Department Chairs & Coordinators Meeting
Minutes for Friday, November 2, 2012

Attendance

Members: Vini Angel, Garen Baghdasarian, Fariba Bolandhemet, Suzanne Borghei, Laura Campbell, Ron Davis, Judith Douglas, Vicki Drake, Lisa Farwell, Chris Fria, Gail Fukuhara, Teresa Garcia, Nancy Grass Hemmert, Laurie Guglielmo, Janet Harclerode, Larry Jones, Jennifer Merlic, Wendy Parise, Toni Randall, Jon Rogers, Elaine Roque, Sandra Rowe, Perviz Sawoksi, Christine Schultz, Judy Schwartz, Linda Sinclair, Eleanor Singleton, Toni Trives, Joy Tucker. *Guests:* Audra Penchansky

I. The October minutes were approved without revisions.
II. Senate Report
    - Administrative Regulation 4320 is being revised by the Student Affairs committee in conjunction with the Distance Ed committee. This AR pertains to student attendance/participation in the first week of classes and faculty rights to drop for lack of attendance/participation. Revisions are intended to clarify the regulation and to expand it to better address the needs of online and hybrid courses. Departments are encouraged to review the proposed revisions and bring concerns/suggestions either to the Senate meeting when the 1st read occurs or by contacting Bea Magallon, Chair of the Student Affairs Committee, directly. A link to the current draft is available on the October 30 Senate agenda.
    - The statewide Senate has proposed to the Chancellor's office the following requirements for community colleges related to SB1440:
        i. By 2013, 80% of all AA degrees offered by a college match the TMC if one exists for that discipline, and
        ii. By 2014, this requirement be increased to 100%

      For your convenience, here are some definitions to help with the acronyms:
        - *SB1440* refers to the state bill that mandates community colleges create Associates Degrees for Transfer and that California State Universities be required to accept these degrees and provide a path for students who enter their program with these degrees to earn a Bachelor's degree with no more than 60 additional units of coursework.
        - *AA-T and AS-T* stand for Associate of Arts Degree for Transfer and Associate of Science Degree for Transfer, respectively.
        - *TMC* stands for Transfer Model Curriculum. These curricula are being developed by groups of faculty in common disciplines from around the state to define AA-T and AS-T degrees in each discipline. Colleges submit their own AA-T and AS-T degrees to the Chancellor's Office for approval, but at this time, those that do not match the TMC for that discipline are not being approved.
        - *DIGs* stands for Discipline Input Groups and is the name given to the groups of faculty who are working statewide to develop TMC's.
        - *C-ID* stands for Course Identification Number System which is an older effort in the state to create a common course numbering system for use

across all colleges. The C-ID website includes a mechanism to support discipline-specific statewide dialogue is therefore now also being used by the DIGs for online discussion of TMCs under development. However, much of the real work on the TMCs is happening at face-to-face meetings begin held in both northern and southern regions of the state.

- An effort is underway at the statewide level to implement common assessment tools for math, English, and ESL as required by recent legislation. Some discussion is also occurring regarding the use of high school transcript information for student placement.

III.   Veterans Resource Center Professional Development – Audra Penchansky & Linda Sinclair presented on professional development opportunities for faculty related to Veteran student issues. Vet Net Ally training has been offered at various institutional flex days in the past. To bring this training to even more faculty, they are proposing conducting these trainings for individual departments at department meetings and/or department flex days. The committee provided suggestions on effective ways to schedule and deliver these workshops. Audra and Linda will be in touch with more information prior to our spring flex days. In the meantime, chairs and coordinators who would like to arrange Vet Net Ally training for their departments should contact Audra or Linda. Also, a Veterans' Summit is scheduled for December 6 and 7 in Redwood City (northern CA). Faculty are invited to attend. For more information, please see http://www.faccc.org/veteranssummitt12.html.

III. [Spring 2012 ILO Assessment Results](#) - Christine Schultz provided the following update regarding our SLO assessment results:

- We will be writing our report for ACCJC (our accrediting agency) to document proficiency over the winter and will be submitting it in spring, 2013. We are doing quite well.
- Three departments have still not entered their SLOs into ISIS and mapped them to ILOs. Please speak to Christine if you need help entering them. If you have the SLOs in a Word Document, the SLOs can be cut and pasted right into ISIS and the ILO mapping is very easy.
- All instructors who have filled out an SLO course roster, now have the reports from Spring 2012 on their portal under miscellaneous reports.
- The Chairs have access to the reports for all sections and all courses on their ISIS Staff page under Instructional Reports.
- MIS is working on a summary report where your courses will be listed by section and the percent of students succeeding on each SLO will be shown
- We now have a new system which our counselors can use to enter their SLO assessments.
- The ILO Core Competencies Report was sent to you with the agenda and there is a copy here available via the link above. Institutional Research will not be running ILO Reports for each individual department. If you need those data, you can contact Hannah Lawler in Institutional Research.

IV.   TurnItIn.com trial usage levels are fairly low. If faculty in your departments are interested in having the system available on a permanent basis, they should demonstrate their interest in the system by using it with their classes this month. If usage remains low, there may not be sufficient justification for the cost of the ongoing license.

V.   The committee voted unanimously to approve the modified Scope and Functions for the committee to read as follows:

Chairs and Program Coordinators Committee
(Revision Proposed November 2, 2012, Committee Vote 26:0:0)

Membership: Faculty Only.

Structure/Scope:

The Committee is comprised of all department chairs, faculty leaders, coordinators, and other faculty program leaders. In order to act in both its decision-making and liaison capacities, the Committee meets monthly.

Functions:

A. Deals with any and all matters that affect academic and organizational aspects of the departments and special programs. Such issues include, but are not limited to, faculty hiring, outcomes assessment and analysis, student success and retention, faculty evaluations, institutional planning, and the scheduling of classes.

B. Facilitates the flow of information between the departments and programs, the Academic Senate, and the Administration. The Chair of the Committee serves as a resource liaison to the District Planning and Advisory Council (DPAC).

The meeting adjourned at 11:25.

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Remaining 2012-2013 Meeting Dates:

December 7, 2012
January 4, 2013 (tentative, will meet only if needed)
February 1, 2013 (tentative, will meet only if needed; to be held in The Loft)
March 8, 2013 (2nd Friday)
April 5, 2013
May 3, 2013
June 7, 2013 (to be held in The Loft)

All meetings are held on Friday mornings, usually the first Friday of each month, in
B-111 (unless otherwise stated) from 10:00-12:00.
Send agenda items to merlic_jennifer@smc.edu*.*