**Department Chairs/Division Reps’ Meeting**

**December 6, 2016**

**1:00 pm**

**Attending:** Eileen Apperson (Dept. Chair Comm/Comp/Lit), Marcy Davidson (Dept. Chair, PE/Health Sciences), Pam Gilmore (Dept. Chair Business), Bill Turini (Dept. Chair Fine Arts/Social Sciences), Veronica Cornel (Dept. Chair Science/Geography), Ron Reimer (Dept. Chair Math/Engineering), Linda Reither (Dept. Chair Auxiliary), Todd Davis (Dean of Instruction Div. A), Samara Trimble (Dept. Chair Counseling), Jan Dekker (VP of Instruction), Stephanie Curry (Academic Senate President), Tamara Epperson (Division Rep.-Math/Business), Loren Palsgaard (Division Rep.-Humanities/Social Sciences), Tina Luera (Division Rep- Science/Health/Student Services), Michelle Stricker (Interim, Dean of Student Services-RC), David Clark (Dean of Instruction, Div. C), Nick Deftereos (Dept. Chair AGNR), David Nippoldt (Dept. Chair, Reading/Languages), Marie Harris (Dean of Instruction, Div. B), John Fitzer (VP Madera & Oakhurst CCC), Leticia Canales (Dean of Student Services, Madera & Oakhurst CCC)

**Guest**: Rebecca Snyder (English Faculty), Sandra Caldwell (President)

**Review Meeting Notes: November 1, 2016**

* Reviewed and Accepted

**Multiple Measures Presentation-Rebecca Snyder**

* As we were going forward with common assessment, we were asked to consider multiple measures
* After much research found out that what we use does not work (just using Accuplacer)
* Looked at various things that work towards student success
* High school GPA was decided as best indicator of success in a course for English; overall GPA of 2.6
* High school GPA and last course taken for Math
* RC has decided to adopt the state model for both English and Math
* This means that more students, estimated at 30% more, will be starting at transfer level in English. We feel they are just as likely to be successful
* Our main obstacle is that feeder school are not on Calpass
	+ We are getting high school transcript data from feeder schools and having to manually input them into our system
* We will need to disseminate class needs to Office of Instruction
* Training counselors in early spring before registration begins
* Linda Reither sees too big of a jump into 1A. Will there be difference in how the class is taught? What is the English department doing?
	+ Working on writing curriculum for a coreq class that would be 1-2 units
	+ May have to go back to covering things like citing sources, etc. that we are used to being covered in 125/126
	+ Also working on supplemental instruction and embedded tutors
* Will we still offer the common assessment?
	+ Yes. And we will continue to use Accuplacer until the common assessment tool is in place. So that we can assess accuracy of the tests
* What is the evaluation cycle?
	+ Not established yet
	+ Currently required to validate every 3 years
	+ Cycle will be decided once new test is in place
	+ We will validate semester to semester for the next three years
	+ After common assessment probably yearly for the first few years

**HR Staffing Discussion-Dr. Caldwell**

* First of all Sandy wanted to thank everyone for all of the work in this process
* Took a look at categorical and general fund positions
* Took a look at Administration, faculty and classified positions
* HR has to be between 92-94% in XXO in salary and benefits. We currently are at about 92.99%
* Immediately filled will be a management position for MOR Director of DSPS. With retirement of Janice Emerzian that allows us to restructure and bring that position back to the college level
* Classified-number 1, 2, 3 ECE Specialists are a compliance issue and were held over from last year
* Account Clerk I is a growth position to help Admin Services office
* New Faculty
	+ MCCC Counseling position moved to general fund (#5)
	+ RC Soccer/Tennis Coach (#6) will take out of our 40 year Title IX noncompliance issue
* Replacement Faculty
	+ High demand areas
	+ Reading positions (MCCC and RC) will become English split position
		- We will look at again with multiple measures as we validate
* Reallocating positions
	+ Last year hired two new growth positions. Reallocating to Strong Workforce funds
		- Auto at RC
		- Ag Business-split
	+ This gives us 2 more general fund positions
* If other late retirements or leaves, if high demand position we will fill immediately
	+ If it is really late we may do a 1 year temp
* Future Consideration
	+ Flight-submitted just a little too early
	+ E-Center-Just a little early
	+ RC Ag Ed-too early, getting other Ag programs off the ground right now
	+ Geography-needs to be more work to look at position before considering
	+ Dual Enrollment Support-Unsure at this time what kind of support is needed
* Table is the priority list
* Sarina will send out the revised, correct document

**Course Load-Catalog page 19**

* Permission to enroll in excess of 18 units
* Nick-Concern in Mech Ag is that the certificate takes 19 units a semester to finish in one year. Some are successful and some are not
* Veronica-need to consider what the courses are, don’t feel should be over 19 if there are lab courses
* If a student is registering for a program it is a different issue than regular overload
* We don’t have a definition of “high scholarship.” That is a counselor’s discretion
* Samara-Each student is an individual with different talents and different needs
* Michelle feels catalog should read “…high scholarship **and/or** urgent need…”
* Jan feels we should trust our counselors to be looking at everything
	+ When it gets to Jan for over 21 he is calling faculty, coaches, meeting with student, etc. before approving or denying
* Having counselor connected to program is very helpful
	+ Part time CTE counselor did a good job with mech ag students
* Students taking 12 to 13 units do not finish in 2 years
* Need to look at language in all 3 catalogs and bring back

**Other**

**Events/Timeline**

Spring 2018 Accreditation Visit

**Next Meeting: January 5th (opening day) at 12:15 pm**