Meeting Summary
April 5, 2011

Present: Jim Arnold, Barbara Bonander, Bonnie Borenstein, Becky Brown, Paul Christensen, Angelina Duarte (Chair), Erik Dunmire, Tara Flandreau, Theo Fung, Roz Hartman, Matt Markovich, Michele Martinisi, Laurie Ordin, Ron Palmer, Mike Ransom, Nanda Schorske, Chris Schultz, David Snyder, John Sutherland, William Allen Taylor, Cari Torres-Benavides, Walter Turner

Absent: Susan Andrien, Lyda Beardsley, Tara Flandreau, Don Foss, Rick Hall, Patrick Kelly (Sabbatical), Kristi Kuhn, Irina Roderick

Others Present: Sara McKinnon

Agenda Review
- Agenda approved.

Approve Meeting Summary
- March 1 meeting summary approved.

Update on Follow-up Items
- No follow-up items from last meeting.

Hiring Full-timers
John Sutherland
- Dean of Human Resources was quoted in Marin IJ article in that provision of state law was merely a “guideline” for colleges to follow. Question how a college representative would state that laws are simply guidelines. AD: Cannot speak for Dean of HR.
- Per AD: Maybe we can have a conversation involving recommendations from Chairs about their department needs. President’s position is hiring new faculty should be a collaborative dialogue between budget managers, Chairs, and Academic Senate. We will look at Program Reviews, and full-time/part-time hires by discipline, retirements, WASC recommendations, etc. to assist in decision-making.

Comments
- Review work of looking at FTEs, full-timers, etc. is in progress. Budget work needs to be done.
- Whenever decision are made, Counseling does not get counted; have needed replacements for last 6 years. Recognize that Counseling helps the rest of Chairs.
  - AD: Counselors have a different type of assignment but are considered part of faculty.
- Per Academic Senate President, Sara McKinnon: Academic Senate is looking at procedure that would include Program Reviews and Chairs. This topic is an action item on Thursday’s agenda.
- Data collection: Need to look at data in terms of cost.
  - AD: Hope to have data by next Department Chairs’ meeting.
  - Look at size of disciplines.
  - Sara has done some of this work; needs to be cleaned up.
  - Look at FTEs.
  - Chairs to verify data re: who is teaching what.

VP’s Update

Prerequisites
- Thanks to all for reviewing prerequisites lists.
- OIM is in process of updating information provided. In doing so, found prerequisite information existed in 4 places and needs to be updated; information doesn’t match.
- There is no prerequisite clearance process; also, have not yet communicated to students that we will be “turning on the switch.”
Joint Department Chairs Meeting

- We will NOT be ready to turn switch on in April. However, we have to keep this moving forward so in November registration period we are truly ready.
- Need to make sure prerequisites listed are valid, meaningful ones.

**Instructional Equipment Committee (IEC)**
- Thanks to Chairs for working with Deans to review lists to help us rank and prioritize requests.
- Chairs have the most knowledge about faculty and classrooms.
- IEC is trying to make decisions and not prepared to do that. Chairs should be doing this.
- AD thought should ask Chairs if they would be willing to be involved in prioritizing process.

**Comments:**
- Belief that *Program Review* is opened up to anyone who wants to participate. This precludes a Chairs involvement in say instructional equipment requests.
  - Per Sara M: One person from discipline enters information in template. Most of the time it is the Chair entering data.
- Good idea for Chairs to be involved:
  - Reafirm Chairs' involvement in prioritizing/vetting process.
  - Good for Chairs to know what equipment other departments have; may be able to share.
  - *Performing Arts*: Many requests submitted are related to building being out-of-date. Issues inherent that always have to take second priority so never get funded; all falling apart. At disadvantage because of this.
  - *Dean of Arts & Humanities*: These distinctions can be hashed out in monthly department meetings.
  - Support for Tech Labs is poor; no planning for replacement of computers. Who do we call when lamp goes out in projector? We’ve grown out technology without addressing it structurally; don’t address teaching lab environment separate from faculty computers.
- Work within division to determine needs together.
- IE process and Technology replacement are two different processes.
- *Math/Science (Biology)* requests and *Performing Arts* requests were forwarded to *Director of Modernization* for review. We have been told all items are fundable with the exception of 2 vans requested (*Biology*) and a mig welder for *Performing Arts*.
- Recommendations that will be forwarded to PRAC distributed. *IE Summary Report*, March 22, distributed.
- There was general consensus that Chairs should be involved in the IE prioritization process.

