Division Council Notes

November 18, 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-Present, A-Absent

Guests:

Agenda Items:

Topic	Topic Lead	Time	Outcomes
Order of the Agenda	Martin	5 min	Committee added review of notes from 11.4.13
Review and Approve: DivC_notes_2013-11-04	Martin	5 min	Notes were reviewed and approved.
Follow-up: Pilot Scheduling Process	Nguyen/Karas	10 min	Process is underway for the Pilot Scheduling including guidelines/timelines/draft (although we anticipate there will be problems). This Thursday and Friday from 10-11 am there will be an open house for OI for any questions/concerns. Clement, Tim, Danny and Aileen will be meeting to go over the Pilot Scheduling. A Division Chairs role is to understand the process and to refer appropriate questions to the Department Chair. Currently the pilot scheduling group is recruiting two department chairs to join the task group. The eventual goal will be to tie this with PGC plans. Fall: Pilot process for new schedule process Spring: Everyone will implement the pilot process Next PGC process is next Fall – at that time the subcommittee will work on making that a seamless process Concerns: • Need to schedule addition sections for sections with waitlist early (students may go to other colleges if all class sections are filled) • Scheduling Process Software. Need more exploration on this. At this time the district has not committed on a district wide data management system. • Data Entry accuracy • Scheduling of rooms (complicated with move to Gillmor) • Eliminate need for paper spreadsheets and multiple data entries.

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PGC Update	Lam	5 min	2013-14 Good progress in approving plans. Will meet again this week to finish the plans.
Follow-up: of SOC/Dept Chair meeting of 11-14-13: General	Martin	15 min	Meeting was well attended. Handout on meeting *Department Chairs-Division Chairs SOC meeting Note, November 14, 2013 – TAV 130 Telecommunications Room*
Follow-up: of SOC/Dept Chair meeting of 11-14-13: Accreditation Concerns	Martin	40 min	Accreditation • People will need to know what to expect with Accreditation meeting. • Updates every week from Cathy Cox, Heather Rothenberg and Leandra Martin. SLO's • How to build the sense of urgency? • How do we get faculty to input data from the last few years into SLO Module? • Char has been doing trainings and is available to meet with faculty as needed • SLO's can be updated/revised in CurricUNET • SLO's need to be on syllabus: • How do we make sure the SLO's are on the syllabus and that they are current? Syllabus: ○ Create an SLO Template/checklist ○ SLOs has to match what is on CurricUNET ○ Department Chair needs to tell faculty to re-write if not correct DE • More tech support/training is needed • Do I meet the requirements for instructor initiated contact? • Regular and substantive interaction with the instructor required • The first DE training on meeting the accreditation standard was held Friday November 27, 2013. Approximately 20 faculty attended training led by Heather & Leandra • Involvement of instructor/interaction w/student via discussion board/discussion forum/moderated/online activities is a required part of the grade • The Mission College DE standards passed by the Academic Senate meet the accreditation standard. Need to publicize these. • Take training to department meetings to educate faculty • Do instructors need to be certified before they teach?

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Follow-up: of SOC/Dept Chair meeting of 11-14-13: SOC duties	Martin	40 min	More help is needed in the OI for correcting errors/inputting data in CurricUNET and State Chancellor's Office
Future Agenda Items	All	5 min	• Continue SOC Discussion • Updates: Accreditation, SLO's