**Department Chairs/Division Reps’ Meeting**

**September 5, 2017**

**1:00 pm**

**Attending:** David Nippoldt (Dept. Chair, Reading/Languages), Carey Karle (Dept. Chair Comm/Comp/Lit), Marcy Davidson (Dept. Chair, PE/Health Sciences), David Meier (Dept. Chair Business), Bill Turini (Dept. Chair Fine Arts/Social Sciences and Div.Rep-MCCC), 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), Bill Kastanes (Division Rep.-MCCC), Tina Luera (Division Rep-MCCC), Marie Harris (Dean of Instruction, Div. B), David Richey (Dept. Chair, Industrial Technology), Nick Deftereos (Dept. Chair, AGNR), Claudia Habib (VP, Madera & Oakhurst CCC), Dale van Dam (VP Instruction), Darin Soukup (Director of Oakhurst CCC), Ganesan Srinivasan (Dean of Instruction), Stephanie Curry (Academic Senate President)

**Guests:** Janice Offenbach, Michelle Stricker

**Review Agenda and Meeting Notes: August 10, 2017**

* Date at the top wrong
* Accepted with revision

**Introductions**

* Sarina will be setting up one on one meetings with each one of you. If she has not already please contact her.

**Accreditation ISER Progress and Timeline**

* Visit in March
* Spent much of last year writing the ISER
* Standard I&II have gone through the constituent review process
* Standards III & IV going to Academic Senate for 2nd read next week
* Quality Focus Essay
  + Chance for us to show ACCJC we have room to grow in certain areas
  + Goes to College Council tomorrow and then through other constituents
* Full document to Board at the November meeting
* If you would like to see, email Dale or Eileen
* Would be good for all DC/DR to read and be familiar with document, teams often meet with Department Chairs
* Discussing Accreditation Campaign roll out of activities
  + Hot sheet of tips
  + Posters

**Tentative First Year Faculty Workshops Schedule**

* 6 sessions at both RC and MCCC via polycom
* Open to additional topics
* DSPS presentations, should they do a handout or in person
  + Work with Shannon who is coordinating the Student Services workshop in October
* Can we add accessibility to October 11th-DSPS/Accessibility
* Also add to Amanda’s in February
* Bill unavailable for September workshop
  + Stephanie will fill in and add in Academic Senate info
* What should we do for those that cannot make it, due to teaching class
  + Already looking for alternate days and times for Spring
  + Reaching out to those that can’t attend and offering alternate solutions
  + Can we record sessions
  + Subs or cancel classes?
* College Center Council had suggestions for topics, but those seem to be covered in the first session

**Guided Pathways**

* In two weeks will be first face to face meeting with coaches in Costa Mesa
* Matrix for state funding coming out today, due in November
* Plan out in October due in March
* 2 separate things happening
  + California Pathway project
    - Intensive series of workshops to plan our pathways
  + State level grant
    - To receive funding to implement

**HR Staffing Process & Timeline**

* New Faculty Requests and Gap Analysis all due to Sarina by September 29th
* Is this enough time to pull data?
  + Janice has already started pulling data based on tentative list received from the deans
* October 3rd-RC Department Chairs will present their requests to the RC Department Chairs and rank
  + Dr. Caldwell has indicated that they should also bring forth the instructional classified to this meeting, i.e. lab techs, library, child development, etc.
  + This was not done in the past, but should be done now
  + Bill-we have an outlined approved process, we cannot deviate from that without approving a new process
  + MCCC/OCCC will not attend or present at the DC meeting. Per the current process, they will present their requests to the College Center Council who will rank
    - Two rankings are merged at a later time
  + There still seems to be some confusion about DC/DR rankings and Instructional Classified
    - Dale will clarify, but in the meantime be sure to get your submissions in by the deadline
  + Split positions are presented and ranked at both
    - Will split positions automatically become MCCC positions in the future
    - If this is the request, must be indicated in the justification

**Institutional Set Standards-Janice Offenbach**

* Janice presented proposed goals in May, then met with departments to discuss and revise
* Goals were finalized and submitted in June
* Goals are to encourage conversations in departments
* No penalty if we do not meet goals
* Reporting indicators keep changing each year
* All info is available on website, but will also be sent out today
* Goals are updated and submitted annually

**Starfish-Michelle Stricker**

* State has chosen this system for online services, online SEPs, Early Alert and Degree Planner
* We will be piloting the degree planner with certain counselors this fall
* Michelle is looking for faculty to be on the implementation team, will start meeting in October
* PowerPoint will be emailed

**Program Review**

* Met last Friday for the 1st meeting
* So far on track, sending out reminders to those submitting this semester or next.

**Mega Plan**

* Combination of three plans, BSI, SSSP and Equity
* In past have submitted separately
* Due December 15th
* Currently going through constituent review
* Did receive much input last semester for goals
* Will email PowerPoint and plan

**Other**

* Shannon Solis would like to present at department meetings on Central Valley Promise
* Accreditation tips-would like you to present at your department meetings and put in your meeting notes

**Events/Deadlines**

September 15th Programs submit budget requests to DC/DR

September 22nd DC/DR submit budget requests to Deans

September 29 All GAP Analysis and New Faculty Request forms due to Sarina

November 1st Sabbatical Requests due

March 5-8 Accreditation Team Visit

**Next Meeting: October 3, 2017 @ 1:00 pm RC Department Chairs only/New Faculty Presentations**