Division Meeting
February 4, 2015: 4:30 pm
NEA-222

1. Open meeting with comments from staff
2. Goals and objectives: Spring 2015
   a. Student Learning Outcomes and assessment:
      a. #1 division priority
   b. Harbor Advantage (HA) and pathway structures
      a. Ancillary assignments
   c. D/L courses
      a. Open discussion with successes and difficulties
      b. Retention and attrition levels
      c. Enrollment and waitlists
   d. Committee and ASO clubs
   e. Scheduling:
      a. Summer 2015 planning
      b. Fall 2015 planning
      c. Spring 2016 planning and course rotation
3. Budget:
   a. President: 10% reduction across the board campus wide
   b. Supplies
   c. Equipment: hard/software
   d. Specific equipment for instruction
4. Specific Requests and Requirement by contract:
   a. Complete assessments for all learning outcomes
   b. Review all course outlines
5. Division meetings scheduled for the second Wednesday monthly at 1:00 pm
6. All faculty members break into individual disciplines to discuss goals and objectives, course
   outlines, SLO’s, assessment, assessment results and how they apply the results, and future
   course rotation.
7. New business; items from the floor
8. End of meeting
B. Young welcomed everyone back to the spring 2015 semester! Would anyone like to add anything to the agenda? J. Thomas-Spiegel announced elections for the upcoming adjunct division representative.

B. Young explained we’ll meet with the full division at 4:30pm and should be finished by 5:30pm so the departments can break out into their meetings to discuss SLO’s and Assessment. A few instructors have not submitted SLO’s and he is asking that they turn them in today.

SLO outcome and assessment is the number one priority for our division and the college. As far as SLO’s and assessment we’ll ask the accreditation team for an update. Y. King: There is an Accreditation retreat on 2/26 at 12:45pm on campus possibly in the cafeteria. J. Stanbery explained the team is still finalizing the schedule for the event. Young: it’s important that everyone knows our college mission and goals. Y. King: there will be a few educational meetings coming up so you may want to attend those to prepare yourself. Young: this is really important to prepare you for the accreditation visit.

E. Reigadas: Would like to raise a concern for the accreditation team regarding issues with ISLO assessment. We previously know what ISLO we were going to have. The effort was not very well coordinated and had low participation. What institutional assessment will we have? This may bring higher participation rates.

Young: With them coming through and validating what’s in the report. I don’t really recall accreditors visiting classrooms or division meetings.

Distant learning courses: Young: We offer online classes in all disciplines. Is anyone having difficulties with Etudes or anything else with the class that we need to discuss? M. Fradkin: When using his campus computer he has noticed not all his emails are being delivered to the students. Has received several delayed messages returned.

S. David: make sure you go to your classrooms and check if your computers are working so you don’t have any surprises on Monday. There was an issue with NEA 125 and IT is resolving the issue.
Young: Emails whether you send or receive is a legal document in the LACCD system. If a student sends you an assignment or exam and you don’t receive it I can see where you will have issues. B. Loiterman: the delays in sending and receiving are spotty so it may be just a few. He added that he emailed a colleague and received a delayed response. J. Thomas-Spiegel: Our IT department is understaffed at the moment. She suggested if anyone would like to be on the TAC committee where IT management is in attendance to discuss technical issues. B. Young explained this can have a high impact on student’s grades and staff issues. S. David explained she’s having printing issues on the network printer. Young: will put in another call with Ivan, IT manager.

Retention levels online classes: B. Young asked about retention levels in online classes. S. Nguyen: levels are a little bit better. M. Fradkin: Did not see much of a difference in the online or face-to-face classes.

In some departments B. young has capped enrollment to assist low enrolled classes and it has assisted with enrollment in low enrolled. We still have some low enrolled classes now that we may move to late start but we are waiting to see the numbers grow. We have advertised for some of the new Anthropology courses to assist enrollment. We’ll try new ideas as we move forward. Enrollment for our division from fall of 14 to spring of 15 we are about 900 students short from last semester. We are about 30 less teaching hours and 9 classes under. PACE numbers are almost the same from last semester and we shortened them for 9 teaching hours. We hope for better enrollment in the next couple of weeks. There are a lot of factors as we’ve added many new filters which is requiring the ed plan before they can enroll, a few new prerequisites that will impact enrollment. The economy as many people are working. Overall the state of the division we are doing well. We have to be careful not to add too many classes as you may dilute a program.

Committee reports: B. Young: Please give updates.

S. Nguyen reported on professional development: plenty of funding available for professional development. Please use it or we will lose it. Tuition reimbursement is also available.

M. Valadez reported student service cluster: student graduation may include a class picture this year. Vice President Patterson will be retiring in June.

