

DEPARTMENT CHAIR MEETING
Monday, November 16, 2009
2:30 p.m., North Lounge

MINUTES

Present: S. Dodd, K. Rose, M. Sanidad, M. Bumgarner, F. Lozano, M. McKenna, J. Maringer, E. Venable, A. Rosette, S. Carr, S. Au-Yeung, J. Pruitt, R. Sharboneau, K. Bedell, E. Luna, Mary Ann Boylan

Kathleen Rose called the meeting to order at 2:32 p.m.

The November 2, 2009 minutes were approved by consensus.

Updates and Announcements from Departments

Shuk Au-Yeung – Dealing with emergency leave coverage

Fran Lozano – Basic skills group met last week; reported on a program with a 50% counselor and supplemental instruction, offered at De Anza that helps students who have repeated math classes. It appears less costly to provide these resources rather than having students repeat the classes.

Rosa Sharboneau– Priority registration will begin Nov. 30, online registration begins at 8:00 a.m., the schedule of classes will be on campus Nov. 25, counseling services reduced during January (TWTH), orientations M & F for 9 days, Jan. 12-28. Students will be informed that they must pay for classes and there will only be 3 drops dates (Dec. 16, Jan. 6, and Jan. 20 by 4:00 p.m.), arrangements have been made for financial aid students and DRC students.

Kaye Bedell– H1N1 flu clinic, Nov. 17, South Lounge (500 doses), Spanish translator will be available

Marlene Bumgarner – New challenges due to cancelled classes in fall, counselors are contacting students to find out what classes they have not taken and if there are clusters with similar classes.

Jane Maringer – The WorkAbility 3 Program and the DRC will be receiving an award for the Outstanding Community Agency of the Year, Bruce Eastman has returned for two weeks to help with pre-priority registration, Kathleen encouraged everyone to visit the DRC to get information about range of resources for students.

Mary Ann Sanidad– ESL instructors are meeting with students to find out how they are progressing in classes and explain the “W” deadline.

Mary McKenna – The department is undergoing program review and looking for physiology instructors.

John Pruitt – Student Services preparing for registration, H1N1 clinic, uploading process in banner to access assessment scores, contact student services if your department would like to schedule a presentation on FERPA laws.

Susan Dodd - Department has discussed the ALC, looking into human movement analysis for activity and athletic classes.

Arturo Rosette – Department reviewing curriculum, SLO assessment schedule, unit plans, new gallery show coming to the college.

Sherrean Carr – The Board will consider a recommendation to close the CDC Infant Program at the Dec. board meeting, which will result in a cost savings of \$50,000 from the general fund, still working on increasing enrollment and decreasing expenditures, CalWORKs working with the TANF-CDC program, a partnership between CalWORKs and the FCC, funds will be used to pay a portion of the salary for the CDC Director, materials and counseling, students will begin working in the center Jan. 1st.

Kathleen Rose – Tenure and probation meetings will begin tomorrow, draft of the Accreditation Midterm Report (50 pages) has been submitted to Steve for review, will be posted on Intranet with a blog for comments, final approval will be in Feb., acknowledged Anne Ratto and Fran Lopez for their work, the next SLO roundtable is Dec. 3, 1:00 – 2:00 p.m., North Lounge with light refreshments, focus will be on the English department portfolio assessment.

Curriculum Forum Discussion

This is another opportunity to ensuring curriculum forms are coded correctly.

AP 4231, 4225, 4227, 4240 and 5075 Revisions

These will be presented to Senate tomorrow, updates received from the CCLC Policy Subscriber Service, of special interest, AP 4231 Grade Changes, this will be presented to the Senate tomorrow, proposing to add language that students have one year to make a change grade, AP 4225 was presented by Vic and was approved.

Sub Practices

Kathleen referred to the minutes of Nov. 2 (Sub Coverage). Kathleen will draft a process to inform part time faculty and division areas, more discussion will continue on extended absences, will bring back in Dec., and send comments to Kathleen. Kathleen extended an invitation for help with the draft. Enrique suggested developing a document that serves the needs of departments/disciplines across the board and includes general concepts.

Student Success Discussion

Responses to question: What is student success?

