Division Council Notes

April 7, 2014
11:00-1:00 PM
SE3-104

Attendees:					
Leandra Martin			Kathy Henderson		
Mina Jahan			Keith Johnson		
Tim Karas			Clement Lam		
Danny Nguyen			Janice Morgan		
Daniel Sanidad			Thuy Trang		
Wael Abdeljabbar			Rod Pavao		
P-Present, A-Absent					
Guests:					

Agenda Items:

Topic	Topic Lead	Time	Outcomes
Order of the Agenda	Martin	5 min	
Notes 3.17.14	Martin	5 min	Ask Patty to double-check for latest version of these minutes sent by Thuy where Clement's suggestions for change were recorded. Otherwise, minutes look fine and were approved.
PGC Preview	Lam	5 min	Two tasks next week: 1. We will review the responses from departments that were 12% and under for their report card. 2. Need to track summer/fall FTEF usage and targets.
Accreditation Visit Debrief	Martin	10 min	Leandra passed out the Rubric for Evaluating Institutional Effectiveness. 1. Program Review: we are at proficiency. They want us at sustainable, continuous, quality improvement. They want us to use SLOs to inform program review (more evaluation/reflection), more peer-evaluation, more evaluation from the top. Want college to look at ALL processes and how they work together. 2. Planning – same as PR. We met the bar from last time but they have moved it higher. Perhaps through GAP and IE committee, have summit at end of Spring. Every committee looks and talks about what it does. How do the results from each committee tie in with PR, etc. "You understand what you're doing but does the average faculty understand how everything is tied together?" More holistic approach. We need to show a 2 year cycle and begin this Spring so that we can implement in Fall 2014.

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Accreditation Visit Debrief	Martin	10 min	3.SLOs – We are at "development" and we need to be at "proficiency" – we have done some SLOs at the course level. A lot of hits and misses. We need to address technical issues within the SLO Modules in Governet. Want these results posted publicly (general findings) – need to address concerns with Academic Senate. Have not started doing it for every degree and certificate. Concern for large departments – need to streamline. Faculty may not understand the meaningful side of SLOs. Perhaps point to model departments who they can turn to for resources. Concerns continue regarding SLOs being used as part of faculty evaluations. Faculty's SLO results are NOT used in faculty evaluations. We will be penalized a bit on Distance Education (not 100% of our courses have regular instructor initiated contact).
Joint meeting format, topic discussion	Martin	10 min	Common Topics that impact both sides of the house: 1. Late Adds – how to reduce the number 2. Opening Day logistics (e.g. hours, helping evening students, room cancelations) Student Success Act mandates (create task forces)
Prioritize Program review requests for instruction	Martin/Nguyen	60 minutes	In the PR process, we should ask for more clarification in terms of what you need to maintain status quo versus what you want to augment. First step, criteria applied to ranking – use CBAC ranking in the past • broad impact to students (e.g. # of student served, tie in SSA objectives/goals such as persistence, retention, completion) • health/safety/regulatory requirements • direct impact on instruction • connection to strategic/college goals • For example, innovation, coordination with Master Plan (EFMP). • synergy/interdisciplinary benefits Rank by Top, Middle, Bottom.

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			We got halfway through. Danny will email the document and we will submit the remainder of our rankings (T, M, B) by tomorrow before midnight.
Schedule Production Update	Nguyen	10 min	Did not address
Gillmor Update	Karas/ Martin	10 min	Did not address
Two-year planning	Nguyen/Karas	10 min	Did not address
Future agenda Items			Faculty record keeping policy, Top 5 majors schedule, Moffett partnership. cancellation of classes policy during emergency. Student Success Act