

FACULTY CHAIRS & DIRECTORS COUNCIL

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

March 23, 2018

8:30 am – 10:30 am

Collins Conference Center

Facilitator: Billie Jo Rice

Conference Call: Richard McCrow, Kristopher Stallworth

Absent: Abel Guzman, Andrea Thorson, Ayan Hill, Christian Zoller, Cornelio Rodriguez, David Neville, Grace Commiso, Jason Dixon, Jason Stratton, John Hart, Kimberly Bligh, Liz Rozell, Emmanuel Mourtzanos, Michelle Pena, Nicky Damania, Sandi Taylor, Steve Watkin, Sue Vaughn, Terri Goldstein, Zav Dadabhoy, Anthony Cordova, Chelsea Esquibiaz, Khushnur Dadabhoy

Meeting called to order at 8:30 am.

1. College Council Updates (Hart/Cluff)
 - Highlighted points #1, #9, #15 on report from Standard III.D.
 - Highlighted detailed reports done by Nick Strobel.
 - Reiterated that retention and success rates HIGHER than average and doing it all with grants.
 - Reminded everyone to complete the BC Services Survey - part of accreditation.
 - Dean Rice gave an extra shout-out to both Nick Strobel and Lesley Bonds for a great job very well done.
2. Accreditation Highlights (Stratton)
 - Tabled until next meeting.
3. Curriculum Update & Timelines (Johnson)
 - Refresher training to be scheduled with eLumen.
 - Small subcommittee task force was formed to clean up the catalog.
 - If deleting courses, the deletion forms are located on the website and can be used to enter those courses.
4. Special Taskforce Update (Johnson)
 - Top 14 list - The taskforce needs feedback in addition to this list, so that this can be given to new Faculty Chairs. The roll-out goal is to be ready for Faculty Chair Cabinet. Document "Best Practices" and send them in to Jennifer Johnson. A sign-up will be made available for courses and programs.
 - Schedule

- Program Review (hint: delegate)
 - Department SLO Assessments
 - Curriculum review
 - Hiring Full-time and Adjunct Faculty
 - Textbook Orders
 - Help Faculty with Mode A, Mode B, and Adjunct Evaluations (meetings, observations, and write-ups are included)
 - Order department supplies
 - Information gathering and sharing (with faculty and my dean)
 - Handling student and faculty complaints
 - Ensure representation of department on all campus-wide committees (Academic Senate, Curriculum Committee, Program Review, etc.)
 - FLEX forms
 - New faculty orientation
 - CTE requirements
- Assessment (Rice) - Live - next week - and will run from 4/9 - 4/20 - will be shown at Cabinet on 4/6/18 - offering pay or Flex credit - email to come out on Monday, 3/26/18.
5. FLEX – (Giertz) (*posted to website*)
- 24 hours is allowable (*not 120 hours*) - don't put in excess hours - every form is accountable to the state.
 - Don't count any class or event for which you are on a committee.
 - Nine criteria to meet - #5 (on the form) means articulate with high schools down or high schools up.
 - Emphasize to faculty to explain in detail what class or event that they attended instead of just date and title.
 - John Giertz will evaluate each one. The forms need to be accurate and detailed in order to receive payment. The State is paying attention; this is all done on the "honor system". Ask your Faculty Chairs to act as the mediator before it reaches the Deans to help the process. Adjuncts are not required to do FLEX hours; however, they are permitted two hours and should turn the form in timely, so that they can get paid promptly.
 - Opening week events before classes start are considered FLEX hours and may be counted. Department meetings for Adjuncts do count as FLEX.
6. FacilitySoft (Potter) <http://kern.facilitysoft.org>
- Introduced new software tool - Space Utilization Reporting Tool - website draws information from Banner to FacilitySoft and works in conjunction with FUSION - brand new site that has been up for about two weeks.

