

FACULTY CHAIRS & DIRECTORS COUNCIL

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

February 23, 2018

8:30 am – 10:30 am

Collins Conference Center

Facilitator: Liz Rozell

ATTENDEES BY ZOOM: None

ABSENT: Bill Moseley, Carla Gard, Christine Harker, David Neville, Jason Stratton, Jennifer Johnson, Joe Saldivar, Kimberly Bligh, Emmanuel Mourtzanos, Nan Gomez-Heitzeberg, Nicky Damania, Billie Jo Rice, Sue Vaughn, Terri Goldstein, Tim Capehart, Zav Dadabhoy, Chelsea Esquibias

CALLED MEETING TO ORDER: 8:31 am

1. Accreditation Highlights (Rozell/Stratton) *(Posted to website)*
 - Core members will be attending the subcommittees.
 - ISER and QFE reveal on 4/20/18 to take place at the Delano Campus. Streamed by Zoom to BC campus in L149 and L147.
 - Timelines will be available for next meeting.
2. Curriculum Update & Timelines (Johnson)
 - No updates - Billie Jo Rice and Jennifer Johnson attending Curriculum Conference.
3. Discipline Signs for Graduation (Pierce)
 - Tabled until next meeting.
4. Strategic Directions Core Team (Moreland) *(Posted to website)*
 - Todd Coston is contact person.
 - Activity - 5-10 minutes to give suggestions on Strategic Directions: 2018-2021- #1- #4 handout to bring back to Todd Coston.
 - Survey will be available online and sent out to all by 3/1/18.
5. Notes SAS
 - SAS for faculty with overloads - goal is to be paid out in 17-18, banked in year 17-18 or for one semester, etc., because the schedule rolls and the notes on the SAS drop off. Work with Department Assistants to have these corrected to accommodate Tina Chamberlain in scheduling.
 - HR will be sending the SAS to the Deans who need to communicate to the Faculty Chairs and Liz Rozell will communicate in EAC to the Deans that these will be coming directly from HR.
 - Special Comps timeline: approved by the Board of Trustees - takes one month to be approved and entered into BoardDocs. Deans must drive the process to track the Special Comps. When signatures are obtained timely, it takes approximately 4-6 weeks for total process.

- Give the excel spreadsheet to either the Department Assistant or the Executive Secretary - make part of the scheduling process and then forward to Tina Chamberlain already entered.
- Because some departments don't have assistants nor access to Schedule Plus and can pull reports but cannot enter information, there was a unanimous vote for training to be offered in Schedule Plus. The workload has expanded but not support staff - Liz Rozell will research for a solution.

Liz Rozell took a moment to introduce Khushnur Dadabhoy as the new Director, Transfer Pathways.

6. Process of Scheduling

- Liz Rozell discussed Enrollment Management with President Christian; the perception in the community is that BC handles rural initiatives and scheduling very effectively and efficiently. This credit goes to the Faculty Chairs - connectivity is key - has been done well and has caused exponential growth.
- Scheduling culture has been to roll over the schedule - this may not be as effective or the best way anymore.
- Liz Rozell named various factors used in making scheduling choices.
- Collaborative effort - create environment that can be sustained fiscally (hired 55 new faculty members last year) - commitment to working together and communication stressed again as key - students served is the most important component.
- Communication as to what classes are being offered in each location and the time classes are being offered - coordination and communication - numbers should be reflected on the faculty evaluations that faculty helped to coordinate classes at other facilities available and more conducive for the student. Collaborate with faculty.
- A demonstration in EAC of a new scheduling software to be done that integrates better with Banner, because Schedule Plus will not be used in the future.
- Preliminary master schedule having all the sites available on it to ensure effective coordination to best serve all students to be available.
- Dean Waller reminded the group that Measure J passed because of the effective work that had been done in the rural communities through the message sent out through our rural initiatives. Abel Guzman thanked the group for their support and hard work during the process.
- Regina Hukill suggested that when classes are opened up in the rural communities, mark them "Restricted" until a definite instructor has been named. Liz Rozell will research the aspects of Schedule Plus in order to accommodate these potential problems.
- Dean Rodriguez stated that EAC would look into creating priority scheduling on the BC main campus. EAC is aware of the struggles in transitioning as we grow realizing that the toughest part is finding rooms. The goal is that a new software will be more effective in clearing some of these difficulties.
- Michael McNellis asked to bring this problem up in Academic Senate, as scheduling is one of the main priorities in serving BC students. An FCDC resolution to be brought before the Academic Senate was the suggestion made.
- Kenward Vaughan stated that a search by building usage could be done. He asked if the District could come up with a database that shows availability and make it a priority. Liz Rozell will take it to the Senate as a high priority item. Because a report from Schedule Plus cannot be exported into Excel directly, it causes problems as an effective tool for finding space availability.

7. Funding Formula Follow Up - (*posted to website*)

- Funding Formula simulations completed and reviewed.
- Michelle Pena reviewing some of the reporting (BOG-C and Pell seemed to be under reported) and is scheduled to get correct numbers with District today - Tony Cordova to interface with Michelle Pena to validate some of his numbers on the reports as well.
- General announcement to remind students to apply for financial aid - FASFA is due 3/2/18.
- Counseling has teamed up with A&R to divide classes up by Pathways and get students into late-start classes that are still available.
- Helen Acosta asked if a report could be run by A&R that would show students eligible for completion of certificates. Michelle Pena explained that the vehicle for the old report was not available anymore, but that there was a report going to be made available soon in Starfish.
- Michelle Pena made suggestions for the curriculum committee to explore.
 - Certificate of Achievement creation for CSU Gen ED and IGETC.
 - Certificate of achievements given for the major portions of our degrees – resulting in two certificates and a degree
 - Priority Registration/Auto-Awarding of certificates and not having them affect priority registration - waiting for Starfish implementation - this report will check every area for the student for degrees/certificates for which they qualify.
 - Certificate built around what is required for the major would be a benefit for students and BC.

8. Enrollment Management

- Liz Rozell thanked everyone for all their work with the 8-week session.
- Liz Rozell will be working with Tina Chamberlain on an additional 4x4x4 to begin on 5/21/18 at BC SW - one week overlap on the 6-week course - spearhead advertisement to "gear up towards your goal".
- Helen Acosta suggested starting classes at 7:30 am to decrease overlap during the day.
- BC main campus is having 4x4x6x8 classes after graduation.
- Measure J construction begins on the day after graduation.
- Steve Watkin - sending out a postcard to promote summer and fall registration - it was suggested that the start dates be included on the postcard.

9. Lottery Funds/Instructional Block Grant (Waller) (*posted to website*)

- Email Dean Waller any suggestions of more expenses needed to improve instruction in classrooms using the spreadsheet.
- Dean Waller will meet with VP Don Chrusciel at the end of March to tally all expenses requested.
- No individual expenses over \$4500.
- Dean Waller will email the completed spreadsheet to FCDC.

10. Special Task Force Report

- Creation of a new Faculty Chair Handbook to provide new faculty as a "how to" guide.
- Please email any items related to SLO Narratives to Michael McNellis.
- Any ideas on Best Practices to engage faculty members should be sent to Kristopher Stallworth.

- Top 10 ideas for Best Practices from each department should be sent to Michael McNellis - this will be both constructive and helpful for new and existing Faculty Chairs.

Stephen Holmes asked for one Department Chair to volunteer to serve on a screening committee - Michael McNellis volunteered.

Liz suggested that all future FCDC minutes be sent out to all faculty members at BC.

MEETING ADJOURNED: 10:30 am