**Deans’ Council Notes**

**January 11, 2017**

**9:30 am**

**In Attendance:** Jan Dekker (VP of Instruction, RC), Shannon Sanders (Dean of Student Services, RC), Marie Harris (Dean of Instruction, Div. B), Leticia Canales (Dean of Student Services, Madera & Oakhurst CCC), Claudia Habib (Vice President Madera and Oakhurst CCC), Todd Davis (Dean of Instruction, Div. A), David Clark (Dean of Instruction, Div. C), Darin Soukup (Director of Oakhurst CCC), Ganesan Srinivasan (Dean of Instruction Madera & Oakhurst CCC)

**To Do:**

* Deans- Look at draft schedule calendar and get back to Jan with any changes by next meeting
* Shannon please share with Renee Craig-Marius that we will finalize our schedule in the next couple of weeks and then Upward Bound can make their schedules

**Review Meeting Notes: December 8, 2016**

* Schedule Dual Enrollment updates in two weeks
* Reviewed and accepted

**Strong Workforce Funding (SWF)**

* David did a presentation at Department Chairs’/Division Reps’ meeting
* More funding may need to go to Flight Science
* Meeting on Thursday with Dr. Hioco on template
* Training on Friday
* 2 Counseling positions in the plans, 1 at RC and 1 at MCCC assigned to CTE only
  + At RC, taking SWF funds to make 1 full time CTE embedded counselor. Would remove current part time embedded counselor
  + 1 tenure track SWF/XX0 Transfer & Career counselor at MCCC
  + Counselors really need to know the CTE programs being served
* 1 Full time job developer position for MCCC/OCCC

**Enrollment Management**

* Division A
  + Doing well, 1 class English 1B with only 4 students meeting tonight for the first time, will cancel if no adds tonight
  + Ear training and music theory only 4 students, watching closely and advising students to look at other campuses
  + Have to take each class on a case by case basis
  + If leaving a low enrolled class, remember to lower the caps to help efficiency and fill rates
* Division B
  + Handful of cancellations and lowered caps
  + Waiting until Friday on PE 14 for Jefferies
  + PE Athletics courses don’t have athletes enrolled
* Division C
  + Canceled 6 classes
  + Need to add 19V for RMCHS students
  + Waiting until Friday for a couple of classes
  + Need to remember to help students find other classes when canceling
* VROP classes accidentally registered in wrong sections, affected enrollments
* Counseling
  + Shannon and Samara working on combining and canceling and changes some into second 9 week courses
* MCCC
  + Growing-up 10%
  + Did cancel some last week , watching a couple more this week
  + Had district open back up enrollment for classes starting Saturday the 14th
  + Sending eblasts to students on waitlists to boost enrollments
  + Need to better advertise certain classes
* Scheduling
  + Asked by Department Chairs if we have time to still look at Summer & Fall
    - Give them a chance to look at but set a hard deadline
  + Draft schedule calendar
    - Look at and get back to Jan with any changes by next meeting
  + Summer Bridge
    - Adding classes at RC & MCCC for Summer 17
  + Shannon please share with Renee Craig-Marius that we will finalize our schedule in the next couple of weeks and then Upward Bound can make their schedules
  + Do we know if we need to grow for summer?
    - Jan will ask Pedro before he leaves

**Academic Dishonesty-Plagiarism**

* Jan looked up Napa Valley Colleges definition of Academic Dishonesty
* Jan thinks we should come up with some common definitions and rules for all faculty
* Example this semester where faculty failed a student who showed only 4% plagiarized in Turnitin.com
* Todd received 13 reports this semester. Some of these only had 1 sentence as “plagiarized”
* Need a formalized process and a centralized repository
* Claudia says there is a process, but it does need to be revised and then shared with faculty
* Process needs to be in catalog
* All languages needs to be same in all syllabi
* Define all levels and types
* Needs to be a progressive discipline

**Faculty Evaluations-Up to 10 Hours**

* Up to 10 Hours on tenure evals
  + Some do specified timesheets. Jan prefers they all do it this way
    - Itemize with exact number of hours
    - Contract says “…up to…”
  + At the first meeting lay down groundwork of expectation of work for number of hours
  + David feels we shouldn’t push this issue. There are a number of faculty that go above and beyond and don’t track it. This 10 hours is the only compensation they receive for that
  + Claudia stresses how important these evaluations are
* Addressing last year’s recommendations
  + Jan suggests having faculty address and write to what they have done to address those recommendations
  + Marie always has them do this

**Opening Day/Flex Day Feedback**

* Opening Day
  + Heard the first speaker was excellent
  + Second speaker kept getting sidetracked, heard she was also boring
    - A lot had already changed their syllabus after going to 1st even that Claudia put on
  + Check with Emilie on attendance sheets
* Flex Day
  + Canvas was well attended
  + Other sessions not very well attended
  + Survey going out re: Flex Day workshops
* First Days of classes
  + MCCC classes very packed

**CTE Transition Funds**

* Only used 20% so far, about $5000
* New brochures being prepared (this is from previous year’s money)
* David talking to Melanie to find out what was really expensed
  + 2 POs have not been expensed
* About $20, 000 to spend. Provide David with ideas for banners
* Madera would like to do more advertising or outreach
* Advertise campaign in NR program
* Radio for advertising manufacturing for MCCC
* Renee Delport does not have budget for promotional items. Maybe we could do a promotional video for all CTE programs
* District paid Jansen Advertising for CTE Marketing, make sure we don’t overlap with what they are doing

**Demographic Info from CORE**

* Targeting specific student populations. Asking CORE for data on retention and success rates for 2 years in the social sciences
  + Age
  + Race
  + Gender
  + Nontraditional students
* Purpose of equity was to get to that point
  + Identify gaps and next steps needed to take action
* Let Janice know if any other areas are interested

Gainful Employment

* Report on Monday with 8,000 lines for all 50 states
* RC had 5 programs all listed that passed
  + Child Development
  + Auto Mechanic
  + Machinist
  + Dental Assistant
  + Administrative Assistant
* None from FCC or CCC listed
* Other RC programs not listed
* How much they borrow vs. how much they earn is how it is calculated
  + We do a good job of keeping loans low

**Other**

* Job Fair and LAX or SFO
  + No one from RC attending
  + Wait for now on what positions to advertise until Sandy Caldwell responds to Sandi Edwards’ email
  + Strong Workforce positions can be advertised as soon as plans are approved
* Any POs not created in time for classes/materials?
  + Kimal Djam has not received items at MCCC for Astro 10
    - Have Yolanda track PO and then we can follow up

**Division Reports**

**RC Only**

**Events & Deadlines**

**Next Meeting**: Thursday, January 19th @ 9:30 am