Marlene Bumgarner– communication with community, meeting students who are at conferences, need job reference or need a teaching credential, want to transfer

Fran Lozano – need to collect data, are students successful in courses that are offered, structure has element of opportunities for success

Mary Ann Sanidad– able to follow students as they enroll in different classes at different levels, receiving updates from students, take skills back to real world, completing program may not be ultimate goal, but successful to build on skills acquired

Jane Maringer – Example: newly blind student learned how to use a screen reader, not passing gives clarification to getting help to succeed

John Pruitt – do we ask students how goals change over time

Arturo Rosette– identify what it is to be successful before identifying tools to get there, individual success, social success, the role education plays for society (contribution to society), ability to analyze, think critically, engagement and learning, students be more

engaged in learning, better skills to learn how to learn, ability to adapt to changes, address institutional aspects of teaching, SLOs and PLOs address knowledge, review the kind of language used in curriculum, student success measure at the University of Indiana a good model, survey for student engagement along with accountability should play a big part

Mary McKenna – Obtain information from Kaye and faculty in Allied Health to find out if students are getting what they need, students that transfer, student changes the way they think

Kathleen will distribute a report (Making Connections) to department chairs.

Sherrean Carr– CTE programs and Career Tech, measured by certificate completion, funding is dependent on meeting measures.

Moderator for next meeting: Arturo Rosette

Arturo suggested looking at other taxonomies, University of Indiana model; exit interviews with students, Rosa will get material to everyone to review before the next meeting.

Other

Kathleen indicated that SLO assessment input needed by December, round tables will hopefully support this effort, noted that Steve has been appointed as a Commissioner to the AJJC.

Memo from Candice Whitney: After Nov. 20, a “W” cannot be assigned.

Mary Ann Boylan – GECA teachers would like to meet with English and math department chairs regarding support for student success (Kathleen will arrange), next year’s scheduling for science/chemistry needed by Feb. 1

Kathleen will add GECA on the agenda for December department chair meeting (need numbers of projected number of students and a list of needs)

The meeting adjourned 3:55 p.m.

DEPARTMENT CHAIR MEETING

Monday, March 1, 2010

2:30 p.m., North Lounge

MINUTES

Present: M.Sanidad, F.Lopez, J.Pruitt, M.Bumgarner, S.Dodd, K.Rose, H.Kempis, E.Venable, S.Carr, F.Lozano, S.Au-Yeung, A.Rosette, H.Jukl, J.Maringer, E.Crook, L.Tenney, J.Hooper, M.Foguet-Mendoza

The meeting was called to order by Kathleen Rose at 2:36 p.m.

Updates and Announcements from Departments

Hanna Kempis – She distributed posters and reviewed ASB’s plans for participating in the “March in March Advocacy Day” on March 4, 10:00 a.m., in the student center, and the March to the Capitol on March 22 regarding budget cuts to schools. She asked everyone to encourage students to attend. Students can sign up in the ASB office for the march to the capitol.

Shuk Au-Yeung – is exploring ways of working with the budget to avoid cutting library databases.

Fran Lozano - is working on the schedule.

Marlene Bumgarner - Child Development faculty report that classes are full but many students don’t have textbooks. Kathleen Rose stated that the college will be investigating a textbook rental program. Mary Ann Sanidad suggested a fundraiser to purchase books. John Pruitt stated that Follett Bookstore donates \$10,000 each year for book scholarships and ASB gives loans to those who don’t qualify for financial aid.

Ellen Venable – While we want to support the bookstore it is very expensive, and the nature of publishing is changing.

Sherrean Carr - is working on Chancellor Office documentation for the Drywall Program, strategic plan updates, unit plan updates, Title 5, and on a grant.

Mary Ann Sanidad - ESL is working on developing a pipeline for non credit to credit classes.

Hope Jukl – Natural Science continues to work with the STEM grant, several faculty attended the ICTM conference, the department continues to work through the IEC process, Science Alive was a success.

Erin Crook – English continues to grow the program, they continue to work on learning outcome assessment, portfolio assessment, and new ways of using writing center.

Susan Dodd – PE/Athletics is working on course updates, SLOS, the fall schedule, and spring sports.

Jane Maringer – DRC is revamping Guidance 560, working on learning outcomes assessment.

