Business Division
DEPARTMENT CHAIRS & COORDINATORS MEETING
Thursday, September 19, 2013
3 p.m. 19B-3

<u>MINUTES</u>

Department Chairs & Coordinators Attendance:

☒ Fawaz Al-Malood	☒ Ed Estes	☐ Tom McFarland	☒ Doug Hughey
☒ Lis Eatman	☒ Martin Ramey	☒ Brenda Domico	☒ Kathy Watanabe
☐ Maria Davis	☒ Vic Zamora	☒ Carol Impara	☒ Tony Henry
☒ Lisa Ledeboer	☒ Barry Andrews		

Guest(s): **Facilitators:** **Recorder:**

☒ Mary Ann Mulvihill	☐ Joumana McGowan	☒ Karen Johnson Newsome
☒ Linda Monteilh	☒ Jennifer Galbraith	
☒ Robert Stubbe		

ITEM	DISCUSSION
1. **Winter 2014 and Spring 2014**	Linda received the second download for WTR 14 this morning and sent it out to the Dept Chairs and Coords before this meeting. Please check this download very carefully in order to minimize further revisions. The first download for SPR 14 is scheduled for Tuesday, October 1st. Some of you may be working on the changes Joumana requested in order to capture additional FTEs by adding sections to the SPR 14 schedule. If you have difficulty finding a classroom or identifying faculty available to teach those sections, Jennifer mentioned that Chairs/Coords may add classes in WTR 14 instead. Make sure that the classes you are adding have wide appeal and will be sure to fill.
2. **Faculty Position Requests (To be voted on 9/26/13)**	There will be a special Dept Chairs & Coords meeting next Thurs, 9/26/13 @ 3 PM for the sole purpose of reviewing the new faculty position requests submitted by each department and then establishing the Business Division ranking for submission to the Instruction Office and further review. Jennifer will send out a list of the positions submitted, with the individual department's ranking of each position. Unfortunately, the projected number of positions for recruitment has been reduced, based on information received from the Chancellor's Office.
3. **Faculty Absences (subs and class coverage)**	Jennifer reminded the group that subs for class absences must be preapproved by the Dean or Associate Dean and that the sub should get paid for that class coverage. This is a matter of liability as far as the college is concerned. Please submit your requests, with justification for the hiring of a sub, for individual consideration. Class coverage arrangements between individual faculty members are not an acceptable option, for the reasons noted above.

	Vic Zamora requested that this process be articulated so that it is clear who begins the process and the steps that are involved. Jennifer said that the Instructor for the class would submit their request for a sub, with justification, directly to Joumana and Jennifer.
4. **H.8 Form (new changes that might impact timeline)**	New changes to the H.8 Adjunct Faculty Summary Form requiring consultation with the Division Dean/Assoc Dean may impact your timeline for completing adjunct faculty evaluations. Please adjust your timeframe accordingly.
5. **Adjunct Evaluation Process**	Jennifer reviewed the Adjunct Evaluation Process – Timeline Summary handout, as well as the Fall 2013 DL Student Evaluations Flow Chart Process Map and informational table of the Distance Learning Student Evaluations Online Deployment Process. Timely follow up of any "needs improvement" findings are crucial to early intervention and resolution of problems that may arise. Joumana and Jennifer are available to provide counsel, as needed. Contact Linda if you have questions regarding the adjunct year your faculty are in or if you need clarification of their status in terms of rehire rights. In addition, please be sure to utilize the adjunct faculty coversheet when submitting your adjunct evaluations to ensure that the packet is complete. <u>Note</u>: student evaluation scantrons do not need to be submitted with your summary (unless they receive an unsatisfactory rating), although you are advised to retain them for at least one year, so they are available if detailed documentation is needed in the evaluation process. The original adjunct evaluations are submitted to HR and the Business Division Office keeps a copy of the adjunct evaluation summaries on file for two years. Individual department records are encouraged to provide history and documentation of progression.
6. **Development of Requisition Processing Improvements**	As announced at our 8/20/13 meeting, Jennifer met with a Task Force including Fawaz Al-Malood, Carol Impara and Mary Ann Mulvihill to develop a process for using requisitions for department purchases. Jennifer reviewed the Requisition Process developed and the form to be used to submit purchasing requests. This form was modeled after the VTEA Requisition, so it is already familiar to most Chairs/Coords in the BusDiv. The process and form will be sent to the FT Faculty listserve today, so we can begin implementation of this new process. Please notify the Division Office if you have any questions or concerns as you start using the forms.
7. **DL classes (procedure to add students on wait list?)**	Students on wait lists for fully online DL classes frequently call the office staff to ask about the process of adding students from the wait list. How will they be contacted? Are they to contact the instructor? Etc. Jennifer asked if there is a standard process in the BusDiv, or if one has been

