**Department Chairs/Division Reps’ Meeting**

**September 6, 2016**

**1:00 pm**

**Attending:** David Nippoldt (Dept. Chair, Reading/Languages), 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), Ganesan Srinivasan (Dean of Instruction, Madera-Oakhurst CCC), Michelle Stricker (Interim, Dean of Student Services-RC), Darin Soukup (Director, Madera-Oakhurst CCC)

**Guest**: Janice Offenbach, Director of Research, Evaluation & Planning

**Review Meeting Notes: August 11, 2016**

* Add function for each person in attendance
* Jan still needs to send professional development website to Stephanie
  + $23,0000 for both RC/MCCC; unsure of split
* Notes reviewed and accepted

**Curriculum Deadline-September 16, 2016**

* Anything you have going through curriculum this year must be in the queue in Curricunet by 9/16/16.
* It does not have to be completed, but must be in the queue so the committee can work on timelines
* Cheryl Hesse is available to help with Curriculum
* Pam did request and was assured that CTE would be able to submit late by demonstrating need recommended by Advisory Boards.

**Hybrid Course Attendance**

* Admissions & Records has been dinged twice during state audit for not having proper attendance records for hybrid classes
* If teaching hybrid classes, please be sure to take attendance at all in-person class sessions and submit to A&R with your grades
* Please share this with all faculty, very important
* Online classe~~r~~s should be taking some type of attendance as well
  + Canvas records minutes
  + Can do a “check in” weekly with students
* Even positive attendance courses still need attendance to be taken and submitted

**VPI Updates**

* Faculty Postings
  + Board will approve two growth funded positions tonight
    - 50/50 RC/MCCC Comm position
    - Vocal Music
    - Will go out for these immediately
  + 2 replacement positions will also go out immediately
    - FB Coach (1 year temp)
    - Math (1 semester temp)
  + If District receives 2.9 million dollar grant in CTE Strong Workforce Dollars may also go out for the following in Spring 17
    - ASL
    - Mech Ag-Heavy Truck
* Gap Analysis (for faculty, classified & admin positions) & New Faculty requests both due to Sarina on September 30th
  + RC Chairs will present New Faculty requests at the October 4th meeting
  + MCCC Gap Analysis are still to be turned in to Sarina
  + MCCC New Faculty requests do not go to Sarina. They will be presented to College Center Council
* Fill Rates/FTES Data
  + MOR 77% fill rate
    - RC 79%
    - MCCC 74%
    - OCCC 63%
  + Hit FTES goals
    - Waiting to see if all dual enrollment are registered
    - Jan will email overview once he confirms all classes are in system
  + Waitlists numbers are not accurate after start of the semester

**Adjunct Evaluations-Discussions**

* In adjunct contract no mention of department chair being evaluator or signing off on evaluations
* Bill Turini-only the parties involved in evaluation of faculty and the faculty supervisor should be reviewing and signing the evaluation. If Department Chair did not participate in the process they should not be reviewing or signing. We could be in violation of the personal records act
* Veronica Cornel-would like to be involved; thinks process should be changed to include department chairs
* John Fitzer-Can title page be changed to say “peer evaluator”
  + Already on form; DC signature is an extra signature
* Discipline experts should be making recommendations on the adjuncts
* Todd has issue with Dean or designee portion. Some chairs are comfortable with being designee some are not
* David Clark-thinks they may not need to sign, but should be a part of at least the conversation
* Ron Reimer-Department Chair does need info on evaluation of adjunct when scheduling adjuncts to appropriate classes
* Bill Turini-Part time faculty are still faculty and should have same rights as full time faculty in not having non supervisors seeing their evaluations
  + Evaluation process is different for FT and PT faculty
  + Hiring process is much more intense for full time due to the 4 year tenure perios
* Linda Reither-if Deans see issues with evaluation, the dean can share with the department chair or faculty for scheduling purposes
* We should check what FCC and CCC have on their coversheet
* May need to be brought up with the union
* Marcy Davidson-Department Chair needs to know outcome of evaluation, not the content
  + Whether being rehired
  + Whether they need support
* Todd Always asks his chairs if they want to be involved in the conversations

**SENSE Survey**

* Janice Offenbach shared key summary results of the CSSEE survey administered last spring. Will email to all after the meeting
  + Finding data we can use in moving forward with our current plans
  + Looking for info to start conversations
  + Janice still reviewing full data and will share when completed
* SENSE Survey starting this week; mostly basic skills classes
  + Questions designed for those in first term
  + Making sure First Year Experience students not doing surveys in both English and Math courses
  + 62 random faculty were selected
    - 23 have confirmed participation
  + Can we compare last survey to this survey?
    - Yes
  + There were some English 3 classes in survey, these typically not taken 1st year
    - We do have an oversample if we choose to remove some classes
  + Survey takes about 50 minutes
  + President sent out letter and then Janice started directly contacting faculty
  + Faculty will get confirmation with date and time of survey
  + Will send another notice to those that have not confirmed

**Other**

**Events/Timeline**

September 14th All-College Night

September 15th RC-only IExplore Fair

September 30th All-Gap Analysis Forms due to Sarina Torres

September 30th RC only-New Faculty Requests due to Sarina Torres

October 4th RC only-Present New Faculty Requests at DC Meeting

Early October All-Budget Worksheets due to Dean

October? MCCC only-Rocktober

November 1st Sabbatical Proposals due to Sarina Torres

Spring 2018 Accreditation Visit

**Next Meeting: October 4, 2016-RC ONLY Presentations of New Faculty Requests**