



Dean's Meeting, November 13, 2014 at 10:00 AM – 11:00 AM

Deans	present	GUESTS
Marta Barker	✓	
Avie Bridges	--	
Micki Bryant	✓	
Cher Carrera	✓	
Ron Coopman	✓	
John Finch	✓	
Madeline Grant	✓	
Bart Hoffman	✓	
Shelly Jaffray	✓	
Eve Kikawa	✓	
Mark Liang	✓	
Don Mahany	✓	
Becky Miller	✓	
Omar Torres	✓	

Agenda Items	Notes
1. Welcome and Introductory Comments <ol style="list-style-type: none"> Thank you Enrollment Management update: Intersession 2015 Academic Affairs Advisory Council agenda topics for consideration Catalog Taskforce, PSLOs, and CurricUNET (<i>ref. ACCJC Eligibility Requirement #20: Integrity in Communication with the Public – Student Learning Outcomes for Programs and Degrees, June 2014</i>) Academic Affairs website updates, division/department websites, and published two-year plans for degrees/certificates/programs continued discussion ACCJC restoration status and CCSF (see attached handout) 	<p>1a. Mr. Torres thanked all the deans for conferring with their department chairs and lead faculty members when making any potential final revisions to their spring 2015 class offerings, in order to ensure proper contact hours for students while maximizing apportionment.</p> <p>1b. Carl Jaeger will be sending out a daily report to each division listing enrollment numbers. Mr. Torres wants the deans to monitor daily their numbers for each semester or term, paying particular attention to waitlists and the potential need to add additional classes where warranted. A follow-up email was sent by Mr. Torres, listing spring intersession 2015 classes with nine students or less. Deans were asked to please review the lists and think of ways to be proactive in dealing with low enrollments now. Eve Kikawa added two 102 Communication Studies classes to the Intersession 2015 schedule in view of large waitlists in existing CMST-101 and CMST-102 courses. It was</p>

noted that the target for Intersession is 475 FTES, and the College has already achieved over 450 FTES to date. There is a strong possibility that the target will be met and perhaps exceeded. There was also a discussion about open classes. Counseling should be informed about any open classes, so that students can be advised of additional possibilities as they map out their educational plans.

1c. Mr. Torres distributed a draft copy of the agenda for the Academic Affairs Advisory Council meeting on November 21, 2014. He reviewed the various topics on the agenda and asked for feedback from the deans. Once the agenda is confirmed, it will be forwarded to the deans, department chairs, and faculty leaders that will be in attendance as well as posted on the Academic Affairs website. The plan is to have the Academic Affairs Advisory Council meet during the months of February, March, and April 2015 (as well as May if needed).

1e. The *suggested, sample* Class Scheduling Guide for Physics AS-T Degree form was displayed on the display screen for deans to view (a sample created by the CIO). Mr. Torres plans to present the template during the upcoming Academic Affairs Advisory Council meeting (to ensure faculty have input on the template design), and he would like the deans to have the pathways completed in two months (instead of six months) and posted on the Academic Affairs website. There was a discussion regarding whether or not accompanying/suggested GEs should also be posted on the template, making specific GE suggestions to the students, versus not posting them at all. Quite a conversation ensued regarding pros and cons. It was requested that if suggestions are going to be made, the Counseling area should be consulted. This discussion will be finalized next week with necessary input from the faculty during the A³C meeting.

1f. Mr. Torres referred to a memo that he had sent the deans from ACCJC. The memo refers to an additional category of accreditation status, known as *restoration*. Mr. Torres suggested that the new June 2014 accreditation standards should be one of the main topics of discussion for the upcoming Academic Affairs

	Advisory Council meeting in February 2015. Next week's A ³ C meeting will feature a discussion on the timeline regarding the Actionable Improvement Plans (identified during our previous Accreditation report).
2. Discussion Topic: Professional Development <ul style="list-style-type: none"> a. Faculty, Classified, and Managers b. Centralization c. Coordinators d. FLEX week (Feb. 2 – 6, 2015) and Convocation activities: Professional Development speaker idea e. FLEX reporting f. Faculty Handbook (FT and PT) g. New (Adjunct) Faculty Orientation 	<p>2a.-c. Mr. Torres wants to get a handle on Professional Development on campus. He understands that Mary Huebsch and Teresa Mercado-Cota are involved at this time. He wants to have professional development available for everyone (i.e., faculty, staff, and managers) on campus. He will be meeting with Sara Lundquist to discuss this further.</p> <p>2d. Mr. Torres suggested bringing a professional speaker on campus during flex week (i.e., Rob Johnstone and/or Darla Cooper, RP Group) to further inspire and engage our faculty regarding "completion by redesign", perhaps to be sponsored by Academic Affairs in conjunction with our Academic Senate/Student Services. He asked the deans for their input on this. Some deans already have scheduled activities for their faculty. It was also noted that the faculty like to develop their own ideas regarding flex week; Mr. Torres suggested the desire for Academic Affairs to support the hard work and efforts of our faculty through sponsorship of a joint speaker, recognizing that faculty professional development is part of the Senate's 10 + 1. It was decided that there would be further discussion on ways to support these already existing efforts.</p> <p>2f. It was noted that there is a Faculty Handbook for full-time faculty within the Academic Senate website. There is no faculty handbook for part time faculty.</p> <p>2g. It was noted that there is a college orientation process for part-time faculty at the division level. There was discussion about having more opportunities available to part-time faculty.</p>
3. Discussion Topic: Grants Development <ul style="list-style-type: none"> a. Division work to date regarding grants and possible AA website tab b. Work with RSCCD Grants office – contact: Sarah Santoyo (Director) c. Finding federal grants – grants.gov d. Finding state grants – CCCCO, CA Department of Education, Foundation for CCCs e. Finding local and foundation grant opportunities f. Authorization to Apply for a Grant 	<p>3a.-f. Mr. Torres told the deans that he would like all of them to look for ways to seek external funding (grants) to support our students and the College. He has already initiated conversations with the District office regarding the subject. Mr. Torres has listed some links and other resources for the deans' consideration. He suggested that one division point person might be designated to regularly follow-up on potential grant opportunities.</p>

	<p>This is an area that will be considered in greater detail in the forthcoming months. If a grant is indeed sought, it must be vetted through department faculty and division, followed by College Council, before it is sent to the District office for consideration.</p>
<p>4. Closing Remarks</p> <ul style="list-style-type: none"> a. Student Evaluations processing (Hoffman) – initial dialogue b. Area updates and upcoming events 	<p>4a. Bart Hoffman briefly told the deans that if they agree, he would recommend that one staff person in each of their divisions be trained to send the student evaluation forms through the Scantron machine in Quick Copy. Bay Dinh will conduct the training. Bart will contact all of the divisions to make arrangements for the training.</p>