**Department Chairs Meeting**

**December 6, 2011**

**1:00 PM**

**Attending:** Marilyn Behringer, David Tikkanen, David Clark, Conrad Perez, Mike Sorensen, Eileen Apperson, Bill Turini, Janice Ledgerwood, John Fitzer, Michael van Wyhe, Case Bos, Randy Whited, Jan Dekker, Barry Warmerdam, Dave Lopes

**Special Guest:** Pam Gilmore, Jeff Ragan

**Curriculum-Pam Gilmore**

* Meetings have been running efficiently 3-5 pm
* Implemented consent agenda
* Need curriculum reps that can attend every meeting, for a 2 year term

**Senate Business-Bill Turini**

* Still need volunteers for faculty vacancies on committees
* Changes in how prereqs and coreqs are established

**End of Semester Reminder**

* Memo went out yesterday regarding grades, finals, etc
* Email is being created that will be sent out showing your grades submitted and any missing grades
  + Will receive email daily from Friday-Tuesday, end of semester
* Also changing confirmation email

**Summer/Fall Schedules**

* No word on summer, definitely will not grow

**Faculty Request Prioritization**

\*\*\*No idea on number of positions yet

* NR Forestry Park Technician
  + Replacement for Rob Cannell retiring this year
  + Student safety
  + Need student-teacher ratio to meet accreditation requirements
  + Hard to find adjunct with this specialty
* EH/Ag Tech
  + No full time EH instructor since Ron Nishinaka left
  + EH program needs to be rebuilt
  + What accounts for decline in interest in Program
    - Past personnel
* Counselor-Bilingual Spanish/English
  + Replacement position pending board approval
  + Only full time bilingual position
  + Down equivalent of 2 ½ full time counselors
  + Most adjuncts are categorical funded and cannot do general counseling
* Communications
  + Replacement for Terri Main-retiring this year
  + Will leave only 2 full time to teach over 27 courses
  + Offering new degree and transfer program
  + Instructors in this area conduct other activities outside of teaching classes
* Math
  + New position
  + Enrollment trends, demand growing as number of full time faculty decreases
  + Pool of adjuncts limited
* Biology
  + New position
  + Been requesting for many years
  + Large enrollments
  + High demand, due to nursing
  + Have instructor on ½ retirement
  + 7 adjuncts per semester, hard to find qualified

**Upcoming Events and Deadlines**