

DEPARTMENT CHAIR MEETING MINUTES

November 5, 2013

12:30 -1:50 pm Library -109

Agenda Topic	Desired Outcome	Facilitator/s	Time	Follow up Notes
Inspire Spotlight on Drama!	Appreciate and recognize the work of our drama department!	Nick Garcia	12:30 - 12:40	
Succeed What's New for Students?	Update on AA/AS –T degrees and C-ID.	Eileen Valenzuela	12:40 – 12:55	-There are 10 AST degrees completed, 3 are at Academic Senate and 2 are going to Curriculum Committee this week. -We want to submit our courses to get CID #'s even those not in an AST degree. -State either approves (rare), conditionally approves (needs tweaking), or doesn't approve (need total revamping or we submitted wrong course) -All approved TMCs must be written if we have the program here.
Teach And now a word from Curriculum Committee...	Update on curriculum matters.	Laurie Huffman	12:55 – 1:05	-Curriculum committee went through Content Review Training. -New families should be brought to CC with justification of why needed -New courses needing to be put into a current family needs to go through District committee
Lead What about Program Review? Another word from	Inform chairs on process and timeline for the annual update of program review Inform chairs about Institution Set	Kiran Kamath	1:05 – 1:25	Program Review Update -2012-13 was a comprehensive year, Clint sent out a survey of process and the feedback from it was incorporated (one request was access off campus, this has been done), it is now more intuitive and

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ACCJC.....	Standards for Programs		<p>includes more instructions -will roll our 11/18 until mid-Feb and will close during RAP and re-open to document modifications and changes/responses to previous years (plan for future will be closed) -timing aligns better with RAP (upcoming review plans for 2014-15 aligning with RAP for 2014-15, new objectives made for 7/2014 and beyond. -1.5 hour workshops held 11/18,12/2 and during Jan. flex to help depts. develop thoughtful objectives, access SQL and scorecard data and make meaning from it</p> <p>Program Assessment www.losmedanos.edu/programassessment (public access to program assessment reports). We have 20 models up and need to upload the rest – send to Christina Goff. -AACJC and SS Conference acknowledged LMC as a good model</p> <p>Standards -Dept. of Ed wants to know how and what standards institutions are setting for student learning (we do this already through CSLO assessment reports) and student achievement standards (this is new!). In the spring we set student achievement standards at the institution level, now they want this done at the program level. -for example, course completion for Child Dev.</p>
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				<p>-set floor below which you would not like to drop - easiest method is to infuse this into program review.</p> <p>Questions from chairs: what definition of program are we using? (not sure), how does this align with Perkins? (you can use your Perkins data to set standards)</p>
<p>Learn Safety First!</p>	<p>Better prepare each department to use defensive strategies in the case of an emergency</p>	<p>Ryan Huddleston</p>	<p>1:25 – 1:40</p>	<p>Officer Huddleston went over what to do if there is an active shooter on campus: shelter in place (close blinds, turn off cells, barricade in, darken room), run (if you can get off campus, do so. Hands up above waist when passing officers), fight! -leave your belongings, gets students out closest exits -more trainings to come by Safety Committee</p>
<p>Announcements</p>	<p>Meeting ended at 1:45. And now a word from your union...</p>	<p>Zilber and Appell</p>	<p>1:40 - 1:45 1:45</p>	<p>D2L sessions 12:30-2:30 and 3-5</p>