



Joint DC-PGC Notes

April 28, 2014

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		A	Thuy Trang	P		
Wael Abdeljabbar	P		Rod Pavao	P		
Rick Bennett	P					
P-Present, A-Absent						
Guests:						

Agenda Items:			
Topic	Topic Lead	Time	Outcomes
Order of the Agenda	Martin	5 min	Clement requests adding Calendar to the Agenda
Gillmor Center Office Furniture	Martin	10 min	Unless there is a compliance issue, the college will purchase office furniture for the Gillmor Center. Leandra will send out a general email to everyone.
Update on Schedule	Martin	10 min	<p>The pilot process was a success and feedback indicated timeline worked well. Schedule process to start earlier, Spring schedule will be worked on during summer. IS rollover last week and Aileen is formatting and working on templates which will be sent out tomorrow.</p> <p>Scheduling Updates:</p> <ul style="list-style-type: none"> • Encourage departments to schedule evening classes earlier: 6:00/6:15/6:30pm • MWF class scheduling (preferred by students based on survey) • Friday/Saturday classes • Need to make sure courses are schedule for students to complete their degrees • Consideration of 49er Monday night games/Stadium events
Discussion on FTEF	Martin	10 min	<p>Total target for next year: 7263</p> <p>Last summer was 784, this summer will be lower.</p> <p>Will need to look at PGC plan semester to semester and look at the total FTEF. Will look at division by division numbers (Clement has the spreadsheet and will this send out tomorrow). Assuming next week we get the data, we will meet next Monday.</p> <p>Will ask Sarah of Research for historical data on past three years to see the balance of the college.</p>

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Notes:

Calendar	Clement	15 min	<p>Discussion on 5-week or 6-week Wintersession 2014-15. Currently for SP15, first day of class is scheduled for Jan 26 with final exam before memorial day weekend.</p> <p>Proposed with 5-week Wintersession: SP15 – first day start date Feb 17 (Flex Feb 12) with finals the second week in June.</p> <p>Proposed with 6-week Wintersession: SP15 – first day start date Feb 23 with June 20 end of semester.</p> <p>Concerns:</p> <ul style="list-style-type: none"> • Would students want to come back after Memorial Day? • Need more research/survey – what students took last winter, where are they from? • 6 week advantage: mirror image of summer which may appeal to schedule production • Most Bay Area colleges do not offer Wintersession classes • Faculty may be resistant to this • May not provide enough time for faculty to prepare for new academic year
Division Chair Elections	Martin	10 min	Was not discussed at the meeting today.
Committee Evaluations	Martin	65 min	Annual Self-Evaluation of Institutional Effectiveness Committee form was created by the Integrated Planning Accreditation Committee that met last Friday. This meeting was attended by various heads of committees. This document was created to evaluate each committee and upon approval by GAP, will be filled out by each individual committee. Need to look at each individual committee and see how they work with each other, how the committees were evaluated, what you did to change it, how is it better, what works and what doesn't. What is the committee mission and what do we do? Will have committees fill out this form and the results will be discussed at the summit meeting in May.
Next week			FTEF, Adding more classes in Wintersession
Future Agenda Items			Top Five Majors, FTEF