Division Council Notes

December 9, 2013
11:00-1:00 PM
SE3-104

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		A	Rod Pavao		A

P-Present, A-Absent

Guests:

Agenda Items:

Topic	Topic Lead	Time	Outcomes
Order of the Agenda	Martin	5 min	Order of the agenda was approved.
Review and Approve DivC_notes_2013-12-02	Martin	15 min	Notes from 2013-12-02 were approved with some changes to the ISLO comments.
PGC Preview	Lam	5 min	There will be a meeting this Wednesday, Dec. 11 (last meeting of the semester). Revised PGC Plan: ASTRO/PHYSICS/READ/ENGL will add 1-2 classes. BUS-not sure if they will provide any revisions. All plans will be finalized at PGC meeting. Will also discuss HS classes and Leandra will have a quick overview of Gillmor Center room schedule. Received preliminary report from Ngoc Chim from District on FTEF (possible FTEF for next year). Clement will look at this data today. Clement reported that he would be sending any department requests for additional FTEF to the PGC members over break electronically.
Room Schedule - Gillmor	Karas/Jahan/Nguyen/Martin	30 min	Leandra distributed a preliminary list of the classroom crosswalk between main building and Gillmor. This list will be completed before the Department chair/division chair meeting in January. Need to target the same number of classes in the Main building/MT to those in Gillmor. Need to focus on classrooms and labs and which classes are scheduled in these rooms. Three room types: • Primary/dedicated spaces (pink) • Other classes (including labs), if they are dedicated or not (yellow) • General classrooms – are not dedicated (example: Sorensen Hall = large classroom) (White)

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Notes:			
			Visualization Rooms Need to identify which classes will utilize Visualization Rooms Math classrooms – identify software for classes; need use of computer classroom (Math Lab) Main Building Usage: • What happens to main building when we move into Gillmor? • 1 to 1 Correspondence • Which classes in the main building will need to be opened in Gillmor? • Shut down one area to save money • Will meet in January to discuss this issue Clement will send his spreadsheet of his Math classrooms/rooms. Danny will request Gillmor room floor plan from Admin Services. With the Pilot Schedule, will test the Math/SOC/Psych classes and run through Ad Astra and see what populates in Gillmor. Other classes can then be scheduled for rooms. We should be able to find if there are any times/room availability to schedule other classes more efficiently.
Update on DEMC discussion on Exempt courses	Martin	15 min	Leandra handed out a list of MC Exempt courses approved by DEMC. All submitted courses were approved accept FPT. These classes require an additional professional expert every 10 students, however since this person does not replace the faculty member, these classes do not have a reduced number of students per instructor. This was a very spirited discussion including: • All the Allied Health and Disabled Student Programs were approved • FPT classes – FPT classes were not approved as exempt courses • Not everything was resolved • Discussed ratio of instructor: student, size of classroom

Agenda for Department Chair/Division Chair Meeting Before S14 Flex Day	Martin	30 min	It was decided to have an Accreditation Prep meeting with the Dept/Div/Deans on Wednesday, January 22, before Flex Day (January 24). Items identified for this meeting include: Accreditation updates on DE, SLOs and Evaluations, scheduling updates, enrollment updates. Will have funding for substitutes and cater food for meeting.
			Agenda Items:
			• Student Learning Outcome (SLO)- Distance Ed Learning (DE): Developing Training Modules
			  ○ DE Standards
			  - How do we get it to the people who need it most?
			  - Course Syllabus
			  - SLO's: how many are assessed? (course; program/degree/certificate – proficiency and achievement
			  - Catalog: program assessments (many will be

			eliminated) o ANGEL Lite o Lecture capture o Content Syllabi - Need to list SLO's and how to track it (responsibility of dept chairs) - Does it meet the DE Requirements? • Evaluations o Make sure departments are checking who has completed the evaluations • Curriculum Cleanup o Make sure we are offering these classes in CurricUNET (either remove or offer these classes) • Preparation for Accreditation Visit o Flow Chart/Guidelines for Faculty and Staff o Where are the documents located? o Tracking mechanism • Division Meeting after Flex Activities
Future Agenda Items	Martin	5 min	• Reassigned time: Groups will be formed to work on this • 2 year schedule: Possible Chair: Thuy Trang. Making sure we are offering the right classes • Top 5 majors schedule: This goes hand in hand with the 2 year schedule. Will be discussed next semester.