Division Meeting
TENURE TRACK FACULTY
February 25, 2015; 1:00 pm
NEA-187

1. Open meeting with comments from staff
2. Division Goals and Objectives
   a. Student Learning Outcomes and assessment:
      i. #1 division priority
   b. SLO changes from assessment results—what's documented
      i. Psychology
      ii. Economics
      iii. Administration of Justice
      iv. Political Science
      v. Anthropology
      vi. Sociology
      vii. History
   c. Committee and ASO clubs
   d. Scheduling: brief update only
   e. Article VII—Conduct on campus; refer to handout
   f. Article XI—Student discipline; refer to handout
   g. End of meeting
EMAIL SENT TO FACULTY ON OCTOBER 28, 2014 0958

Just a reminder to everyone from our last division meeting. I requested a vision or planning statement from each department with the following information:

- Statement of current offerings; i.e. recap of course offerings that satisfy or support GE requirements, a TMC, a CID requirement, certificate requirement, etc.
- Statement that reflects your vision 3 to 5 years out; i.e. remain the same or near to it, add new courses to department line up in a rotation, add additional sections, add a new certificate or emphasis—please justify in your statement. Having requested this, let’s too be honest and realistic as being visionary is and can often be confused with fantasy or unobtainable goals. We are under a tight budget and budget outlook for the next 3 to 5 years and this doesn’t mean we can’t be creative and grow; it just means we’re under a microscope and everything we act on will be reviewed five times over.
- A recap of each course and SLO that has been modified however slightly by means of assessment results. Please be thorough.
- And lastly, what efforts or discussions have occurred in regards to interdisciplinary courses or possible cohorts— intra-division.

The above information will be helpful in our division unit plan that I am preparing in November. All regular/full time faculty members must participate in this effort. If you’re in a discipline with multiple FT members, please work together so that everyone has input. If you’re working solo in this effort and would like to work on it together, just let me know and we’ll schedule time together; and don’t forget the resources of the adjunct cadre.

Please don’t gear up for a ‘full court press’ thesis effort, but a thorough and concise answer relating to each bullet item will be fine.

Each department will report their findings at our next division meeting on Wednesday, November 12th at 1:00 pm. This allows our division to listen to each department and discuss priorities and recommendations if they exist.

If anyone has a question, needs clarity, or wishes to work together on this project, please let me know.

Bradley
End.

Bradley J. Young
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Tenure Track Meeting

Wednesday, February 25, 2015, 1:00pm, NEA 187

Attendance: B. Young, Y. King, M. Fradkin, L. Kato, E. Galvan, S. David, M. Reid, V. Chaney, M. Valadez, M. Reid, B. Loiterman and Yvette Parra.

B. Young asked the division if they have any questions or comments before the meeting begins. He asked to begin with Committee reports.

Foreign Exchange Guests: M. Valadez announced March 6th Japanese students will visit our campus and present on global companies, Japanese character. Please send your students who are interested in the presentation. The event is on a Friday and most of the campus is closed. We are working on lunch arrangements for the guests. B. Young offered assistance in arranging lunch if the cafeteria is closed. We’ll discuss after the meeting.

Curriculum: S. David: At the last curriculum meeting they want everyone to check the outlines in ECD for your course and make sure they match the state articulation requirement through assist.org. We are trying to improve student awareness in prerequisites. We will start putting together a flow chart of prerequisites for the class schedule. There are new regulations from the state about the prerequisite challenge review. There will be a 10 day limit where if it’s not processed in 10 days it will lapse into approved. This will be the new review process. If you have questions you can ask Dan Keller. Young explained he could not understand the urgency of it. David: this may seem extreme. Young: thought it may go the other way and forms be denied if not processed within 10 days. Young will discuss with Dan Keller. The immediate problem may be if people are out on vacation or sick time. Young: any questions about checking ECD. David will be available if any one has any questions.

SLO’s and assessment: B. Young asked if there are any disciplines that don’t have their SLO assessments back. Has anyone not turned in their results? V. Chaney as far as posting results online, he has not seen anything online for his fall 2014 assessments. S. David had the same problem with her results. We need to contact Joaquin. B. Young: We need to ask that the results for fall 2014 be posted online asap. The accreditors will be here soon. Young: I’m very pleased that the assessment results are in.