M. Agopian: We had a bargaining unit budget meeting. Spent most of the time trying to reconcile how the budget can be so different from what everyone thinks it is.

B. Loiterman: FHPC committee is going through hiring process. Not sure what if any changes the president has made to the list. B. Young: the international Students counselor has just resigned. So now we need to fill that position. J. Thomas-Spiegel: The Psychology position may be changed to a counseling position.

E. Galvan reported on Harbor advantage: focused on bridging the transition from High School students to college. There’s a conference in Baltimore coming up. The committee hasn’t met since December. B. Young: any discussion if they are going to track the cohort students? Galvan: In addition to high school students they are focusing on 6th grade students to increase student success in community college.
E. Reigadas explained there haven’t been any meetings in CPC. Student services cluster representing on the senate. We are going to be evaluating the accreditation committee cluster.

V. Chaney: Currently on SAPC committee and would like to join WEC.

S. David reported on curriculum and the AJ transfer degree has been approved and that’s a big accomplishment. Anthropology courses are pending in CID system. She explained saving your outlines from ECD onto your hard drive. Sometimes they can get wiped out. Young: Curricula Net is a new system that we’ll be using in the future and should be a better system. Our division is doing okay in regards to outlines. You’ll be receiving information for History 005 from M. Valadez.

The new Student information system was supposed to go online this summer. They have experienced so many problems they are rolling it out to two colleges in the summer of 2016. The system will handle payroll, curriculum and student enrollment.

L. Kato attends WEC and academic senate. Most of us attended the emergency evacuation workshop yesterday.

M. Reid reported on Distance Education and Project Match: Distance educations next meeting is on the 10th. Working with offering a shell for instructors who want to utilize etudes for their face-to-face class to assist in going paperless. They will become a hybrid class. They will have to be etudes certified. The college pays for Intellacom.net which is a site where you can upload videos for class use. You will need access to Intellacom so it is secured. This is for short clips 10-15 minutes. All close captioned and perfect for our environment. Young: we’ll bring this up in our full division meeting. Closed captioned will become a campus policy soon. Young: through etudes they have a new evaluation process for teaching, built in evaluation. Sounds like a really good tool instead of the survey monkey. M. Reid: we never really had a process before for online classes. This will be quiet nice. Project Match: if you’re looking for mentors and would like an $800 stipend. You can email project match. You have to go downtown to participate in the evaluation process of the interns. You may have seen an email from Susan McMurray. February 20th is the evaluation date. B. Young: Most of you know we’ve hired many people out of Project Match. Many of our adjuncts right out of grad school. Always remember charity begins close to home. Project Match is great opportunity to share. Criminal Justice club has been participating in field trips to the Long Beach Courthouse. They’ve been exposed to several cases and interview Judges.

M. Fradkin reported on Grants committee: If you want to share with your students a copy righted video you can use a thumb drive or google documents. There is a company who offers a secured site that can be used in etudes to upload videos. Budget committee has no update. Grants committee met yesterday, Sandra Sanchez, Dean, reported on a bunch of grants where the college partnered with other organizations. You never know when you are going to be funded the deadline for proposals is this Friday. You won’t know if the grants are funded till May or July even September. The chances are much higher when you partner with other organizations. The college is trying to obtain more grants which are focus on what we are already doing like Harbor Advantage.
**IT Management report:** B. Young: explained to Ivan Clarke, IT Manager, the issues that were discussed earlier in the meeting. M. Fradkin: Yesterday noticed that emails are delayed. Clarke: this is something that happens periodically. The issue is that we are running out of space on the server. It’s a relatively simple fix but we have to be careful how to resolve it. Within the next month we’ll be changing the server. At this point it is taken care of. We will be okay for the next few months. Agopian: has there been any maintenance to the classroom computers? Clarke: the podium machines have been updated so you shouldn’t have any problems. Agopian: how can we create shortcuts on the desktop? Clarke: I’ll have to check that out. David: the printer que takes 20 minutes to clear out. Clarke: we can check that after this meeting? Galvan: SPSS software has not yet been installed in NEA 126 as of yesterday at 11:30am. Clarke: not sure what else is needed but we can follow up. Young: is there a system that we can buy were IT can use receivers. B. Young: Staff member in the office? Clarke: we have one who is leaving on Monday. Three people have left for better positions. We are expecting someone back from personal leave in a month. Young: would it help to have a couple of student workers? Are you responsible for text alert messages? Clark: yes, IT is responsible for sending out text alert messages. Clarke: we have a new system is the Blackboard Connect system that is being utilized district wide. Young: let us know how we can help you. Clarke: the biggest thing in the short term, John Phung is on a grant assignment. One of our proposals is to make John’s position a full time position.

