|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda Topic** | **Desired Outcome** | **Facilitator** | **Time** | **Follow up notes:** |
| Welcome and brief announcements | * Introduce new chairs
* COGNOS Training 9/15 @12:30
* Security in classrooms/labs
 | Kiran, Gil | 5 mins | Brad Nash is the new co-chair for BusinessFrances Moy is the new co-chair for CounselingCOGNOS training will be available for chairs and anyone else from the department on 9/15/2011 from 12:30 pm to 1:30 pm in the Business Lab cc2-232. Tim Clow will be the trainer.Due to security issues on the first floor of the Science Building faculty need to unlock and lock their classrooms. The doors are being re-keyed. Please submit key requests through Gil Rodriguez. |
| Start of semester items:Load SheetsSyllabus, book orders, load sheets, schedule drafts etc | Clear understanding of how to read a load sheetTimely submission to Office of instruction | Gil, Kiran | 10 mins | The department chair handbook can be visited at the “Instruction Office” website. <http://www.losmedanos.edu/intra-out/oi/> Example load sheets are one of the items in the handbook.Let’s work on timely submissions to reduce the impact on others such as the Office of Instruction staff, bookstore staff, etc. Thank you! |
| Spring Schedule | * A and AC on 2nd draft
* Scheduling in Brentwood
 | Kiran, GilKevin | 10 mins | Department chairs should check either the “A” or the “AC” box for full time faculty. All adjunct faculty are automatically loaded as “C”. If “A” is checked for overload, it is banked. If “AC” is checked for overload, it is paid out. Please see UF Contract article 7 for more details about load. Other boxes to check are: Grant Funded, Online, Smart Classroom, partial Online, etc.In order to better serve students at Brentwood, the Center hopes to have a good spread of classes in different GE and graduation requirements during the day and week. Kevin will provide input to chairs during the 2nd draft review period by department chairs.  |
| TBA hours and updating Catalog | * Implement Chancellor’s Office policy and guidelines
* Accurate catalog
 | Kiran, Gil Eileen | 15 mins | The District has hired an internal auditor who has flagged several problems. In order to avoid paying back apportionment, we will need to do make changes to our COORs, catalog listing, schedule listing, and syllabi for courses that have TBA. The 2011-12 catalog will need to be updated. Please complete the minor Change to COOR form to: 1) include HBA hours in the catalog and 2) indicate activities during HBA and submit to Office of Instruction by October 14, 2011 to make changes to existing catalog for courses in your department that require TBA hours. The electronic version of the catalog for the current year will be revised.Programs may chose to schedule their labs if they don’t want to hassle with the documentation required. Please see draft handout attached. It lists all courses with labs. If the course requires TBA, then please complete a minor change to COOR form. If there is no TBA, you do not need to do anything. Eileen handed out a catalog memo to each dept chair re the 2012-2013 catalog review along with attachments. Please review and respond to Eileen by October, 31, 2011.  |
| Enrollment management | Restructure committee with dept chair reps appointed by Senate; Meetings 3rd Tuesday of the month | Gil, Kiran | 5 mins | The Academic Senate has been requested to appoint 2 LAS chairs, 2 CTE chairs, 1 DE rep, 1 student services/counseling chair to serve on the restructured Enrollment Management Committee. This committee serves in an advisory capacity. Next meeting is 9/20/2011 from 12:30 to 2 pm in Co 420. |
| Assessment | Update, department responsibilities for 2011-12 | Cindy, Christina | 30 mins | Christina will be the new CSLO coach. She is organizing all the assessment documents in P drive. Please contact her for questions and/or suggestions.Cindy updated us on Assessment.  |
| Next Dept chair meeting on 10/4/2011 | Agenda items for future meetings | Gil, Kiran | 5 mins | Sorry, we ran out of time, but do email suggestions to Gil and Kiran.Among your plusses and wishes, you indicated that you liked the meeting room and set up. See you next month – same time, same place! |