**Compressed Calendar**

*Compressed Calendar Process and Timeline distributed*
- Everyone has to buy into this. Cannot go to State without buy in.
  - Must submit sample calendar; if don’t have evidence of support, Chancellor’s Office won’t approve. They have elaborate set of guidelines and are scrutinizing more.
  - Process will take about a year for Chancellor’s Office to approve.
  - Stretches day out longer (fewer classes between 9:00-12:00); will change how school does things.
- 15 minute passing between classes.
- Couldn’t even make these calculations before Banner.
- Where are Chairs listed in process?
  - Work Dong is doing creating different block schedules will be reviewed by Chairs; review and analysis is behind the scenes work that Chairs do.
- Chairs need to be part of process.
- Can have special meeting if want to vet nuts and bolts of calendar re: things like final exam on last day of classes, college hour.
- Difference between block schedule and what sending to state. Calendar is negotiable; sets parameters then get into actual days of instruction.
• First step is a develop proposed calendar.
• Day/Time matrix deadline is June so went can Chairs review?
  o Timeline will be adjusted.

**VP Search**
• Position closed on April 1. There are about 50 applications.
• Will begin work with goal of having someone start July 1. Angelina’s last day is June 30.
• Discussion about makeup of screening committee and criteria for Academic Senate President’s appointments.
  o Comment: if get down to 5 people could they have 5 minute presentation to Chairs? AD will ask.
  o This position is extremely important to us from learning standpoint moreso than President so hope it’s a good person.
  o Per David Snyder: VP presides over instruction and student services yet pay is low compared to similar colleges.
  o AD to follow-up on how we might do this.

**Statewide Budget**
• *Los Angeles Times* article, California Community Colleges to Slash Enrollment, Classes distributed: K-12 Basic Aid districts have been asked to give up some money, 8.9% to assist other districts so community college Basic Aid districts not impervious.
• We’re looking at $800,000,000 in cuts to community colleges if tax extension does not occur. This gives sense of what other colleges are doing. We don’t have to do anything right now but this is when we should. We can be proactive while these colleges did not have that opportunity.

**Academic Planning: Priorities, Master Schedule & Blueprint**
• To mitigate effect of summer cuts, Chairs and their Deans can decide on how they want to distribute spring/summer units.
• WASC said we have no enrollment management plan, so Cari and OIM have begun to develop a tool which includes an inventory of all COM courses and codified them.
  o Chairs will receive draft of this planning tool document digitally.
  o Will help you identify core and other priorities based on values you and curriculum process have identified.
    • Example: Geology discipline. Which courses meet the most criteria?
  o COM Course/Section Offering Patterns Summer 2009-2010 graphic distributed.
  o Need to focus on Transfer, Career and Basic skills per state’s directive.
  o Cari will give hard copy spring master schedule mostly IGETC/CSU.
  o Transfer Requirements vs. Transfer Electives; demonstrates whether do CSU General Ed or IGETC will be 60 units. There is not much room for transfer elective courses as in past. These are priorities we are working toward; make sure classes count for transfer. If you have transfer program work towards these priorities.
  o We have to figure out a way to address what the state is asking us to do.

• Comments:
  o Have scheduled for last several years using various criteria.
  o Need to have units to schedule courses.
  o Many disciplines don’t have people earning degrees but transfer large numbers of students in that major.

**Curriculum Committee**
**Chris Schultz**
• Hold for future meeting.
Follow-up Assignments
- AD to send part-time/full-time faculty ratios for 2010-2011.
- OIM to send draft of planning document to Chairs.
- AD to see if Chairs can meet with VP finalists.
- AD to adjust Compressed Calendar timeline.

Focus Topic for Next Agenda
- Academic Planning
- Full-time hiring: Role of Chairs in Process