Fran Lopez – DRC is working with Randy Brown on Guidance 560, Workability is sponsoring work readiness workshops in April.

John Pruitt – Student Services Council met today, is working on putting an assessment task force together, strategic plan updates and unit plans updates.

Enrique Luna – Social Science is working on strategies on solving issues with student writing. Many students are having scheduling problems with conflicting times or not enough time to get from the main campus to the off-sites.

Arturo Rosette – Fine Arts have started a discussion of the pros and cons of CLASS, two of their faculty were tenured, Bach to Blues is this weekend.

Leslie Tenney – Counseling served 734 students in nine registration days and 252 students participated in orientations, DRC students are expressing frustration about getting into classes, Degree Works will go live on March 10.

Kathleen Rose – Distributed the department meeting schedule and asked Department Chairs to send her any changes.

Department Chair Webpage

Kathleen asked everyone email their input to her regarding the Department Chair webpage; is it needed, how useful is it, suggestions, etc.

Program Inventory

Kathleen distributed the most recent Chancellor's Office Inventory of Approved programs. She asked Department Chairs to review their area and let their Dean know if they see any errors. She stated that they may also want to review if course outlines, degrees, and certificates are current or need to be updated.

Learning Council Presentation

John, Fran Lozano, Jessica Hooper, and Michelle Foguet-Mendoza reported that the Basic Skills group is interested in the formation of a Learning Council which would incorporate the focus of the Basic Skills group, work out obstacles, look at how learning is taking place and how it can be enhanced, focus on successful initiatives, and provide professional development on a regular basis. Those interested in participating can contact any of them. Enrique asked if this is broadening the scope or strategically starting where basic skills started. Fran Lozano stated that all students need to be supported. Marlene reminded everyone that not all student come to the Gilroy campus for services. Jessica stated that is about all students succeeding. They will be talking to students and doing student focus groups.

EIS Discussion

Kathleen reported that we are working with MIS to make the Executive Information System available for Gavilan as part of the Title 5 grant with Hartnell. Data is now available in spreadsheet format. It includes efficiency, grade distribution, demographics, etc. It can be useful for many purposes such as making scheduling decisions. Kathleen will follow up with MIS to make it available to those who volunteered to test the system. Bugs are still being worked out but eventually it will be available to all, hopefully by fall 2010. She will ask MIS to do a demonstration at a future meeting.

Adjunct Evaluations

Kathleen stated that she is interested in exploring how we do adjunct evaluations. It has been discussed at the Faculty Staff Development Committee. Currently the Deans evaluate new adjuncts and a consultant does the continuing. Once the consultant's evaluations are reviewed by the deans, she would like to discuss how they help Department Chairs as far as improving instruction, scheduling, staff development, etc. She also wants to discuss if this is the optimal way to obtain information for adjunct placement. She asked Department Chairs to think about it for discussion at the next meeting.

Student Success Discussion

Arturo stated that the two articles he chose to distribute were because the discussion at the time was on student success. The first article, "Searching for Success in Higher Ed" is a good framework for defining what student success is. Comments on the article included the following:

- What is essential at Gavilan to say that there is student success?
- The generally accepted view of success doesn't always include vocational goals.
- Individuals can define success in different ways. Students can have their personal definition but the question becomes as an institution, do we want to include those other elements? A student may not pass a class but they may see value in having tried. That discussion may affect our definition.
- The traditional definition are persistence, retention, grades, and possibly transfer.
- Success could also include creative thinking, critical thinking skills, and life skills.
- Education makes for enlightening individuals. We have students who do well and go on but don't become enlightened. Students who learn and grow and transcend where they have been are inspiring. How do you measure that?
- It is the holistic development of students. It is a challenge because we may not see the value in the experience. We tend to look and think in courses or departments.
- It is also being able to apply workforce skills and learning how to learn.
- What do students define as success, what do they feel they need, and how do we fill the need?
- More of a call for metacognition exploration.

Kathleen stated that our Board is asking for a structure that they are interested in supporting and committing to provide resources. She will look for existing models but we should develop our own. Arturo stated that if it is our definition, it is a reminder of what is important to us. It gives us something to be grounded on as we reconcile external definitions.

The meeting was adjourned at 4:02 p.m.

Submitted by Angie Oropeza