

DEPARTMENT CHAIR MEETING

Monday, November 2, 2009

2:30 p.m., north Lounge

MINUTES

Present: S.Dodd, K.Rose, E.Crook, M.Sanidad, M.Bumgarner, R.Perez, F.Lozano, F.Lopez, M.McKenna, J.Maringer, E.Venable, A.Rosette, S.Carr, S.Au-Yeung

Kathleen Rose called the meeting to order at 2:32 p.m.

The October 19, 2009 minutes were approved by consensus.

Updates and Announcements from Departments

Susan Dodd – This is the best women's volleyball team in Gavilan's history.

Sherrean Carr – Articulation Day was a success, 10 new articulation agreements were developed, 41 people attended.

Erin Crook – The English department is working on PLOs, and will begin reviewing student portfolios. They will begin a discussion regarding student success and strategies for getting students through English 1A.

Mary McKenna – Natural Science is working on PLOs, they are going through the IEC review process. The math department is evaluating math assessment, the biology department is in the early stages of discussing doing an arboretum.

Jane Maringer – The LD specialist is reviewing supplemental classes. Some math support classes will be combined, the change will be taken through curriculum. They are updating the DRC directory, DRC department meetings have alternating chairs, and they are working on accommodation and note takers.

Mary Ann Sanidad – The ESL department is working on PLOs, they are assisting students and advising them on strategies for improvement before the semester ends.

Marlene Bumgarner – The Child Development department is working on student papers and assisting adjunct faculty with strategies on getting through the student paper workload. Some courses need to be on the English 250 level. Kathleen stated that she would like to explore future grant funding to get students to reach or strengthen basic writing skill requirements.

Ellen Venable – The Business department has noticed a drop in the level of reading preparedness and are thinking about reevaluating prerequisites and advisories. Jane offered use of software that faculty can use to scan a chapter or a handout for students who may benefit from having instructions read aloud to them.

Shuk Au-Yeung – The library got approval for a Title 5 project for library support in Hollister.

Dana Young will begin services this week on Thursdays, 11:00-3:00. She, Dana, and Larry Moeller attended the Internet Librarian Conference.

Fran Lozano – The schedule is being finalized. She is attending a basic skills meeting on Thursday and Friday.

Rachel Perez – She attended the women's volleyball game with Cabrillo, she is working on faculty evaluations, she submitted the Non-Credit draft of the spring schedule, Non-Credit is going through the IEC review process. She is also helping with a survey on the digital divide for the TRIO grant, input is welcome. Enrique Luna stated that we should not dismiss that the ability to use technology is not just having access but the effective use of computers updated with current resources. Marlene stated that some students may have access to computers but may not have printers available for school work.

Fran Lopez – The fall DRC newsletter will be available this week and will focus on autism awareness. The DRC has limited counseling due to Bruce Eastman’s retirement. Testing will now be available at the off-sites to eliminate missed appointments due to student transportation issues. Arturo Rosette – The Fine Arts department is gearing up for Children’s Theatre productions. The gallery is currently hosting a show. The Spanish department is exploring a new site in Mexico for its study abroad program.

Enrique – The Social Science department is working on updating unit plans and developing a brochure promoting the Global Studies emphasis. They are also working on developing a Public Health emphasis.

Kathleen – Work is continuing on the accreditation mid-term report. The task is to report on the progress of the 71 planning agenda items as well as the three recommendations. The report will be posted on a blog for review and input within the next 30 days, then it will be sent to the Board of Trustees in December and to the commission in March. She will begin meeting with tenure committees through the end of the semester. She announced that her application to be a Puente mentor was accepted. She passed around a flyer of the Annual Monterey International Film Festival.

Round Table Discussion: Topics

Kathleen reported that the first round table discussion was a success, 13 people attended, and Lisa Franklin did a great job as facilitator. Thank you to Susan Dodd and Debbie Klein who shared their experiences and how it has impacted students. Another round table has been scheduled on December 3. Kathleen stated that she has received positive feedback from faculty about being able to sit and talk intellectually about what happens in the classroom and about the SLO work.

Discussion Question: How do we structure a campus-wide discussion about the development of a student success agenda for Gavilan?

Kathleen passed around a copy of the “Steps to Success” report from Cal State Sacramento. She stated that it is a valuable document in the ongoing discussion of student success. There is a perception that student success focuses on instruction, this report points out that there are milestones student go through. They identify transfer, personal enrichment, professional growth, etc. There are other things that impact success. Kathleen reported that she has been meeting with Randy Brown, Richard Alfaro, and Eddie Cervantes to discuss this topic. She passed around the book, Democracy’s Open Door, which discusses several definitions of success. Enrique suggested a more structured discussion to make it a more fruitful conversation. Arturo stated that an added benefit beyond structure is that it can be a model for conversations at department meetings. The conversations may seem open-ended, but it starts conversations. Arturo suggested adding to the discussion other forces that play a role in student success, such as society. Enrique suggested asking the question framed in different ways and multiple times in order to get good information. Asking broad questions may not result in the best information. It is how we ask or frame the question that will give us a better understanding of what students are thinking, knowing that they will mature with time. Arturo suggested asking departments their vision of success, not just the students, and discussing it in different venues, such as Academic Senate. Kathleen stated that in both cases, patterns will emerge, and that is when you get better information. It was agreed that 20 minutes at each Department Chair meeting will be devoted to discussing student success, with shared moderating duties. Enrique will be the first moderator.

Articulation Day – Lessons Learned and Expansion Opportunities

Sherrean reported that Gavilan is a partner in a grant that facilitates the link between community colleges and high schools. The state Academic Senate is a leader in developing statewide career pathways. One of their goals is online articulation agreements. Our first step was to do develop individual articulation agreements. Gavilan hosted the articulation day on October 24. The next project is to host a counselor meeting with the same local high schools and walk them through the articulation agreements. A continuing project is working on other agreements. Sherrean reported that Jesus Olivas has articulated at our level and as long as the high school and college have aligned the curriculum and have a common final, it can be transcribed and it would be approved at the four-year level. We have over 27 classes articulated. Rachel stated that this may be something Non-Credit can do with the ESL curriculum to provide a pipeline.

Sub Coverage, Absences, and Communication with Division Office

Kathleen asked what the process is for subs for faculty absences. Responses included the following:

- Full-time faculty sub for each other and adjunct when it is for one day or so.
- Faculty sub for each other or use part-time and pays them, and informs the division administrative assistant.
- If it is an extended absence, it goes through the dean, if it is one or two days, it may not be valuable for students to have a sub, and it is communicated to the dean.
- Faculty submit a conference form authorizing days off campus.
- Adjunct faculty need to be informed that friends or other colleagues cannot sub unless they are college employees who meet minimum qualifications.
- Non-Credit uses subs who have gone through the hiring process
- Absences should be reported as part of the faculty contract.
- Faculty notifies administrative assistant and calls colleagues to ask them to sub, or cancels classes and gives assignments to students when absence is planned.
- Have been encouraging adjunct to think about teaching all department courses as an opportunity to be a guest speaker or to sub.
- The reference librarian has done library orientations for a class when an instructor has a planned absence. When both librarians are absent, a sub will be called in.
- Students will work online for those classes that have that component.

It was agreed that a standardized process needs to be developed. Kathleen will develop a draft and present it at the next meeting. She also suggested developing a virtual orientation for adjunct faculty that can be referred to when needed.

The meeting was adjourned at 3:48

Submitted by Angie Oropeza