

Child Development Department Meeting: Date: March 7, 2014 Adjunct Meeting Minutes

In Attendance:

Recorder: K. Watanabe

	Addison, Tamika	X	Henry, Tony		Ledeboer, Lisa		Williamson, Kisha
	Thay, Cecelia		Hughey, Doug		Soto, Lina		Guests:
	Henry, Janette		Landeros, Darlene	X	Watanabe, Kathy		
	Adjunct Faculty	X	D Hawkins	AB	Teresa Landeros	AB	Lucy Jackson
AB	Lida Anderson	EX	Maria Genovese	EX	Mayda Medrano	X	Estella Mejia Gonzalez
X	Faye Campbell	X	Ellen Horwitz	X	Swapna Nandi	X	Sheila Mateo
X	Yecenia Cardenas	AB	Elmira Jannell	X	Donice Robles	X	Robin Moore
X	Karen Curran	X	Kheng LyHoang	X	Janice Rice	AB	Heather Toyoshima

Time: 3:30 PM Location: 20-7

Item:	Discussion:	Outcome:
Welcome	Please help yourself to the refreshments and network with one another for a while.	Group introductions
Syllabi	<ul style="list-style-type: none"> Send Division you syllabi Send Doug Hughey a copy of your syllabi by the end of the second week of school. Please include a disability statement in your class policy section of the syllabus. 	<ul style="list-style-type: none"> ✓ It is due to the Business Div by the second week. BusDivSyllabus@mtsac.edu ✓ You are encouraged to place an "instructors discretion" statement that assignments or grading scores may be altered or changed. ✓ Please follow appropriate format (course reference number and course name)
Drop dates	<ul style="list-style-type: none"> Drop – demonstration 	✓
Grades	<ul style="list-style-type: none"> Submitting grades on line - demonstration Please send Doug your final grades every semester either via email or hard copies are ok 	<p>These are due the Tuesday following the end of the semester.</p> <p>Faculty who do not submit grades on time will be listed and contacted by the Dean</p>
Observations & Outside assignments Guidelines	<ul style="list-style-type: none"> Field Trip Authorization---fill out and send to Business Div with class roster Medical Release---this is two-sided with Standards of Behavior and returned signed to the Professor. Reminder: If any student is identified with a "Y" this indicates youth. You must have a parent's signature on these forms. We recommend you hold these forms for a semester. 	<ul style="list-style-type: none"> ✓ Required of ALL classes with ANY OUTSIDE assignment ✓ Handouts were explained in detail and distributed ✓ It was emailed to all Adjunct last night

	<ul style="list-style-type: none"> Standards of Behavior 	
Attendance & Absences reporting & Substitute Policy	<ul style="list-style-type: none"> Review of Policy and Procedures If you will be absent you must call the Business Div office (leave a message if no one answers) Please make them aware if you want any special directions or posting for your students to know (blue form). No substitution arrangements may be made among one another. Requests for subs must come through the Department Chairs. 	<p>Business Division X4600 Call the Lab if there is no one in the Business Division after hours.</p> <ul style="list-style-type: none"> ✓ There is NO substituting for one another classes
Canceling classes	<ul style="list-style-type: none"> 20% rule You may not miss more than 3 classes for a 16-week semester 	<ul style="list-style-type: none"> ✓ Giving an assignment in-lieu of class IS NOT 'holding class' ✓ Class are ONLY counted when face-to-face ✓ Notify the Div if you are holding class in alternate places or rooms.
Core Assignments vs. Academic Freedom	<ul style="list-style-type: none"> Purpose of CORE Assignments Discuss academic freedom Area Leads/Course Liaisons 	<ul style="list-style-type: none"> ✓ Allows us to maintain quality ✓ Courses are reviewed and changes are implemented after discussion and examination and feedback from Advisory, the Profession. ✓ Core assignments meet our SLOs. ✓ No substitutions
Articulation Assignments	<ul style="list-style-type: none"> CHLD 11 – Credit for two preschool observations. CHLD 10 – Credit for two Play observations 	<ul style="list-style-type: none"> ✓ Articulated students will provide a certificate indicating the assignment they receive credit for. ✓ This does not mean they do not have to do the assignment, but that they receive credit for the assignment.
Adjunct Evaluation (Kathy)	<ul style="list-style-type: none"> Kathy is anticipating a list from KJ outlining the schedule for adjunct faculty evaluations 	<p>Faculty will be notified of procedure. All faculty teaching a course for the first time, or first time teachers will have a classroom visit by a designated evaluator.</p>

Class Assignment	Doug is the Department Scheduler – Summer has been planned. We will be doing Fall schedule soon.	Course assignments may depend on expertise; class schedule; maybe replacing or make-up from a lesser unit course
Questions	As each area was discussed faculty questions were clarified. Is a signed parental consent form needed for the adolescent or school age interview?	Kathy to send email to Grace Hanson concerning CHLD 72. Kathy to email the Dean regarding parental consent form.