

FACULTY CHAIRS & DIRECTORS COUNCIL

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

February 9, 2018

8:30 am – 10:30 am

Collins Conference Center

➤ **AI = Action Items**

Facilitator: Liz Rozell

CONFERENCE CALL: Joe Salivar, Kimberly Bligh, and Nancy Perkins

ABSENT: Abel Guzman, Bill Moseley, Carla Gard, Christian Zoller, Grace Commiso, Greg Cluff, Jason Stratton, Emmanuel Mourtzanos, Nan Gomez-Heitzeberg, Nicky Damania, Regina Hukill, Richard McCrow, Steve Watkin, Sue Vaughn, Terri Goldstein, Tim Capehart, Anthony Cordova, Zav Dadabhoy, Chelsea Esquibias

1. New State Funding Formula (Rozell) (*posted to website*)
 - Finalized last Friday, 2/2/18 - funding rates for three different areas:
 - Credit Revenue - \$5,320.00
 - Non-Credit Revenue - \$3,323.00
 - Career Development & College Preparation - \$5,320.00
 - Base Grants 50%
 - Supplemental Grants 25%
 - Student Success Incentive Grants 25%
 - a) Admissions & Records Department waiting on Starfish implementation to be complete - will generate report to be used for identifying students who are either close to or have already reached degree/certificate completion
 - b) Certificates of achievement for general education courses suggested as way to both gain completion and credit to increase numbers
 - **AI** - Curriculum Committee asked to put a group together to explore this option
 - Hold Harmless Clause
 - Acquire as much FTES as possible - large gap to close - under growth margin compared to last year - need healthy summer - utilize rural areas to meet the needs of the community
 - **AI** - Deans work with Department Chairs to plan an 8-week session this semester - last opportunity to get our numbers up; this will impact revenue for years to come.
 - Work to identify the courses that will fit well to recoup enrollment
 - Locate rooms, resources and devise plan - summer classes can start the Monday after graduation; find teachers willing to teach during this period - this plan would capture students coming home from other colleges and CSUB
 - Utilize rural sites and BC SW - summer classes start 6/11/18
 - **AI** - Liz Rozell to include this topic in the discussion in President's Cabinet on Monday, 2/12/18.

2. 8-Week Sessions (Pena)

- Liz Rozell introduced Michelle Pena' as the new Acting Director of Enrollment Services - she replaces Sue Vaughn; therefore, all future emails of this nature should be sent directly to Michelle Pena'.
- Issues with taking two sequential courses in the 8-week sessions without entering them within a Learning Community. A solution has been found on the schedule side in Banner as entering them using the concurrency flag listed- this will now allow students to schedule these classes without all the prerequisite issues as before.
 - AI - A & R will get CRNs to Tina Chamberlain for set up.

3. Old Certificates/Class Audits (Pena)

- In the past, students earned various certificates in classes and were issued printed certificates - presently, if a student applies for a job and needs a duplicate certificate, they are unavailable because departments have not kept them since 2005. If you have these situations, send to A&R. They will scan and put into the system, so that student can meet job requirements and certificates can be retrieved now and in the future.
- Class audits was tabled until more information obtained. Work is being done to address and streamline processes.

4. SLO Narratives in Evaluations - (Billie Jo Rice will handle at the next meeting)

5. Best Practices for Managing Adjuncts

- Brainstorming best practices:
 - Touch base in first month and connect with full-time person in each area and make sure to communicate regarding materials, assessment, etc. Mentor relationship - observe occasionally and connect Adjuncts with others to share information
 - Course Leads - in charge of supporting - course shells are given to adjuncts - embed authentic assessment into the course shell being created now - include checklist
 - Review syllabus with full-time faculty or lead - provide feedback and provide syllabus course shell
 - Attendance and dropping students is a common problem for adjuncts - inform of procedures in place
 - Michelle Pena' offered to come to department meetings, touch base with faculty, provide adjunct trainings to help enter grades and provide instruction on the technicalities that often occur causing grades not to be entered into the system.
 - AI - Automated mass email detailing each student who does not have a grade will be generated by A&R. Grades can be entered successfully from desktops on campus only, not remotely at this time. Grades always roll the Thursday after the end of term, and the second roll will be one week after on the following Thursday. No third roll and no more rolls for modifications; this results in financial aid problems and student enrollment issues - also causes students not to receive their BOG

6. Bouncing Email (Waller) (*posted to website*)

- Automatic Forwarding BC Outlook Email to Text or Other Email for Faculty/Staff - Students are using alternate modes of communication - this method allows one output and then recipient decides how to receive and from whom they want to receive emails.
 - Suggested including mode of communication in syllabus for effectiveness and notification purposes
 - Clarification - Document is for staff use only and not for students
7. EAC Organizational Chart (Rozell)
- AI - Email to all next week including the Academic Senate to clarify organization - Plans to add another Dean - support staff not to be added at this time
8. College Council Updates (Hart/Cluff) (*posted on the website*)
- BC SW to possibly move locations - Aera or State Farm building mentioned as possibilities
 - Enumerated 12 priority projects to occur over the next seven years that will impact all three campuses
 - Classified staff members will be given the opportunity to teach - this is set to happen over the next one-two years with prior CSEA approval. Pay will be calculated at the overtime rate when occurring over the full-time 40 hours. An equitable, blended rate (\$40/hr. or \$60/hr.) between classified and adjuncts is part of the negotiations.
9. Accreditation Highlights (Rozell/Stratton) (*posted to website*)
- AI - Liz Rozell to bring back accreditation subcommittee report on standards from BOT meetings when they occur
10. Curriculum/Assessment Update & Timelines (Johnson)
- C & A and eLumen will come on line together at the beginning of April
 - Wrapping up paper process for curriculum - document to be posted today on the Curriculum website entitled Course and Program Deletion Form - 2-part form that can be printed or filled out electronically and then signed/scanned for approval. The bottom of the form contains procedures to follow.
 - 100% assessment rate for 16-17 was achieved - anyone whose plan shifted assessment to this year should instruct faculty leads to go ahead and do the assessment so that a 100% assessment rate for 17-18 can be achieved.
 - AI - Email to be sent out or a visit made regarding mapping and verifying the course SLOs to the four ILOs:
 - Communicate
 - Engagement
 - Demonstrate
 - Critical Thinking
 - Website clean-up - archiving the old and the most updated assessment from 16-17
 - 17-18 will be found on the website
11. Good of the Order (Rozell)
- Endee Grijalva, Program Manager for Adult Education, attended meeting today
 - Rural Initiatives - working diligently with summer and fall schedules - if there are questions about scheduling, send email to Abel Guzman or Raquel Lopez

Meeting adjourned at 9:53 am

General Information: Catalogs available at today's meeting