

Present: Kristina Allende, Stacy Bacigalupi, Glenda Bro, Mike Dowdle, Marlene Gallarde, Solene Halabi, Hal Hoffman, Luisa Howell, Jim Jenkins, Carolyn Kuykendall, Elizabeth Lobb, Jeanne Marie Velickovic, John Vitullo

Item	Comments/Discussion/Outcome
Minutes	Minutes for May were approved as submitted.
Announcements	<p>Jeanne Marie circulated folders with department chair training and reference documents to continuing chairs who did not attend training for new department chairs.</p> <p>Jim told the chairs that the bond sold and there will be \$145 million for new buildings on campus. There will also be new instructional money that will go toward replacing computers in the classrooms on a rotation schedule. The division has 26 new document cameras (Elmos) that will be placed into Building 26. He asked the chairs to let the division office know if faculty members have computers that don't work, so they can be assessed as to whether to replace or repair.</p> <p>Jim said that a new adaptive testing center for DSPS that will use three classrooms on the 2nd floor of Building 26 is being proposed. There are also plans for a new Language Center with four new classrooms. 26D-3411 will be remodeled into two classrooms and six offices. Kristina raised the concern that ELJ faculty will lose prime time scheduling of English classes, due to the loss of three classrooms. Jim stated that this is unlikely to happen as other classrooms are typically assigned to the division if classrooms are lost due to circumstances such as this.</p> <p>The division is finalizing the new instructor absence guidelines providing for electronic notification of absences instead of the division posting sign-in sheets on classroom doors. An email with the new guidelines will be sent first to department chairs for review, and then to faculty.</p> <p>Jim shared that while we are still not in a growth mode, things are improving. We are looking at approximately 2.5% growth for winter/spring, but don't yet know the target for summer and fall. The new Vice President of Instruction is data-oriented and looks at enrollment of the college as a whole, so it is possible that she may shift FTES between divisions.</p>
Requests to Fill	<p>Requests for Faculty Positions need to be submitted to the division office before the end of September. Chairs were asked to email their in-process requests to Teresa, who will complete the quantitative data section and email back.</p> <p>Jim suggested the chairs consider the importance of courses for matriculation, transfer and degree and certificate completion, as well as student demand, when writing a rationale for a faculty position. They could also include fall enrollment numbers and trends, which Jeanne Marie can provide.</p>
Planning	Jim explained that there has been a shifting of the HSS schedule in the last few years during enrollment cuts, and that options in General Education areas 3 and 4 were reduced more than in other areas. The goal is to develop a contour of course scheduling that reflects student needs. In

Planning (Continued)	<p>future, the division will grow disproportionately based on student enrollment priorities and support of student matriculation and transfer. He would like to use 7-10 data points for division-wide enrollment management planning. The data at this point is just partially available, but hopefully we will have access to more comprehensive information and enrollment reports in future.</p> <p>Jim emphasized that the division would like to look at elements that promote student success, including scheduling and matriculation. The discussion moved to some innovative practices and strategies within the division to promote student success. The First Year Experience links classes that meet different General Education areas, and is intended to help students matriculate. Glenda mentioned the Pathway to Success which will have three English links with four math links. Students who succeed at one level of English/math will be guaranteed a spot in the subsequent English/math course. Jim mentioned that Mt. Sac received a Title V grant that will allow expansion of the Tutor in the Classroom program beyond English 67, 68 and 1A and into the content area classes. He would also like revisit the development a shared vocabulary for the inclusion of critical thinking and writing elements in HSS courses.</p> <p>Carolyn gave a brief overview of Honors courses and their extremely high student success rates (94-95%). She created a matrix for scheduling Honors courses based on student need. Surveys showed that students in stacked Honors courses are more successful and satisfied than in regular courses. Jim stated that the division will focus a lot on student success and that our decisions will be based on data.</p>
Outcomes (Program)	Jeanne Marie mentioned the need to revisit the Liberal Arts degree outcomes and to develop program level outcomes for all degrees (local and AA-T). Faculty may use course-level outcomes or competencies. The Outcomes Committee will initiate a campus-wide discussion on General Education outcomes in the form of a workshop that will be co-chaired by the new Vice President of Instruction, Irene Malmgren.
Contract Revisions	Jim reviewed changes to the faculty contract, including that faculty will no longer have to specify hours completed for service (supplemental) hours. He also pointed out changes regarding reassignment rights for full- and part-time faculty.
Curriculum	Jeanne Marie circulated a copy of the new WebCMS content review form. She explained that faculty should consult with other departments if they would like to add a course prerequisite outside of the discipline of the course (e.g., to add an English prerequisite to a General Education course). She said that there will be curriculum training for department chairs.
Adjunct Evaluations	Jim reminded the chairs to complete adjunct evaluations as required in the Contract. If they encounter any problems or have any questions, they should not hesitate to contact him or Jeanne Marie for assistance.

Respectfully Submitted,

Jeanne Marie Velickovic
Associate Dean