



Division Council Notes

September 4, 2013

10:00-11:00 PM

S1 Conference Room

| Attendees: | | | | | | | |
|--|------------|----------|---|------------------------|----------|----------|--|
| Leandra Martin | P | | | Kathy Henderson | P | | |
| Mina Jahan | P | | | Keith Johnson | | A | |
| Tim Karas | P | | | Clement Lam | P | | |
| Danny Nguyen | P | | | Janice Morgan | P | | |
| Daniel Sanidad | | A | | Thuy Trang | P | | |
| Wael Abdeljabbar | P | | | Rod Pavao | | A | |
| P-Present, A-Absent | | | | | | | |
| Guests: | | | | | | | |
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| Agenda Items: | | | | | | | |
| Topic | Topic Lead | Time | Outcomes | | | | |
| Order of the Agenda | Martin | 5 min | Opportunity to add-to or adjust agenda | | | | |
| Review and Approve: DivC_notes_2013-08-26 | Martin | 5 min | <p>Notes were reviewed and approved.</p> <p>Process of approval and posting of Division Council Notes is as follows:</p> <p>Notes are edited by Leandra Martin and sent to DC Committee members for review at the next DC meeting. Documents discussed and related to the DC Notes will be posted on the Public Drive Athena.</p> <p>Once approved, these notes will then be posted on Inside Mission (Mina will have Ken Oda, our Webmaster, set this up), as well as the Overview and Purpose of Division Council and the list of Committee Members. The notes will then be sent to all the Department Chairs and provided to Academic Senate.</p> | | | | |
| Current Enrollment Snapshot | Martin | 5 min | <p>Historical data comparison from last year to this year is not available, however, from this year forward will keep historical data. Sarah Randle of the Research Office provided data from F12. The total seat count is down – question as to why is there a difference between % of seat count and FTES from F12 and F13</p> <p>In past, noncredit classes included; this report does not include noncredit classes (need clarification – are noncredit classes reflected in the numbers)</p> <p>Grant funded courses will be included in enrollment data (not included in PGC data)</p> <p>Sarah took out tutoring, IS courses</p> <p>Take out honors classes?</p> <p>Special handling</p> | | | | |

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| Fall Schedule Updates | All | 30 min | <p>ESL – opened an ESL section (high level grammar). Overall, 36 students added to ESL program but there is a good chance this could go up to 45-50. Students are showing up.</p> <p>Language Arts/Liberal Studies: Cancelled 4.5-5 FTEF total for the two divisions.</p> <p>Some faculty thought we were cancelling classes too soon, that maybe enrollment would pick up after classes started. A question as to whether summer classes were canceled under 15? There was no direct order but if it was believed more students would add, the class stayed open.</p> <p>Staying Student Centered: If the first class meeting is low enrollment, is it fair to the students to continue with the class for the week and then cancel at the end of the week? Need to consider what is best for the student – they have bought the books, done the homework and other courses might not be available.</p> <p>Need to push open classes, late start classes. Keep our efficiencies - cannot afford to keep classes that are low enrolled.</p> <p>Guideline? – 15 or 20</p> <p>Need solid justification from Department Chairs. Otherwise it causes a lot of extra paperwork (SOC, HR, Dept Chair) cancelling after one class meeting.</p> <p>BUS – Cancelled three classes</p> <p>CSIT – Offering a new course and 48 students are waitlisted. Would like to offer a second course but the challenge is finding another qualified instructor</p> <p>TECH – Full classes and have filled quickly</p> <p>Applied Science: Numbers are well, steadily increasing in HOD</p> <p>KIN: Struggling. 2.1 FTE cancelled. Students didn't know that PE is now KIN and as a result, students had heard MC was not offering PE so they enrolled at WVC. There were also ERROR messages when adding classes.</p> <ul style="list-style-type: none"> Market program: "PE Day" Webpage: announce PE is now KIN Let the Welcome Center know that PE is now KIN Signs on sandwich boards with this information Look at current trends for KIN Repeatability limitations Funding to bring in courses Finding students to pull into classes New facility/PE Annex <p>Concerns about finding qualified instructors. Need to streamline the hiring process for PT pool. This will be on next week's agenda.</p> |

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| <p>Accreditation with SLO's</p> | <p>All</p> | <p>15 min</p> | <p>Handout: ACCJC News – Summer 2013 dated July 19, 2013 Handout: Rubric for Evaluating Institutional Effectiveness – Part III: SLO</p> <p>Emphasis on Sustainable Continuous Quality improvement:</p> <ul style="list-style-type: none"> • Student learning outcomes and assessment are ongoing, systematic and used for continuous quality improvement • Dialogue about student learning is ongoing, pervasive and robust • Evaluation of student learning outcomes processes • Evaluation and fine-tuning of organizational structures to support student learning is ongoing • Student learning improvement is a visible priority in all practices and structures across the college • Learning outcomes are specifically linked to program reviews. <p>Using SLOs at all levels and documentation SLOs are in syllabi, PR Documentation doesn't have to be limited to grade Need for all Faculty to know about SLOs-Accreditation</p> |
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