



## Division Council Notes

**November 4, 2013**

11:00-1:00 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
<b>P-Present, A-Absent</b>			
Guests:			
Char Perlas, SLO Coordinator; Cathy Cox, Accreditation Editor			
Agenda Items:			
Topic	Topic Lead	Time	Outcomes
Order of the Agenda	Martin	5 min	
Review and Approve: DivC_notes_2013-10-21	Martin	5 min	Notes were reviewed and approved.
CurricUNET SLO Input	Perlas	15 min	<p>Char Perlas, SLO Coordinator, came to talk about CurricUNET and SLO Input.</p> <ul style="list-style-type: none"> <li>Currently there are problems with Governet and CurricUNET but Char is meeting with Governet and hopes to resolve these issues as soon as possible.</li> <li>There was a question as to who should have access to CurricUNET: All faculty or Dept. Chairs. This was not resolved.</li> <li>It is important when inputting information on CurricUNET to include as much evidence as possible however it is important to fill the information in the form rather than attaching a form since information college-wide on SLO completion will be collected from the populated fields. Additional detailed information can be attached,</li> <li>There should be a collective SLO analysis for every class, rather than individual ones submitted by each instructor. Each department will need to determine how they will do that collective assessment.</li> <li>If it is a one person department, it was suggested that they meet with other departments for dialogue and to learn from each other.</li> <li>All course and program SLO's need to be assessed within the Program Review cycle. This is a four year cycle for most programs and 2 years for CTE programs.</li> <li>Reminders are sent out automatically by Governet.</li> <li>The SLO taskforce will schedule training/workshops for CurricUNET</li> </ul>

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Accreditation Update	Martin/Cox	60 min	<p>Cathy Cox, Accreditation Editor, attended the meeting for an Accreditation Update. (Heather Rothenberg, also Accreditation Editor, was teaching a class and unable to attend the meeting). Hard copies of the Self Study were delivered to everyone at the meeting.</p> <ul style="list-style-type: none"> <li>• All participants are encouraged to provide feedback on the self-study.</li> <li>• Submit the changes by hardcopy to the Instruction Office. These will be organized into each Standard and by page number from the Self Study and given to Cathy.</li> <li>• The self-study will be presented to Senate this week and to the Board on November 19<sup>th</sup>.</li> <li>• Leandra reported on Accreditation visiting team visits conducted in Fall 2013 and reported:</li> <li>• Teams are comparing the list of active courses (offered at least every 2 years, the state curriculum site and the college catalog.             <ul style="list-style-type: none"> <li>○ Cathy did some research and discovered that the state inventory has 1900 course listings for MC but we only have about 800 active courses in CurricUNET. MC needs to deactivate courses that we don't offer. Courses that were initially in CurricUNET but not active anymore can be pulled out of CurricUNET (this would be historical data).</li> </ul> </li> <li>• Teams are checking course outlines to make sure SLO's are listed on each syllabus. Teams are asked to describe how they monitor that this is done every semester.</li> <li>• Teams are checking to ensure that all evaluations of faculty (both FT and adjunct), classified and administrators are up-to date.             <ul style="list-style-type: none"> <li>○ Faculty Evaluations – SP13 Evaluation lists will be sent to Division Chair/Dean to notify them who did or did not complete the evaluations for their faculty in S13. These need to be completed this semester so all lists are up-to date.</li> </ul> </li> <li>• Teams are making sure that all course, program, degree and institutional SLOs are being regularly evaluated.             <ul style="list-style-type: none"> <li>○ Program/Degrees: need more work on the SLO program level. MC does not meet this standard.</li> <li>○ There needs to be a lot of work at MC in F13 to enter the SLO data for all courses into CurricUNET so MC meets this standard.</li> <li>○ The SLO taskforce is completing an analysis of the institutional level SLO.</li> </ul> </li> <li>• Teams are going into every distance education course to make sure that these courses include regular and substantive interaction with the instructor, initiated by the instructor, and on-line activities are included as part of a student's grade.</li> <li>• MC needs to assess their current classes to make sure that</li> </ul>

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			<p>this is being done. There is a need to revive a DE Committee. Also MC needs to get the word out about these requirements before instructors prepare for their Spring 14 syllabi.</p> <p>Cathy, Heather and Leandra will send out a joint weekly Accreditation Newsletter to facilitate communication before the site visit in March.</p>
Student Survey Update	Martin	10 min	Sarah Randle sent DC members the survey, <i>Class Demand Survey Summary</i> that was administered in Fall 2011. This will be tweaked and re-sent: who do we send this to and how do we collect the information?
Organizational Structure Update	Nguyen	5 min	The organization structure for SOCs will be discussed at the SOC/Dept/Div Chair meeting next Thursday, November 14.
Schedule Production Process & Timeline update	Nguyen/ Karas	10 min	The discussion was led by Danny and Tim regarding the proposed pilot scheduling process. This is in the exploration stage of discussions with the SOCs, Division and Department Chairs. Division Chairs will talk to their Dept. Chairs about the pilot for feedback and report this information to Clement, Tim and Danny. Will need to identify Departments (target: 10 departments) who are willing to participate for a yearlong schedule (Fall) driven by enrollment management and student needs (PGC). They would like feedback/dept input. The team proposed to launch a pilot next week and will work with PGC to ensure that they have approved PGC plans. We would like to revise the production timeline to the end of this semester for the coming Fall to devote more time for SOCs to process the schedule and others to proof the schedule.
PGC Update	Lam	5 min	PGC will meet this Wednesday, November 6. Clement will send out FTES target/FTEF usage
Future agenda items	Martin	5 min	<ul style="list-style-type: none"> <li>• Follow-up from today's meeting</li> <li>• Science building: rooms/labs and who moves into these areas</li> <li>• Rooms in new building</li> <li>• Student Engagement Building</li> <li>• Class Times</li> <li>• SLO Training</li> <li>• Follow-up from next Thursdays meeting (Nov. 14) – Bookstore ordering, SLO Training, proposal for SOC re-org feedback, participating departments in the Pilot Scheduling Process, Accreditation (what is going on/what we need to do)</li> </ul>