DEPARTMENT CHAIR MEETING  
Monday October 4, 2010  
2:30 p.m., north lounge  

MINUTES  


K. Rose welcomed all and called the meeting to order at 2:30pm. Request for minute approval prompted discussion regarding objectives presented at 9/20/2010 meeting. S. AuYeung stated ongoing air conditioning issues in the Library were not included in the minutes. A question arose as to whether or not air conditioning had been placed on the list of goals/objectives. J. Maringer confirmed it had not been placed on the list of objectives. K. Rose requested the minutes be amended to include “Grounds” and “Library - air conditioning”. E. Crook requested placing Metacognition on the next agenda.  

Program Planning  
R. Brown and K. Billups presented an overview of the new online interface now referred to as “Program Plans” for the forms/processes previously known as Unit Plans and the corresponding funding request form.  

After maneuvering through the preliminary online entry points, discussion followed regarding the first section of the revised form. R. Brown stated some of the programs are using narrative from the catalog as a template but are also adding or expanding to it, in order to set a vision. He stated the second section in the form should list how the objectives are going to be met and how we are going to address those program objectives for our students. M. Sanidad stated the ESL narrative came from the catalog but she also asked L. Halper because she was not sure what to include. R. Kreider stated this area was one where they had difficulty and queried as to which would be the program: the department or the majors. A. Rosette stated any degree or certificate is considered a program. K. Rose stated this is the first year that we have a narrative and suggested the write up should include a sentence or two depicting the direction where the department would like to go. The first paragraph should be general and the second paragraph more specific. R. Brown stated the accreditation language allows us to define the program however we want; the baseline is the degree or certificate.  

K. Billups took the form back one step and displayed the disciplines listed for department/divisions, stating these were created three years ago. H. Jukl stated they needed to split their area up. R. Kreider stated Social Sciences also wanted to break things out.  

R. Brown introduced the next section which is designed to link the program objectives with a current strategy (listed under a drop down window). A. Rosette inquired as to whether or not you could go back to an old, unfinished objective. K. Billups stated you
can, if you go back to a previous strategic master plan. However, he pointed out we are not able to link current objectives with old goals from an older strategic master plan. K. Billups stated some of the strategies or goals might not be applicable if they were derived from an old strategic master plan.

R. Brown stated the form was also revised to indicate whether or not the program objectives came in as a result of IEC recommendation. To this end, a check box is now included.

Budget Request Form
Within the program objectives, R. Brown stated there may be a number of activities or series of things that need to be done. In previous submissions the planning group may not have listed all of the activities with items that had costs attached to it, such as budget items that may have been taken care of by Title V money. Previously, no budget request was necessary unless it required general fund money. The recommendation now is to include or identify all sources of money. H. Jukl stated something should be included that indicates funding is categorical, otherwise it looks like “its free”.

K. Billups walked the committee through the budget request form. No form needs to be submitted unless it is for new funding. The “activity line” has a place for a notation to identify the funding source and should include information such as one-time costs and/or reliance on the general fund. R. Sharboneau brought up concerns regarding access to “amount for burdens”. The first generation form required a call to HR to get an estimate of personnel cost/tax/burdens. Follow up included involvement with CSEA and GCFA contracts, salary schedules and job descriptions. A. Rosette stated that was not the area of faculty expertise and suggested requesting the information from HR as a bundle – as part of the services they provide.

K. Rose reminded all program plans are due to the deans /supervisors by November; dates given on Professional Development Day. K. Billups will place the program plan deadlines online.

R. Brown-SLO
Brief overview by R. Brown affirmed SLO review at the institutional level is here to stay and we need to integrate it into our culture. Disciplines where there are ten or more classes can have part-time faculty do the work. R. Brown stated accreditation requires a system and a process in place; areas where there is no progress will stand out. Notification should come to K. Rose if there are real problems with getting the work done. Next semester K. Rose will be contacting the department chairs for status (percentage of completion). List of SLO’s are on website. Deadline 10/15.

A. Rosette inquired how accreditation would look at these and who is monitoring for quality control. Previous submissions went straight through and there is a need to look at the quality of assessment vs. just having it done. K. Rose responded she is currently serving on an accreditation panel. The college needs to show it is in compliance by providing proof of ongoing work (what has been done, modification of course outline,
evidence, does it match SLO). S. Carr stated the accreditation standard is seeking alignment with assessment and that we are meeting this in the form of continuous improvement of activity.

R. Brown – Student Survey
In order to assess students’ progress on Institutional, GE, and Liberal Art outcomes in Spring 10, a survey was administered to a sample of students 635 students (9.94% of student population).
The survey assessed institutional outcomes: *Communication, Cognition, Information Competency, Social Interaction, Aesthetic Responsiveness, and Personal Development and Responsibility*

General Ed outcomes: *Communications in the English Language, Physical Universe and its Life Forms, Arts: Foreign, Literature, Philosophy, Social Political and Economic Institutions, Lifelong Understanding and Self-Development, and Cultural Diversity.*

And Liberal Arts areas: *Administration of Justice, Business, CSIS, Elementary Education, Expressive Arts, Language Arts, Natural Science, and Social Science*

R. Brown briefly reviewed the data, described some of the parameters and presented the findings as “average”. The survey is the first step in assessing learning outcomes; next term, we are going to work on alignment and completion of course assessment. The report is available for review online.

S. Dodd – Athletics Department Name Change
S. Dodd presented a handout and requested department chair support regarding a departmental name change from Physical Education/Athletics to Kinesiology/Athletics. The course prefix would change from PE to KIN. There will be no change to Adaptive Physical Ed. K. Rose indicated this academic year has been targeted as the timeframe for processing the change.

R. Sharboneau – Revisiting Degrees
R. Sharboneau presented the issues that are created by course inactivation and of the need to understand the impact this has on other departments. If a course is inactivated, classes may need to be added or majors reformatted. S. Dodd/R. Sharboneau are asking for a review of degrees to ensure courses are sufficient to complete the major. S. Dodd will prepare a check list and ask department chairs to review. K. Rose requested S. Carr and F. Lozano bring in members from their division to support the review.

K. Rose closed the meeting with words of appreciation to all for their departmental chair work. Individual announcements followed. K Bedell requested the list of goals for this year be amended to include Articulation with High Schools.

Meeting adjourned at 4:05pm