Division Council Notes

August 26, 2013
12:00-2:00 PM
SE3-104

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

P-Present, A-Absent

Guests: Millie Calderon (Winter/Spring Schedule Process)

Agenda Items:

Topic	Topic Lead	Time	Outcomes
Order of the Agenda	Martin	5 min	Opportunity to add-to or adjust agenda
Organizational structure	Martin	5 min	A decision was made last semester to move CHD from Liberal Studies to Bus/Tech and ASC from Bus/Tech to Language Arts. However current management has reversed this decision because they wanted to take time to have a more inclusive, college-wide discussion to look at the organizational structure. As this is the first Division Council meeting of the semester, introductions were made at the start of the meeting.
Communication on cancelled classes	Martin	10 min	Many students came to the OI today upset that their classes were cancelled but they were not notified (for F13 classes as well as last semester, SU13 classes). 1. The system has a mechanism for sending out student notifications but there was some confusion on who was going to send out the notices. This is a district-wide issue. When we discovered the problem, notices were sent out immediately, however, this triggered notifications for classes cancelled in Summer 13. This confused some students who thought their Fall classes were being cancelled.

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Notes:			
			2. Need to address issues and set up a standard process. The committee brainstormed ideas and reached consensus on the following approach: a. SOC will collect the list of student IDs and e-mails in a cancelled class before submitting the section change forms and will send this information to Department Chairs before the class is cancelled. b. Department Chairs should send out notices to the students listing other course options when possible. c. The curriculum specialist in the Office of Instruction will active the notification process periodically in case any department chairs do not inform their students. d. MC should have their own process, however, the current system sends out notification to both colleges when activated. 3. Cancelled classes are posted on web (same webpage as absence line). Signs are posted in classrooms, student portal. 4. It is essential to get the list of list of student emails before actually canceling class since this information disappears after the class is cancelled.
Current Enrollment Snapshot	Martin	10 min	8/26/13 data this year and last year Enrollment is approximately 5% below where we were last year (note: we did not make our target last year. Slightly more foreign students this year High school numbers down from last year As of today, WSH/FTE – 469 Need to make adjustments – balance Fall and Spring; strong Summer but cannot continue to push Summer. Need to focus on primary terms (Fall/Spring)
Fall Schedule updates	All	40 min	Evening classes are weak as in previous two years Long financial aid lines PSYCH: Moved FTE to PSYCH but now the market is saturated and have cancelled low enrolled classes MUS is struggling – low enrolled classes ENGL/COMM: strong READ: program doing very well; capped waitlist courses ESL: struggling (smaller schedule in Spring) LIBR: doing ok MATH: cancelled some weak Math classes – MAPS classes SCIENCES: will offer more classes once we are in Gilmore

			FPT: strong HOD: consistent numbers; Gen. Ed. solid CPR classes always fills HM: solid numbers, generally waitlisted KIN: numbers down, repeatability issue negative effect on KINE CIS: close to 80% full CSIT/CIT: moves with economy CIS: new programming course filled quickly BUS: some challenges – one class cancelled, some enrollment challenges Wk Exp: Solid enrollment (mostly HM classes) Loads: In past, the college had trouble incorrectly loading classes in the schedule. Push from District to correct our data. PGC Process: check current detail reports for accuracy Labs: check with load book Concurrent enrollment loads – check hours, units – these will change load outcome
Winter/Spring Schedule Process	All	30 min	Winter/Spring Schedules (Millie Calderon): Millie reported we are on track with the SPR14 schedule. 1. Thais sent the SP14 schedule to the Deans on August 21 and the Winter schedule was sent on August 22. 2. Sept 2-5: The Department Chairs will review and submit schedule to their Division Chairs by 5pm Sept 5. 3. On a very tight schedule. The sooner the schedules are submitted, the better. Timeline will need to be modified – some weekend dates were counted as business days. Catalog: Just about ready to go to print, however, need to be as accurate as possible, especially with Accreditation Visit in Spring. Please check the catalog online. Any changes to Millie by end of day Friday, August 30. Evening classes – Spring Brainstorming on the low enrollment for evening classes. One suggestion is to pilot earlier start time at 6:30 pm. This is currently in place for Fall in a few areas; would like to discuss for Spring 2014. Is this a better time to start? Dept Chairs could ask students what time they prefer class surveys to get feedback.

			Revisit the grid before making adjustments. May be a problem with back to back classes. Material Fees: Make sure they are meeting all the requirements. State is looking very carefully at the fees. Most material fees are being phased out. Winter Session: Look at PGC plan – this is the basis (based on last Winter or 2 years ago) Last year was unusually low Some struggling programs withdrew their offerings Need to discuss at next PGC meeting
Discussion of items and priorities for future Division Council Meetings	Martin/All	20 min	1. Faculty Handbook: a. The previous Faculty Handbook was removed from the web because it contained student ID information. b. The new 2013-14 Faculty Handbook has redundancies and could be pared down to be more relevant to faculty. c. Need to get a subcommittee to go through Faculty Handbook again: start with Table of Contents. 2. Sample Syllabus on website is problematic a. It didn't have grading grid b. ESL decided not to use it c. Need to develop a good model d. Model must go through the Academic Senate 3. Exam the top 5 Majors for the college a. Is the schedule of classes designed so students get enroll in classes for these majors and complete in 2 years? (long term group project) 4. Absence Line a. How do we find out if this is working? b. How can we improve? Studies needed 5. Accreditation a. SLO Assessment – a weak area for us in upcoming Accreditation visit b. Good SLOs are not specific c. Incorporate SLO assessment into PR and resource allocations d. What can we do now this year instead of waiting for Accreditation to issue a warning?