

**DEPARTMENT CHAIR MEETING MINUTES****March 5, 2013****12:30-1:50, Room L109**

<b>Agenda Topic</b>	<b>Desired Outcome</b>	<b>Facilitator/s</b>	<b>Time in Minutes</b>	<b>Follow up Notes</b>
Present: A'kilah Moore, Anthony Hailey, Brad Nash, Cecil Nasworthy, Cindy McGrath, Clayton Smith, Colleen Ralston, Daniel Ramirez, David Wahl, Debbie Wilson, Durwynne Hsieh, Eileen Valenzuela, Estelle Davi, Frances Moy, Frank Dorritie, Gail Newman, Jancy Rickman, Jill DeStefano, Joanne Bent, Julie VonBergen, Kasey Gardner, Ken Alexander, Kevin Horan, Kimberly Wentworth, Kiran Kamath, Laurie Huffman, Len Price, Marco Godinez, Mike Grillo, Nancy Whitman, Nancy Ybarra, Nick Garcia, Pam Perfumo, Richard Villegas, Robin Armour, Scott Cabral, Silvester Henderson, Susie Hansen, William Cruz.				
Welcome		Kiran & A'kilah		Meeting was called to order at 12:38pm. Discussion of the Summer schedule was added to the agenda.
Survey "Doodle.it" results re meeting time	Decide on Dept. Chair meeting times for future semesters	Kiran	5	Results of the survey were reviewed. By consensus, the day time for Department Chair meeting will remain the 1 <sup>st</sup> Tuesday of each month from 12:30 to 1:50pm.
Office of Instruction Re-org effective July 1, 2013	Feedback	Kevin	15	Kevin solicited further comment on the issue of assigning the three deans a mixture of CTE, GE and DE programs. He stated that the issue of moving the Brentwood Center assignment away from the 3 deans was clearly heard.  Lengthy discussion on the challenges and opportunities of the "interdisciplinary" model. (Swiss Army knife vs. Specialist)  Hearing no strong opposition, Kevin will prepare a version of the distribution of programs across the three deans based on the feedback thus far and welcomes further input primarily via email.
A&R update	Review of processes	Robin Armour	15	Robin presented updated information on the A&R Process including info on: 1. Census Rosters

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				<p>2. WebAdvisor Rosters                  3. Late Add Petitions                  4. New Admissions Faculty webpage.</p> <p>Powerpoint slides are attached. To view the new A&amp;R faculty website go to <a href="http://www.losmedanos.edu/admissions/4faculty/">http://www.losmedanos.edu/admissions/4faculty/</a></p>
<p>Accreditation Annual Report (due March 2013)</p>	<p>Expand awareness and understanding of “Accreditation Standards” and “Eligibility Requirements”</p>	<p>Kiran</p>	<p>10</p>	<p>Kiran led a discussion on the establishment of a process to collaboratively set standards for multiple aspects of student achievement – course completion, student retention, certificate and degree completion and transfer. The standards are to represent what the college considers to be “minimally reflective” of institutional performance and can be adjusted annually.</p> <p>Given 5 years of student achievement data and the choice between setting the standard at A) the highest value, B) the average value or C) the median value, the group, on a near unanimous show of hands, choose Option C – the median value.</p> <p>Kiran also advised that the college’s PSLO assessments must be available online for public review in both qualitative and quantitative formats. . She will work with Laurie Huffman and TLC on the college’s strategy to satisfy this accreditation requirement.</p> <p>(see Questions 14b 15b, 16b, 17b, 18b, 30a and 30b on the attached documents for details)</p>

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March 5, 2013

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Credit by Exam and Challenge (Curriculum Committee)	Share information about the process	Laurie Huffman	10	Due to the lack of time, Credit by Exam will be agendized for the April meeting.
Assessment (TLC)	Discussion and update	Laurie Huffman	10	Laurie reported that the goal of having 100% of courses assessed by June 30 is the goal that we must achieve as a college. 2013SP represents the "overlap year" i.e. the last year of the previous 3-year assessment cycle and the first year of the new 5-year cycle.
Adjunct Faculty Staffing Preferences	Review the process	A'kilah	10	Due to the lack of time this information will be distributed via email.
Announcements	Information sharing: Scantrons Promoting mini semester Fall Schedule 2 <sup>nd</sup> draft	Kiran & A'kilah	5	Fall 2 <sup>nd</sup> draft is out. 2013FA represents the beginning of our "rebuilding" year. Work with your Dean for additions to the Summer and Fall schedules.
Other		All	5	
Next Dept. Chair meeting April 2 in MU710				Meeting was adjourned at 2pm