	developed through Distance Learning. Ed Estes is on the DL Committee and will inquire about a recommended process or best practices in this regard and report back to the group.
8. Equipment Request Process (preliminary demonstration of new Business Division procedure)	Robert Stubbe gave a preliminary demonstration of a new Business Division procedure to follow when requesting <u>office</u> equipment modification or upgrades or new deployment of equipment. (Note: office equipment <u>repairs</u> should continue to be routed through the Help Desk unless they are an emergency and the computer lab should be contacted directly.) The Equipment Request Process will be accessible through a BusDiv IT Portal, and Robert will send out the web address of that site when the system is ready to go live. This standardized system to submit office equipment requests will be more equitable for all faculty members and will be part of the Help Desk system. Again, this process is not to be used to request <u>classroom</u> equipment repairs or upgrades.
9. Summary of meeting with Cal Poly Pomona	Jennifer and Joumana met with the CPP College of Business Administration Dean, Richard Lapidus and Associate Dean, Larisa Preiser-Houy on September 11th, to discuss the development of a CSU AA/AS-T degree in Business Administration. Handouts from that meeting (Transfer Model Curriculum, Math Prereqs at CSU's and their suggested model of Chaffey College Business Administration for Transfer (AS-T) were reviewed. The challenges to developing a transfer degree include disagreement between the CSU's as to the requirements needed. The question was raised as to the possibility of developing a transfer degree specifically for CPP. Jennifer suggested talking to CPP faculty and encouraged Chairs/Coords to make development of an AA/AS-T degree a priority. CHLD is looking at working with CSU, Fullerton to develop their transfer degree.
10. Business Division\Department Web Pages	Robert Stubbe will be using Omni Update to bring the Business Division web pages to the Mt SAC campus standard. He demonstrated a variety of pages that use Omni Update and requested that Dept Chairs and Program Coordinators send him any photos they may have of student activities and awards that will highlight the program achievements and successes. Dept Chairs and Coordinators are to get him what information they would like to have updated on their webpages. Templates and stock photos from the web team resources will be used, if input is not received from the individual program or department. The updated web pages will have a student focus and include a resource section for every program or department.
11. Work Experience Courses	In follow up to our earlier discussion regarding work experience courses and the new processes/paperwork involved, Linda noted that work experience courses are not repeatable without a Petition for Exceptional Action approved by George Bradshaw, Dean of Admissions & Records.

	Jennifer reminded the group of the new criteria for repeatability with resulting limited courses available.
12. Closed Captioning	Jennifer distributed a list of Captioning Requests for Prioritization by the Instruction Team dated 5/30/12. Due to the extensive nature of this list, and the limited resources available to provide closed captioning, each program is asked to review the list and identify what still requires captioning and rank the ones that need captioning as a 1, 2, or 3. Please send your input to Jennifer by Thursday, 9/26, so the list can be reviewed by the Instruction Team. A discussion was held of the requirements and challenges of obtaining closed captioning on all class materials. It was noted that if you have a student in your class requiring the use of an interpreter as part of their accommodations, interpreters are not allowed to translate videos. If you are interested in having an outside service provide the closed captioning required for your class materials, you can contact Fawaz Al-Malood for a referral.
13. Department Chair Training	Jennifer reminded Dept Chairs of their contractual obligation to complete 4 hours of training during the academic year and noted that there are upcoming training sessions, including 2 tomorrow, Fri, 9/20: 10A Web CMS – Curriculum Workshop and 12:30 P New Department Chair Orientation. Refer to the POD website for additional options, including Argos reports training.
14. Other	No additional items were discussed.

Next Meeting: Thursday, September 26, 2013 @ 3 PM (19B-3)