



## Division Council Notes

September 9, 2013

11:00-1:00 PM

SE3-104

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

**P-Present, A-Absent**

Guests:							

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_2013-09-04	Martin	5 min	Notes were reviewed and approved.
Enrollment Data	Martin	10 min	The target numbers from last Tuesday, Sept 3 and today are very similar (7 students). Late start classes will be listed More discussion about promoting/marketing classes: Signage, website, instructors could mention other class availabilities, ads in Spartan Daily newspaper or other college papers; Safeway shopping cart, Email marketing (with follow-up emails, "Constant Contact") student portal, advertise in Angel), announce late start G.E. classes and encourage students to attend.
Hiring PT Pool	Abdeljabbar	5 min	Need to streamline the Part-Time Pool process. HR is currently working on this and will bring this forward to Academic Senate.
Summer Survey	Martin	20 min	Handout "Mission College Summer 2013 Survey" The challenge is getting more students from the outside to take classes at Mission. 40% of the students who enrolled for SU13 took classes during SP13. 70% of respondents' educational goal is to earn a Bachelor's Degree from a college or university. 64% of respondents said taking summer classes will have no effect on the number of units they take in Fall 2013. Biology was the top choice for future Summer offerings (62%, followed by WHP 48%); however, for WI14, WHP at 39% was the top choice followed by Biology at 32%.

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Notes:			
Current Class Schedule	Martin	20 min	<p>MC usually starts evening classes at 7pm. Discussion about starting earlier, i.e., 6pm, 6:15pm, 6:30pm.</p> <p>There are some challenges of changing the evening times: classroom issues, back to back classes, starting time changes may impact departments (example: CIT – prefer a later start time because they get off work later evening), large depts. vs small departments (affects pool of instructors) and depends on which departments; need to coordinate times with other classes; start time→end time = how many of these are 3 unit classes?;</p> <p>Suggest asking students what times they prefer evening start time – 7 pm or 6 pm. Can try some earlier class times, don't have to require departments to follow grid. Identify sections with better enrollment potential and then experiment with different times.</p> <p>There was a concern that a change in grid could be a potential disaster – room schedule problems.</p> <p>Need to ask Sarah for start time data.</p>
Training Topics	Nguyen	20 min	<p>This is a continued discussion from Summer to identify training topics for Division Chairs and/or Department Chairs. Possible Topics:</p> <ul style="list-style-type: none"> <li>• Room Scheduling Software</li> <li>• Contact hours and 320 Report</li> <li>• Basic Aid and what it means</li> <li>• Training Faculty on Hiring Process</li> <li>• Accreditation (teams, communicate to community, understanding Accreditation)</li> <li>• SLO's</li> <li>• Learning and Teaching Initiatives</li> <li>• Other: Fill in</li> </ul> <p>Survey Monkey will be sent out to Division/Department Chairs with a ranking of 1-5 for each topic.</p>
Gilmore Center	Martin	5 min	<p>We will be moving in the Gilmore Center but are waiting for an unofficial word on the move.</p>
High School Planning	Martin	20 min	<p>Spring 2014 is going well, already have four sections offered in the Santa Clara High School Program: SOC 1, Counseling A, HIST 17B and ACCT 21A. These classes will be offered on Thursdays only from 3:45-6:10 pm (all are 3 units). There is a possibility of adding a Nutritional Science class for SP14.</p> <p>HS Courses are considered Marketing/PR for MC rather than FTES generated. Anyone can enroll in these high school classes (the school</p>

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			<p>district does bus students from other high schools to the Santa Clara HS campus). Usually less than 25 students are enrolled in these classes.</p> <p>Can departments absorb this in their efficiency? It is up to PGC to include this in the department plan.</p>
Next week's agenda		10 min	<p>Define Projects that will be done this year</p> <p>2 year Schedule</p> <p>Accreditation</p> <p>Student Success Act</p>