Young: In the last President’s cabinet meeting we discussed who will present to the Board of trustees in April. He tried to get Anthropology to present but they decided on Athletics.

Budget: Young: we are in a deficit of 2.7 million but able to get it down to 1.4 million. We are a hundred FTE short for the college. He suggested using numbers from summer 2014 for this fiscal year. We will maximize PACE enrollment caps and possible add late start classes for those classes high in demand.

Closed Captions: Reid: Closed captions on videos should be updated before the accreditors come and check. Stanbery: does the IT department have the capability to add it automatically. Reid: yes, but you’re looking at a 6 month turn around. We are working on a closed captioned video link. Even if you
don’t have a website you can email the link to your students. He will get the link out to everyone soon. Go to youtube and click on the closed captioned option. M. Fradkin: there will be a closed captioned workshop coming up. B. Loiterman: Tried to use mass email on Sunday but the email failed none of the students received the email. Y. King added she’s been receiving emails days late. B. Young M. Reid: Online platform discussion, under article 40 and 41 of our contract if we want to change online platforms the district has to pay.

Y. King: we are at 100% assessment.

**Fall schedule: Young: You’ve all seen the tentative schedule. Please see me if you have any questions. We have to justify low enrolled classes. Summer: we’ll have a summer schedule and we may have the same number of classes as last semester. We will use the contract to assign the classes.**

B. Young explained we need justification of low enrolled classes. There are about five classes that are low enrolled and he has been able to get administration to approve them. We have a couple new classes in Anthropology and the numbers are low. Students are shy to take them. They don’t know where it falls in the degree line up. We are leaning to keep it so we can continue to build the anthropology program.

B. Young reminded everyone of this Friday’s tenure track evaluation meeting. We are looking for what you’re doing in class, i.e. delivery and powerpoints. Everyone will have their e-folio to present to their committee online. You’ll be presenting the same as last semester. He explained he is here to support everyone in being successful in their tenure track. Y. King asked when the tenure cycle is. B. Young: The tenure track cycle is July to June.

**Campus Policy: B. Young distributed Article 8 Chapter 9 of the contract “Conduct on Campus”. The document discusses the board rule and mirrors title 5. Look at 9803, Standards of Conduct. Stay tuned to any mischievous behavior from student even if in another one of our campuses. Discussed 9803 willful disobedience, disruption of class is also aboard rule. He reviewed assault and battery, alcohol and drug use. He also reviewed theft or use of computer resources in the contract and unsafe conduct.**

B. Young explained when he was away at the Post Commission meeting he found that since the initiation of Proposition 47 crime has increased by offenders that have been let out. This will affect us as we may have felons on campus who are here to pick up financial aid. Just be aware. If you see anything let us know V. Chaney explained in Political Science 30 we will be discussing prop 47 and revisions to the three strikes law which will bring big issues.

S. David explained a scenario she had with a parent who came into the middle of her class and yelled at her for not adding her son into her class. She explained all her classes are full. M. Fradkin: Confidentiality agreement, just a reminder we are not allowed to talk about your students to anyone including parents. Young explained everyone knows you have his support.

B. Young discussed page 2 disciplinary actions. The Sheriff’s office should be notified immediately so they can create a police report to provide to the VP Student Services office. Student removal can be
made by instructor. Never put your hands on a student or intermix and break up a fight. If someone attacks you it’s self-defense. He shared a situation with a fight on campus just outside our division offices. You should protect yourself by removing yourself from scenario and calling the Sheriff’s. If you remove a student from class it can only be for two class sessions. If you want them permanently removed you have to see your division chair. He explained the disciplinary hearing but the issue may not even go that far. There is an obligation by faculty to report attacks to law enforcement.

B. Young explained the tenth college in our district is the ITV campus. The district was considering making the ITV campus the public safety campus. This would have been where all fire, criminal justice, EMT and nursing departments could be housed.

Y. King: Tomorrow is Harbor Day (accreditation) and will run from 2:00 to 3:00pm, come for the food. B. Loiterman asked if he could bring a small group of his students. Stanbery: yes, please bring your students it will be good for the moral.

M. Reid: you have the email from intellicom. Young: we’ve been talking about the closed captioning for a long time.

Meeting end 2:40pm