Division Council Notes

October 21, 2013
11:00-1:00 PM
SE3-104

Attendees:					
Leandra Martin	P		Kathy Henderson	P	
Mina Jahan		A	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:

Agenda Items:

Topic	Topic Lead	Time	Outcomes
Order of the Agenda	Martin	5 min	
Review and Approve DivC_notes_2013-10-07	Martin	5 min	Notes were reviewed and approved.
Accreditation Update	Martin	10 min	Standard II is almost complete at this point. Daniel Peck, Cathy Cox, Heather Rothenberg and Leandra meet every week. There are two items they are looking for (1) MC Fact Book (2) Syllabus. Standard III is pretty much complete. Cathy and Heather are looking for information on staff training/diversity for classified. A student assistant has been hired to organize the standards, formatting the evidence documents, etc. The November 2012 revised Substantive Change report was never submitted to ACCJC and will be submitted with course updates prior to the March 7 meeting.
Organizational Structure	Nguyen	10 min	Continued from 10-7-13 DC meeting. CHD/CDC move from LS to BT Division – agreed consensus; ASC move from BT to LA division – agree consensus. Feedback was that if the departments were okay with the move and there were no concerns, the department moves were approved. The third move, CA/BUS/REAL – Wael Abdeljabbar reported that this move was not recommended. Concern about the problems with the individual departments and these should be resolved independently first before supporting the move and this idea of combining the departments. Wael will bring these recommendations for reorganization to the academic senate.

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Notes:			
Schedule Production Process & Timeline	Karas	20 min	• On track for schedule production • Carmen working on formatting, proofing • Final draft will be ready a week from Monday Two Tasks currently going on now: 1. PR, PGC, Schedules 2. Use previous year Schedule Template for this December as a way to start the next scheduling process Consensus approval for starting the planning for Fall 2014 in November/December with a goal of having the first draft ready for approval at the beginning of Spring semester. This will give additional time for SOCs to input their data. The spread sheets from fall 2013 will be used as a starting point. November: Invite Department Chairs/SOCs to a meeting to explain why (keep it simple) and create timeline. Tim will draft up a pilot plan to look at logistics/processes that DC will discuss in future meetings.
SOC Reorganization	Martin/All	50 min	Discussion of Office of Instruction Support. Leandra explained some data challenges and the need for increased support in this area. The entire group discussed challenges and concerns. This will be examined further in later meetings.
Class Times Preference	All	10	Ask students what class times they would prefer (via Survey Monkey, or surveys taken during class or it was suggested to have a Survey Week) Survey results could be determined by: -Different classes audiences -Disciplines -Class demographics Preferences asked: -Prefer MWF?/once a week?/ twice a week?/Day or Evening?/online or hybrid classes?
Next Week Agenda Items	Martin	10 min	• Accreditation Planning Agendas • Schedule Production Process and Timeline Follow-up • SOC Reorganization (Continued) • Class Time Preferences (Surveys)