to enter each grade manually - hoping that Banner 9 will fix this problem automatically.
- Lots of students with Incompletes due to students never attending - please drop these students prior to census - creates a huge issue for A&R

- Students are registering, sitting in the seat, and then switching status to audit -students cannot be previously enrolled in class and then switch - please monitor that this is not happening; it is against the law and hampers the waitlist students. This is unfair to students that need classes to graduate - another huge issue for A&R.
- Grade change cards to F or W - still require the last date of attendance and hours listed. Students cannot bring over their own grade change cards; it must come from a BC official person.
 - AI - Michelle Pena will check to see if the Grade Change form can be added to MyBanWeb for employees only.
- Spring rollover is done one week after grades are posted. When the grades are not in on time, this impacts students and other departments in every aspect. There were 55 students that were affected for fall.
- Going from a W to never attended requires a letter from the Faculty Chair and Dean - this involves reporting to the state by A& R and is an audit issue. Be very careful taking Ws off of transcripts; it should be the exception and not the rule - causes major audit issues and can be very costly. Dropping students PRIOR TO CENSUS is the most important component but keep attendance because the student's last date of attendance is required.

9. Course Repeats and Academic Renewal (Acosta)

- Complete the Golden Rod form - stress academic renewal - cannot be done on repeated courses - 2.5 GPA stipulation - 18 units and may use transcripts from other institutions.

10. Mode B Brief, Comprehensive Reminder (Waller) (*Posted handout to website*)

- If Faculty Chair is to be evaluated, department must choose someone in that department to evaluate - no formal vote needed, just decision
- Comprehensive over Brief - Comprehensive is putting your future in your students' hands (more people) - Brief is just Faculty Chair and Dean
- Pdf version for Mode A and B process - asked HR for a word document format
- Form PGA can be obtained from Andrea Thorson.
- Remind students to use pens in order to fill out the forms correctly. Pay attention to timelines - CCA Section 6 -11th week finalized and submitted to Vice President Liz Rozell's office on the 12th week - time is shorter than Mode A
- Put in typed format - this presents no miscommunication in feedback trying to read handwriting
- Reminder: when you cut/paste, change him/her, etc.
 - AI – Dean Waller asked to put together a similar summary for adjuncts and to send out in Word format

11. Clarification – SLO Narrative (Rodriguez)

- Reminder – SLOs for faculty evaluations do not need to list all the SLOs for the evaluation period. Include a description of the SLO with the assessment tool for measuring outcome, a statement of how the results will be utilized to potentially impact future pedagogy, and what results will occur because of these findings.

12. Assessment Mapping Deadline (Rice)

- 100% assessment for 16-17 and 17-18 with accreditation coming up

- **AI** – Please respond to emails received regarding missing components - must be in place by September. Help to be provided if needed.

13. Reminder Syllabus (Rozell)

- ALL syllabi required this semester - SLOs have to be there word for word with additions only added at the end and in the same order according to the COR
- Several Mode As had the wrong SLOs this year - support staff will be checking.

14. Good of the Order (Gard)

(Topic not covered – time expired)

Meeting adjourned at 10:30 am

General Information: Task Force for Best Practices and Communications Members: Michael McNellis, Regina Hukill, Helen Acosta, Kristopher Stallworth, David Neville, and Jennifer Johnson