**Scheduling:** B. Young explained most items are back from everybody regarding the fall 2015 schedule. We should be okay on the schedule. Had a lengthy discussion on summer vs. fall vs. spring. By contract you’re able to get two classes. The new hire bumps the other lead faculty for summer assignments. There is a strict rotation on intersession for adjuncts. We budget the schedule by instruction hours. If people would like a summer assignment we must reduce the fall semester for funding in the summer. If we hold to the high efficiency marker we can satisfy the need this way. Will put together a couple plans for administration. I know some of you here would like to teach summer but we have to put together our budget.

Anyone have any problems with the last galley or any requests? No response from the division.

Take a look at the fall of 2015 and spring of 2016 with the TMC’s in mind and the rotations that we need. Look at the sequencing of classes to maximize enrollment. He explained the rotation process that we can work on together. You may come up with some suggestions when you meet with your faculty tonight.

**Supplies:** The division is in need of a new fax machine.

I. Clarke: SPSS software update from John who has not received the license from IBM. We’ll be working on gathering it soon.

Foundation account: B. Young asked what the division would like to order from our division foundation account. Let me know. We’ll take a look at our balance and we could even offer a scholarship for S&BS.

B. Young asked anything from each of the departments that you would like to bring up in front of the division?
Tenure Track Meetings: B. Young explained Tenure track evaluation meetings are very important, thank you for responding to the email invite.

Regular Division meetings will be on the 2nd Wednesday at 1:00pm and tenure meetings on the fourth Wednesday at 1:00pm.

J. Stanbery: our division is the only division where every faculty member actually serves on a committee and actually shares the information with the division. Brad is the only one who has made this possible.

Meeting end: 345pm

Full Division Meeting

4:30pm NEA 222

Faculty introductions

B. Young welcomed the full division to the Spring 2015 semester and thanked everyone for attending the meeting.

SLO Discussion: B. Young announced the importance of the accreditation visit and SLO’s and assessment. He explained that all faculty will discuss SLO’s and assessment in their department meetings after the division meeting. He enforces everyone’s participation and to include SLO’s on their syllabi. It’s very important that the SLO’s are assessed for accreditation. Yesenia, Ellen, and Jim are the accreditation writers. Having everything documented is very important.

Ancillary assignments: Mentor assignments on helping instructors teach online. A lot of other assignments are available in specially funded programs.

Distance learning classes: B. Young asked if there are any issues that we need to be made aware of, like retention, email delays. There have been email delay issues but we were told by IT that the servers have been cleaned up and we shouldn’t have any problems for the next couple months. Everyone must use their campus email when communicating with students. Your personal address should not be used for legal matters. Dr. Richards explained he does not use lahc email due to stocking issues with students. He creates a private email for his class only not for personal use. B. Young explained all instructors are required to use their lahc email it is policy and contractual. Richards brings up a good point and Brad will look into it and follow up with everyone. D. Ching explained if you use your smart phone you can reveal your personal address.

B. Young: Any problems with retention in online classes? We are looking at the retention numbers because they are down compare to what they were two years ago. We need to find out the reason why they are dropping. If you are experiencing a rise in attrition let’s take a look at it.
**ASO clubs:** Some of our adjuncts are advisor but we haven't seen much activity from our clubs. We haven't heard a response from the money exchange concerns.

**Scheduling:** coming up on summer fall and spring. Looking at offering the same classes as last summer but we will have to use sections from the fall to fund the summer program. Hopefully we'll have more news from admin. Fall working on the same numbers from fall 2014. Rosas explained we are working on the summer calendar. Communications classes will begin in June and the 8 week class will begin earlier. It's better for our budget to run six week classes. When you also break into your disciplines you want to take a look at your projection patterns. We want to start looking at the class sequencing to increase enrollment. We are hoping for another proposition to assist us with our budget.

**Budget:** President Lee wanted a 10% across the board reduction. If you noticed nobody lost any classes so we are doing okay. Any supplies needed please let us know and we will try to find the funding for it.

As asked everyone to complete the course assessment and teach your SLO’s. We have a good place to work so let’s all do a good jobs. We have a mid-term accreditation visit coming up and then next year we will have the full accreditation visit for all nine campuses. I reemphasize for everyone to continue to participate and do your work.

IT manager has informed us that all of our classrooms will be working on Monday. Our division meetings are scheduled every month on the second Wednesday at 1:00pm.

Mona explained our division needs to elect an adjunct representative. B. Young: is anyone interested in the adjunct representative position.

B. Young announced that we have a retirement coming up in June from our Vice President Mr. Rosas. Just wanted to congratulate him. Mr. Rosas wanted to congratulate Brad for doing a wonderful job as division chair. He turns in all his SLO’s and does a great job at communicating with all faculty. He congratulated the division for being such a great division. Stanbery: there has been no more an effective administrator than Luis Rosas.

End 5:19pm