**MADERA COMMUNITY COLLEGE CENTER/**

**OAKHURST COMMUNITY COLLEGE (OUTREACH) CENTER**

**DIVISION 1: HUMANITIES & SOCIAL SCIENCES**

**DIVISION MEETING**

**September 08, 2017**

**1:00 – 2:00 p.m.**

**MCCC AM-114A / OCC(O)C OC-7 / RC CC1-208**

1. **Call to order**
2. **Introduction of Division members**
3. **Introduction of guests**
4. **Division Representative’s Report**
	1. Department Chairs / Division Representatives meeting, August 10, 2017
		1. SCCCD, accidental student drops
			1. *Students were accidentally dropped for non-payment. Waitlisted students were automatically moved up*
			2. *Once error was discovered, students were contacted regarding being reinstated*
			3. *Reinstated students may have put class over cap. Dale emailed individual faculty to let them know and to ask them to take on the additional students*
			4. *Most likely classes will be back at cap by census*
			5. *This was a District error-payment dates were wrong on registration forms. District dropped students based on the dates that should have been on their forms. This was mostly Tier one, top priority registration students*
			6. *In addition, those who initially paid but added additional classes were dropped from all classes, not just the added ones*
			7. *Approximately 50 students at RC were reinstated, 50 at MCCC and 26 at OCCC*
		2. Roster Certification and Avoidance of Late Adds
			1. *All faculty need to make sure their rosters are accurate at Census date. Every person in a seat must be on the official WebAdvisor roster*
			2. *It is required by Ed Code that we drop no shows*
			3. *Trying to minimize the number of Late Adds and petitions after semester ends*
			4. *What are the Census dates for short term classes?*
			5. *There is no set date for short term classes. It is calculated at 30% of course. Each short term class has different number of days, etc.*
			6. *Dates can be found on the roster*
			7. *If can’t find date, A&R can look in Datatel*
		3. Accreditation 101
			1. *Please complete the short online course.*
			2. *Hold on to your certificate or turn it in to Kendelynn Mendoza in the President’s Office*
			3. *Works for Flex credit*
		4. Scheduling Process
			1. *Calendar attached*
			2. *Aides are currently inputting*
			3. *In future trying to do standard start and end times*
			4. *Standard block times*
			5. *Currently looking to see how many are in non-standard times*
			6. *Developing a 2 year course sequence*
		5. Guided Pathways discussion
			1. *Pilot college*
			2. *Self-Assessment-need everyone to review and send Stephanie or Marie any input by next Friday*
			3. *Read through the Demystifying booklet and it will answer a lot of questions*
			4. *Feel free to share with colleagues-it was sent digitally*
			5. *Timelines in the self-assessment are fluid*
	2. College Center Council meeting, August 18, 2017
		1. Vice President’s Update
			1. Academic Village Expansion – Design Team
				1. *Hoping to interview architect firms in September*
				2. *Looking to form a core team of people from the campus to participate in the core team*
				3. *During the campaign, we promised*

*Expansion of the Academic Village*

*Expansion of labs*

*Expansion of student support services*

*Expansion of library*

*Expansion of LVN/RN*

* + - 1. Solar Project and impact on parking
				1. *If parking becomes strained, we may allow parking on the softball field*
				2. *Phases*

*Phase 1: tree removal (Aug 30-31, 4:00-7:00 a.m.)*

*Phase 2: Installation of solar structures – October 24 (but there is some discussion of moving it back to September)*

* + - 1. Facilities Request forms
				1. *Please submit requisition forms well in advance (ideally, minimum of 10 business days)*
		1. Constituency Reports
			1. Students
				1. *ASG looking for advisor*
			2. Faculty
				1. *Madera/Oakhurst Faculty Association (Council/Executive Board)*

*Division structure meetings with Dr. Habib*

* + - 1. Classified
			2. Administration
				1. *Office of Instruction*

*Class Schedule Taskforce—effort to revamp our scheduling to allow us to expand our offerings and allow students to take better advantage of those offerings through a more efficient use of our facilities.*

* + - * 1. *Office of Student Services*

*College Night, September 13*

*Scholarship Night, September 14*

* + 1. Presentations
			1. Mega-Plan update (S. Curry)
			2. Guided Pathways update (S. Curry)
		2. Review of Faculty Division Structure
	1. Division Representatives meeting, August 25, 2017
		1. Academic Summit
			1. *Dr. Srinivassan—talked with Dean of SS Canales. Planning to schedule another summit later this semester to keep the lines of communication open.*
		2. Evaluations
			1. *Part-time faculty*
				1. *Interpreting contract such that that “immediate supervisor or designee” must be admin and peer must be full-time faculty*
				2. *If one cannot be completed, we may have to embrace the philosophy of “one is better than none”*
		3. Spring Schedule 2018
		4. Budget Worksheets
			1. *Request everything you may want. Look at this like a “wish list.” You may not get it all, but no one can say “yes” if you don’t ask.*
		5. Scheduling
			1. *Planning to significantly expand the schedule to MWF offerings, offer more Saturday classes*
			2. *Ideas should come from the faculty, but we can no longer have largely open Fridays if we are going to expand our offerings/programs and grow our FTES figures*
	2. College Center Council meeting, September 01, 2017
		1. Vice President’s Update
			1. New Faculty Training
			2. HR Staffing Process – timelines
			3. Budget Worksheets – timeline and training opportunities
			4. Marketing Request form
			5. Founder’s Day / Administration Building dedication event – October 24, 4:00 – 6:00
			6. MCCC Website feedback
		2. Constituency updates
			1. Students
			2. Faculty
			3. Classified
			4. Administration
				1. *Office of Instruction*
				2. *Office of Student Services*
				3. *Office of the Director of the Oakhurst Community College Outreach Center*
	3. Department Chairs / Division Representatives meeting, September 05, 2017
		1. ACCJC *Institutional Self Evaluation Report* (ISER)—constituent review, progress, and timeline
		2. Tentative New Faculty Orientation schedule
		3. Guided Pathways – update
		4. HR Staffing Process and Timeline
		5. Performance Scorecard: Institutional Set Standards and Goals
		6. Starfish Pilot Project
		7. Program Review – update and timetable
	4. Division Representatives meeting, September 08, 2017
1. **Discussion items**
	1. Open Educational Resources – Amanda Taintor (video)
	2. Schedule recommendation procedures
	3. Observations/Evaluations for FA17
	4. Flex Day Division meetings?
	5. Division Representative positions, FA18 - ?
2. **Committee reports**
	1. Humanities & Social Sciences appointments
		1. Madera/Oakhurst Faculty Council [N. Frampton, S. Young-Manning]
	2. Other committees
3. **Good of the Order**
4. **Adjourn**

NEXT MEETING: October 13, 2017