**Department Chairs/Division Reps’ Meeting**

**October 6, 2015**

**1:00 pm**

**Attending:** Michael van Wyhe (Dept. Chair, Reading/Languages), Kate Watts (Dept. Chair Sub Comm/Comp/Lit), Marcy Davidson (Dept. Chair PE/Health Sciences), Pam Gilmore (Dept. Chair Business), Michael Cole (Dept. Chair Sub Fine Arts/Social Sciences), Veronica Cornel (Dept. Chair Science/Geography), Lina Obeid (Dept. Chair Math/Engineering), Linda Reither (Dept. Chair Auxiliary), Darin Soukup (Director Oakhurst Community College Center), Jim Chin (Dean of Instruction-Madera/Oakhurst), Marie Harris (Dean of Instruction-Div. B), Todd Davis (Dean of Instruction Div. A), Samara Trimble (Dept. Chair Counseling), David Tikkanen (Dept. Chair Industrial Technology), Loren Palsgaard (Division Rep), Jan Dekker (VP of Instruction), David Clark (Dean of Instruction-Div. C), Kent Kinney (Dept. Chair AGNR), John Fitzer (VP Madera-Oakhurst CCC), Tamara Epperson (Division Rep), Tina Luera (Division Rep), Stephanie Curry (Academic Senate President)

**Review Meeting Notes: September 1, 2015**

* Reviewed and accepted

**Captioning**

* We have a captioning grant and all courses must be captioned.
* Any videos and materials used in class and posted to Blackboard are required to be captioned.
* This needs to be ran through Amanda Taintor
* 2-3 days turnaround time
* Please share with all of your faculty including your adjunct
* Is there something we can send out to everyone that shows how to do it?
  + It is an outside entity that we send the stuff to
  + Amanda Taintor is creating a document with step by step instructions that will be sent out as soon as it is finished.
* Applies to anything that you show in class or post for your class on blackboard
* Our library only buys captioned videos
* This is not a new policy, but is being more widely enforced
* If any faculty have problems they can be referred to Amanda Taintor
* If instructor has their entire course recorded, will there be a large time lag in the captioning?
  + No, we have been told it is 2-3 days turnaround no matter how much material. It is not 2-3 days per item.

**Best Practices to Promote Academic Integrity in Online Education and DE Strategic Plan**

* Memo was sent out to all Department Chairs and Division Reps
* Would like chairs to discuss with faculty so that we can form a policy to put in catalog and faculty handbook.
* Stephanie Curry feels the DE Committee would be a good group to tackle this
* Lina Obeid does require her online students to show ID when coming on campus to take their mid-term. But it’s not so easy with face to face classes.
* Would be a great idea to have ID Pictures attached to their ID numbers in WebAdvisor like they do in PowerSchool at the High Schools.
  + The new Hobson’s program does have this feature and can handshake with Canvas
* Would like it to be required for all students to have ID cards.
  + COS currently has a policy that requires all students to have an ID. This is also linked to free transportation
  + Business and restaurants give discounts to students with IDs
  + This would increase safety on campus, in cases like school shootings, could be checking IDs to see if students, faculty or staff and if belong on campus
  + Our current IDs do not have dates, need to have dates on them.

**HR Staffing Plan-Gap Analysis**

* 9 Faculty at Madera
* 23 faculty at Reedley
* New faculty request presentations will be at the next meeting on November 3rd
  + With 23 presentations will leave 3.5-4 minutes per presentation
* New faculty request forms due to deans by November 1st. Forms can be found on Blackboard.
* Also on the Gap Analysis for Office of Instruction are 8 Classified (6 RC, 2 MC) and 2 Administrators (1 RC, 1 MC).
* Only those that put in a GAP analysis be the deadline should be turning in requests for new faculty
* Stephanie Curry thinks that in the future that these types of requests be sent to all instead of just chairs.
* All positions including those from Admin Services and Student Services will be discussed in a meeting with all VPs and Deans.
* According to email from Dr. Caldwell growth positions did not have to be put forward, even if they were one year temp. But replacements due to retirement, resignations, etc. did. Her email instructed the deans to contact her to clarify which of their positions needed to be put forward.
  + VPI, Jan Dekker will confirm with President which positions were growth positions and add these to the list
  + Need a list of which 1 year temps need to be submitted and which do not

