

Department Chairs-Minutes  
February 7, 2011  
NS Lounge

Present: E. Venable, K. Bedell, R. Sharboneau, S. Dodd, M. Sanidad, R. Kreider, S. AuYeung, F. Lozano, F. Lopez, S. Carr, D. Ellis, G. Ramirez, E. Crook, K. Rose .  
Guest: R. Brown

-K. Rose welcomed all and called the meeting to order at 2:35p.m.

-R. Brown reviewed SLO work: Compensation for SLO work is being offered at \$300/course for courses taught by adjunct. Ongoing communication needs to be taking place between full-time and part-time faculty regarding course assessment; course level submissions at 40%. Program level work must have student learning outcomes and assessment in a regular/systematic way. Program level assessments still low. Course level data can be used to complete program level assessment.

-K. Rose: Everyone knows where the resources are. The next challenge will be to take a look at the data in the SLO's and use it as a continuous improvement model. Adjunct compensation for SLO's will end Spring 2011 semester.

-R. Brown presented the Student Success Report (handout).

-K. Rose queried the group regarding their first observations of the data.

-M. Sanidad: The numbers don't look right.

-R. Sharboneau queried the 2004 ESL/Basic skills improvement rates: What worked in 04-05? All types of ideas are always being developed. How will we know what works? What were the variables: Economy? Students coming back? End of bust? Innovative, stronger grant funding? It is hard to know college-wise. Confounding variables. The student population has changed. Percentage of gender has shifted.

-K. Rose: We need to get a snapshot of our demographics.

-R. Sharboneau: We should tear the data apart.

-D. Ellis: We should be careful regarding making assumptions with the number of things that could have affected the numbers.

-R. Brown: If we see a pattern with the data from multiple sources then we should take a second look. ESL trend reflects numbers are deteriorating and may need different types of interventions. We may need to look at self-studies from IEC to see what was more effective for the period being looked into (intervention counseling, learning community approach, etc.).

-K. Rose -brought up the academic senate recommendations for schedule reductions (handout).

-K. Bedell: There is a conflict with the contract language regarding the senate recommendations. Faculty have first right of refusal. Criteria to be used should be reviewed and we should be as thoughtful as we can be.

-K. Rose moved on to item #4 (on the agenda): Prioritizing course enrollment. S. Kinsella will be reporting to the board a planned 2% increase in course offerings (2% of total course units). We will need to review what section increase makes the most sense: Students seeking classes, gateway sections, basic skills, major level courses that have not been offered because of reductions. Utilize GIDS and look at the course offerings side by side. The rationale is to provide a conservative amount of growth as we look to perhaps a more robust increase. K. Rose will stay in communication virtually.

Other news: We have the budget to support four faculty recruitments for fall. CD, English, and Econ will go forward. S. Kinsella will go forward with Department Chair recommendation for the fourth position.

-E. Venable: Weren't we trying to replace retirees? Where are we?

-K. Rose: Have we met the five year hiring plan with the first three.

-R. Sharboneau: I recall we were going to replace retirees before moving forward, then complete the hiring plan. After this we would move forward with a new hiring plan. The carry over practices were: Retirees, then the first hiring plan and every attempt to fill CD, Econ and English before anything else. We should be looking at retired positions.

-E. Venable queried the status (of retiree roster).

-K. Rose: S. Kinsella is looking for a recommendation from this body.

-R. Sharboneau: That would be Aviation.

-S. Dodd queried about the enrollment in Aviation.

-S. Carr: The class is full – thirty in each class.

-R. Sharboneau: There is a need in Counseling but I do not want to be remiss regarding Aviation.

-K. Bedell queried about the regulating body and what ratios are necessary for FAA.

-S. Carr: There are no FAA requirements that cite full time enrollment ratio to have a viable program.

-S. Dodd: The program review was just submitted.

-S. Carr: The program review listed the need for another full time faculty.

-R. Sharboneau: It is nice to have a program that lets people get in and get out.

-K. Rose: Then, Aviation is the top pick. Xochi (English) is not a retirement. Chronology would list English, then Counseling, Music.

R. Rose queried the group – where are we? Asked S. AuYeung for her input.

-S. AuYeung: It is difficult to say. We would need to vote today and I am hesitant.

-G. Ramirez: There is a need in all departments. Aviation is up to its full potential. While there is value in having counselors that can help students campus-wide, I would have to go with Aviation.

-F. Lopez: The DRC budget was cut by 45% two years ago. The position for a DRC Counselor is outside of the process because of its funding from categorical monies - allocations dictate operation.

-F. Lozano: There are two threads of consideration – growth vs. retirement.

-S. AuYeung: If someone retires then we would put them on the wait list for however long it takes (i.e. M. Abad).

-S. Carr: There is only one pot of money for either backfill or retirees. We have survived difficult years by not hiring positions.

-E. Crook: We should hire backfill then go to the hiring plan.

- E. Venable: We agreed to do retirements before increases.

-K. Rose: We are looking at a single pot of money and growth potential.

-S. Dodd: In the ideal world when we have one-person departments we would move to replace that one person. Conversely, we may choose not to replace a position such as the one for Larry Moeller.

-K. Rose: This group should be the recommending body and consider enrollments, retirees, and areas that we know instinctively need to be filled.

-S. Dodd: If the district is committed to Aviation and the program has gone in a positive direction, enrollment has increased; a viable program is confirmed.

-S. Carr: The move to campus has been positive, although San Martin is the preferred location.

-F. Lopez: Aviation has two full time vacancies.

-K. Rose requested a vote by a show of hands regarding recommending Aviation for the fourth position. Unanimously, Aviation was recommended for the fourth recruitment.

-K. Rose: Item #9 on the agenda, Part-time evaluations: The District list will move forward to negotiations. In context – the Department Chair Roles and Responsibilities and making sure they are equitable. Discussions will start in Spring and we will need to make a decision this semester. The evaluations are a critical aspect in the development of part-time faculty. The goal is to create a resolution for all.

The Office of Instruction program review will be sent to Department Chairs. It is time to revisit trends, changes, new procedures, new positive relationships and academic services in general. It has also been a while since we revised our Master Educational Plan. Instruction will initiate the update.

Re Accreditation – K. Wagman will formulate a draft of accreditation teams. We will need writing teams for four standards. The accreditation kick off will provide an opportunity for all teams to go over what this all means.

#### Updates and Announcements

-E. Venable: Nothing new. Off to a slow start. Vic Robinson is retiring.

-R. Kreider: IEC talk about majors – SB 1440.

-K. Rose: Go on CA Community College League website regarding SB1440 webinars. The first programs to go forward will be Communication Studies, Sociology, Kinesiology, AJ, and Math.

-M. Sanidad: Finished IEC report. Department has decided to use service learning in speaking classes.

-K. Bedell: Title V.

-S. AuYeung: Nothing special.

-G. Ramirez: Getting toes wet.

-F. Lozano: Title V-big push.

-F. Lopez: Jane Maringer is recovering. Rob Overson has taken over her classes. DRC has high student enrollment.

-D. Ellis: Lots of students – pool is very full.

-R. Sharboneau: Surprising how many students are still coming in trying to find open classes. Regarding the February 10 deadline - very serious this time around.

-S. Dodd: Three new adjuncts. We hired a new part-time Football Coach and part-time Men's Soccer Coach. The department plans to host an Open House and introduce the new people.

-S. Carr: Working on Waste Water Management Program – in process of developing curriculum.

K. Rose thanked all and adjourned the meeting at 4:01pm.

Next meeting March 7, 2011

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