- All limitations will be worked out internally right now; the software is just a tool, and it hasn't been decided upon yet as to how it will be incorporated.
- How many hours do we use the room, and how many seats are actually located in the room? This is the criteria that the State looks at - hours/fill rates - this affects the state funding.
- The report highlights: Hours Used vs. Hours Available, Average Seats Filled vs. Seats Reported, and Average Seats Filled vs. Seats Calculated.
- The Average, Reported, and Calculated Seats figure is calculated by the State using the square footage of the room. Labs and Specialty classrooms are taken into consideration in the calculations. CRN-scheduled classes are the only classes captured from Banner into this program. Events scheduled and clinics, as in Allied Health, are not captured in the calculation at this time. Bill Potter suggested listing these types of classes as Labs - these types of courses don't help us or hurt us on the report as it relates to funding.
- Forum 101 is now listed as a non-classroom. As a result, Forum 102 will be filled first before Forum 101. Big lecture halls will not be built into the new building plans due to non-utilization.
- Banner reports minutes spent in the classroom as time spent in a specific room.
- Bill Potter is working on getting "view-only" access to this program for the Faculty Chairs and Deans in the near future.
- KCCD is the pilot program for the State. The State uses room square footage only from the census to calculate how many seats should be included in the room on the report showing ratios. The floor plans can be adjusted, if needed, to accommodate future needs. Audits were made last summer for this program; future audits can be done according to developing needs. Deans/Faculty Chairs can alert Bill Potter as to future needs.
- This is a valuable tool to use in which to find open classrooms to teach classes where there is currently no space available. Rooms with dividers are being considered in the new building plans.

7. Curriculum Updates (GE Certificates) (Rice) *(posted to website)*

- Growth is based on graduation rates.
 - CSU GE Breadth COA
 - IGETC COA
 - IGETC for STEM COA
- Michelle Pena is working to get certificates out retroactively for the last three years. GE Certification for former students will be made available as printable certificates.

8. Audit Form (Rice) *(posted to website)*

- All courses will now be offered in Banner as auditable. Form is available for the student with applicable conditions - student completes it, and turns it in to A & R. Once eLumen is in place, some adjustments will need to be made. Instructors and Deans will still need to approve the student's eligibility.

9. Update on Evaluations (Rice)

- Reminder - end of week 10 for regular classes; late start classes are only on week 2.
- Mode B Brief
 - Smaller committee - Dean and Chair
 - No classroom observations
 - Consists of Student Evaluations (at a mutually agreed upon time and for all CRNs)
- Mode B Comprehensive
 - Larger committee: Dean, Chair, one department/program area member chosen by the evaluatee
 - Classroom observations are conducted
 - Consists of Student Evaluations
- Adj-1 are evaluated in their first semester; upon receiving a satisfactory rating on this first evaluation, an adjunct shall be evaluated in the third year and every three years thereafter.
- Adj-3 (three-year observation and every three years thereafter)
 - Peer Observation in one section
 - Student Evaluations shall occur in every section (Form E/ADJ)

10. Lottery/Instructional Block Grant Update (Waller)

- The list of all items that were reported to Dean Waller has been submitted and is being reviewed by VP Rozell and VP Chrusciel and then to be finally approved by the District.
- If there are any budget requests for next year contained in this year's budget, please let Dean Waller know, so that he can convey that information to the Vice Presidents. There are some overages as a result that need to be reviewed.
- Dean Waller will try to get the approvals out to everyone by the end of next week. Dean Waller will still take requests, because there is money left in the Lottery Funds. Send Dean Waller any requests for things that are still needed.
- Estimated date of completion is targeted for the end of the first week of April.
- The purchase orders must come from each department due to shipping requirements, so there may need to be some budget transfers done.

11. "Adjunct Work Space" (Schedule hours) (Moseley)

- Library 160 can be used as additional work space by Adjunct Faculty. Dean Moseley, during construction crunch times, will also make it available. The room can accommodate 30 people and has a cart with 15 laptops available.
- Dean Moseley's office can be used as a resource for Adjunct Faculty.

12. Waitlist Purge (Waller)

- Rosters to be run on the first day of class and two days before census to check for certain which students are on the waitlist. Faculty should only be allowing students on the roster and on the waitlist to attend classes.
- Automation of the waitlist in Cognos before it is purged to be made available to aid faculty in resolving issues in the first two weeks of classes. The sooner problems of this nature are taken care of the better, as it affects enrollment numbers.

13. Good of the Order

- Nothing further was discussed.

Meeting was adjourned at 10:05 am.