**Department Chairs Meeting**

**April 10, 2012**

**1:00 PM**

**Attending:**, John Fitzer, Jeff Ragan, Eileen Apperson, David Clark, Michael Sorensen, David Lopes, Randy Whited, Barry Warmerdam, Marilyn Behringer, Conrad Perez, Case Bos, Jan Dekker, David Tikkanen

**Review of Agenda**

**Review of Meeting Notes: March 6, 2012**

**Book Orders**

* All textbook orders need to be turned in to the Bookstore in time for them to be able to post before the first day of registration.
* The largest challenge is with the classes being taught by part-time faculty, especially if the class is a single section class and is only taught by a part-time faculty member.
* Suggest Departments come up with a standard solution within each department: a) not let the part-time faculty member select their own books. Whatever the full-time faculty use, then the part-time will use the same; or b) if it is a single class taught by a part-time faculty member and you do not feel comfortable ordering their textbook, let that instructor determine far in advance what textbook they will be using.
* Suggest Department Chairs be the accumulation hub for all book orders so you know what is turned in and what is outstanding.

**Rosters**

* Rosters with the printed authorization codes are costing approximately $2+ to print for each section.
* As a cost savings measure, the rosters could be printed on plain paper and the authorization codes e-mailed to the faculty.
* Suggest authorization codes be printed directly on the roster. Marilyn will check with Letty to see if this can be done.

**Budget**

* If the Compromise Tax Bill passes, will probably not see additional cuts. If the bill does not pass, there will be more cuts. Reedley College will need to reduce to approximately 4300 FTES for the year. This year we were at 5100. We planned for 4900 next year. If we go down to 4300, will need to cut 600 FTES.
* Need to be careful of the Molly Munger Tax Bill proposal, which would mean if passed, all the money would go to K-12, not to higher education including community colleges.
* Good possibility if any classes for the Fall 2012 are canceled due to low enrollment, they will not be backfilled.
  + Want to minimize the impact for Spring 2013.
  + Will know by end of September or October if we will have a summer session in 2013.
* Cost Savings Ideas
  + Jan Dekker is on the District-wide committee to try to determine cost savings measures. If you have any cost saving ideas or have any ideas on how to cut down on expenses, please e-mail to Jan and cc Marilyn.

**Printing**

* Need to minimize number of handouts by a) posting on Blackboard; or b) put together a packet, turn it into printing services and sell it in the bookstore to recoup the cost of printing. Approximate cost per page is $.10.
* Donna Lee would like to see the handouts first before they get printed and she will forward to printing services. She would like to know the cost first.
  + Marilyn will talk to Donna about this.
* There are issues with students not being able to purchase their books or pay the material fees because they have not received their financial aid. How can we get the student more prepared on the first day of class?
  + May want to pass out the course syllabus on the first day of class.
  + Some schools have issued the equivalent of a debit card which could be used against their financial aid or issue a book voucher like EOPS does.

**Accreditation**

* ACCJC Annual Report has been submitted.
  + Marilyn would like to congratulate the department chairs, faculty, and especially Eileen Apperson. The numbers looked good.
  + Listed all classes that are in abeyance, classes that have not been offered in a while; therefore was not able to assess.
    - All college courses that have defined SLO: 100%
    - All college courses with ongoing assessment of SLO: 96.4%
    - All college programs with defined SLO: 100%
    - All college programs with ongoing assessment of SLO: 98.2%
    - Student and learning support activities with defined SLO: 100%
    - Student learning support with ongoing SLO: 92.1%
    - Institutional outcomes with ongoing assessment of SLO: 97.5%
  + Will need to show that we can reach 100% by the end of the Fall semester and have reached our proficiency level.
* SLO Workshop will be planned on duty day or as a flex day activity for the Fall.
* Blended Degrees
  + Number of students who have earned degrees in the last 10 years (May 2002 to December 2011):
    - Liberal Arts: 2
    - Liberal Arts & Sciences, American Studies: 1
    - Liberal Arts & Sciences, Arts & Humanities: 11
    - Liberal Arts & Sciences, Natural Sciences: 4
    - Physical Science: 3
    - Liberal Studies: 129
    - Social Science: 212
  + Are these viable degrees to keep and will be in compliance with the State Chancellor’s office if we only kept two of the blended degrees?
    - Marilyn will check.
  + If any blended degrees need to be deactivated, will need to go through Curriculum.
  + State recognizes Certificate of Achievement (minimum of 12 units). They do not recognize Certificates of Completion.
  + We do have more transfer degrees under development. Recently, Early Childhood and Kinesiology were approved, and Business is currently on hold.
  + CSU’s have announced that in the Spring semester, they will only accept students who have transfer degrees. A .2 GPA increase will be given to students who have a transfer degree.

**Strategic Planning**

* Important to ask all departments what they were doing to contribute to all the goals and objectives of the Strategic Plan.
* The next task we are working on now is determining how to quantify that.
* Because the District liked what we had done last year, our timeline was changed. Will be developing a 2013-2017 Strategic Plan for the College. We are supposed to align with the District’s Strategic Plan and will work towards answering the Accreditation recommendations.

**Integrated Planning**

* + - District had a workshop on Integrated Planning.
    - The Integrated Planning workgroup is a sub-committee of the District Strategic Planning Committee. Marilyn is the co-chair of the District’s Integrated Planning Workgroup.
    - The Integrated Planning document submitted to the Academic Senate will need to be reworked to bring it more in line with the District’s Integrated Planning document.
    - Once complete, will have a good system that will be sustainable.

**Other**

* Division B
  + STEM report is due this week. If approved for 2nd year, will received $870,000.
  + Bicycle Grant was re-submitted on March 31, 2012. Will know by June if we will be awarded the grant.
  + Working on Spring 2013 schedule.
  + Evaluations
* Division A
  + Evaluations
  + Scheduling has been completed. Just looking at locating rooms.
  + As part of the budget savings, classes will not be offered at the off-campus sites beginning in the Fall. All classes have been moved back on campus.
* Division C
  + C-6 Grant mirrors Student Success concepts and ideas. Will implement programs in Manufacturing, Auto and Mechanized Ag, beginning in the Fall semester.
  + Working on SEP’s, linking classes together, embedded tutoring, and pre-requisites for the program.
* Departments
  + The State-wide FFA Field Day is scheduled for this Friday.

**Upcoming Events**

iXplore April 21

Green Summit April 26

Tiger Awards May 2

Football Fundraiser May 11

Pinot & Pints May 12

**Next Meeting**

May 1, 2012 at 1:00 pm