**Accreditation Teams and Standard II**

* VPI, Jan Dekker and Faculty, Eileen Apperson are co-chairs
* First Meeting of the Accreditation and Institutional Effectiveness Committee is this Friday
* Emails have been sent out to those invited to be on Standards working teams
  + Standard I-Linda Cooley, John Heathcote, Chuck Kralowec, Jay Leech, Marie Harris, Student
  + Standard II-Stephanie Curry, Jermain Pipkins, Julie Thurber, Jim Druley, Danielle Rapue, Student
  + Standard III-Amanda Taintor, Jim Esquivel, Donna Berry, Melanie Highfill, Gary Sakaguchi, Student
  + Standard IV-Bill Turini, John Fitzer, Emilie Gerety, Darin Soukup, Student
* We have 3 years to put together our next report
* Last week VPI, Jan Dekker, went on a team visit to Napa Valley College. He learned a lot about the new standards. He learned about the new quality focused essay where you can write action plans to areas where you already know you will need improvement.
* We received a letter from ACCJC after our Annual Report in June. They are requesting job placement data for 2012-2013, mostly from CTE programs.
  + We had to make about 900 phone calls to graduates from 2013
  + Also needed data on 5 departments with licensure exams
    - Aero
    - LVN
    - LVN to RN
    - NAT
    - Dental
  + Need licensure exam rates from 2013 as well
  + VPI, Jan Dekker, will share letter with data with everyone
  + Also have to give Instructional Set Standards for all areas
  + Dr. Caldwell and VPI, Jan Dekker, feel they should go with 60-65% job placement rate
  + Need to have this and other continuous dialogue with your departments.
  + David Clark has gone over data with Chuck, the Institutional Researcher, and there seems to be missing programs and missing data
    - Could be due to incorrect coding in A&R
  + Jan will share draft in College Council tomorrow. Document due back to ACCJC by 10/15.

**Fraudulent Students**

* Last August, VPI, Jan Dekker, sent email about fraudulent students in online classes, he has been asked to send again for 2nd nine week classes
* Students need to make contact or complete assignment on 1st day or should be dropped
* Getting list of fraudulent students from Chris Cortes
* Please share this with all of your faculty including adjunct

**Sabbatical Leaves**

* Decided at Chancellor’s Cabinet on Monday, there would be 12 positions available districtwide
  + Reedley, Madera and Clovis are still considered together
  + Committee will still fall under old COA, with all Deans at all 3 campuses, with equal number of faculty
  + Rankings will go forward to Presidents
  + Due date October 30th. Form on Blackboard under Office of Instruction

**Other**

* October 29th 10 am to 2 pm. Reg 365 workshop on 1 year scheduling
  + 1 dean is attending along with Curriculum Analyst and Institutional Researcher
  + Let VPI, Jan Dekker, know if you are interested in attending
* RC Wine Bonding
  + We will be bottling our RC Wine. We have applied to be a bonded winery
  + We will be using Cedar View Winery
* Fresno Fair
  + Show Thursday and Friday; large group of animals and students
* Author, Charles Baxter
  + October 15th @ 7 pm in the Forum
  + October 16th 10 am in Soc 39

**Deadlines and Upcoming Events**

* Fresno Fair October 7, 8, 9
* Author, Charles Baxter October 15, 16
* Sabbatical Leave Requests Due October 30
* New Faculty Requests November 1st

**Next Meeting**

* November 3, 2015 1:00 pm to 2:30 pm New Faculty Presentations