Attendance:

1. Administration of Justice Anthony Hailey
2. Behavioral Sciences Estelle Davi
3. Biological Sciences Durwynne Hsieh, Jancy Rickman
4. Business Brad Nash
5. Child Development Pam Perfumo
6. Communications Cindy McGrath
7. Computer Science Clayton Smith
8. Drama Nick Garcia
9. EMS, Fire Tech, Fire Academy Mike Grillo
10. English & ESL Nancy Ybarra
11. Foreign Language Nancy Whitman
12. Industrial Technology William Cruz, Cecil Nasworthy
13. Library Christina Goff
14. Math Julie Von Bergen
15. Music Silvester Henderson
16. Non-Departmentalized

Faculty Group Jill DeStefano

1. Nursing Joanne Bent
2. Philosophy Daniel Ramirez
3. Physical Education Colleen Ralston
4. Physical Sciences Scott Cabral
5. Social Sciences Milton Clarke
6. Travel Program, Coordinator Debbie Wilson
7. Vocational Technical Len Price
8. Kevin Horan
9. Kiran Kamath
10. A’kilah Moore
11. Dave Wahl
12. Tawny Beal
13. Laurie Huffman
14. Eileen Valenzuela

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| **Agenda Topic** | **Desired Outcome** | **Facilitator/s** | **Time in**  **Minutes** | **Notes** |
| Welcome back to Spring 2013! |  | Kiran & A’kilah |  | The Office of Instruction will be sending out a “doodle” to survey Dept. Chairs on available times to hold Department Chair meetings to start in Fall 2013. All days and time options will be listed. |
| Enrollment Management | Adding classes in spring 2013  Information for 2nd draft of fall 2013 schedule | Kevin | 25 | We will be having a nine-week mini-semester, March 25– May 24, 2013. Please send suggestions to your Dean on classes that your department can offer. No experimental classes, Fri/Sat classes are ok, and classes can either be face-to-face or online. Please send information by Feb 14, 2013.  Kevin walked through the document for enrollment management.  13-14 – build at an appropriate goal. Scheduling needs to be robust enough to accommodate numbers we need to achieve.  Suggestion: restore cuts that we made to SP2011. Those cuts were both across the board and targeted cuts. |
| Program Level SLOs | Addressing accreditation standards   * All programs including skills certificates need SLOs * Inclusion of SLOs in student syllabus | Kiran | 15 | Every program/degree/certificate approved by the State Chancellor’s office as well as locally approved certificates must have PSLOs.  Our goal is to have an accurate 2014-2015 college catalog.  Remind faculty in your departments to include SLOs/PSLOs in your student syllabus.  Christina Goff gave an update on course level assessment. 70% of courses have completed assessments and uploaded reports to the P Drive. The goal is 100% by June 2013. The 2012-13 year is Year # 3 of the old 3- year assessment cycle and Year #1 of the new 4-year assessment cycle. |
| Program Review and RAP | Due by February 25   * All your courses should be in cohorts now. Submit to Christina Goff to be uploaded to Program Review | A’kilah | 10 | Program review and RAP are due by February 25. Please make sure to submit your RAP proposals to your Dean and to IT prior to February 25.  The Chairs voiced their concern about having both of these items due on the same date. It was explained that normally, Program Review is due before Thanksgiving. However, issues with the submission tool caused the postponement of program review from November to February. |
| Adjunct Faculty Staffing Preferences | Review the process | A’kilah | 10 | Postponed to the March 5th meeting. |
| Announcements | * Process to change classrooms | Kiran & A’kilah | 10 | Please remind colleagues in your department that there is a process to change classrooms. A completion of a Schedule Change form to officially change the location of a class should be processed. |
| Other | Information sharing | All | 10 | The library has a children’s reading area located in the front of the library.  The Honors Program will be presenting “A Conversation with Cheryl Strayed” on March 6. Contact Jennifer Saito for tickets. |
| Next Dept. Chair meeting March 5, L109 |  |  |  |  |