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## Chairs Council Minutes

Date: August 20, 2010

Building: CHS 237

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**Members Present:** Denise Allen (Hoyt), Kelly Boebinger, Tom Bryant, Brad Franklin, Kathy Gibson, Jodi Hanley (Co-Chair), JoAnn Jones, Terry Koeper, Liz Langenfeld, Julie McKee (Davis), Jeff Schmidt (Co-Chair), Sherri Wilson, Laura Winningham

**Members Absent:** Judy Giacona, Janine LeDoux, Ralph Rabago

**Others Present:** Jane Beitscher, Debbie Bogh, Vicky Franco, Rick Hogrefe, Cheryl Marshall, Scott Rippy, June Yamamoto

**Time Start:** 9:10 am

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### **1) Chair Election for Chairs Council.**

Election delayed because there wasn't a quorum at last meeting in May. Election of the Facilitator (Chair) for Chairs Council is for two years.

**Motion:** To approve of Jeff Schmidt and Jodi Hanley as Co-Chairs of the Chairs Council. Jodi Hanley volunteered to take the minutes. (Franklin, Jones, MSC).

Need to make Standard Operating Procedures (SOP) for Facilitator for Chairs Council when changing facilitators.

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### **2) Cheryl Marshall.**

Folders given out to all Chairs present. Folders need to be brought to each meeting.

Need to set up 2 year plan/matrix or reevaluate it to make sure it is correct. Information can be taken out of the current college catalogue. If an area does not have a matrix, then that area needs to make one so that students can plan their college schedule in advance.

Budget for each department was handed out in a packet. It does not include the overload at this time. Adjustments may be made due to possible cuts. A very small cushion was built in. Chairs, deans, and the VPI are to work together to manage the budget (1300 budget).

For the spring schedule there is a need to look at learning communities. All learning communities need to work with Daniel Bahner. CL 216 is the priority room for learning communities and they must have their own page to fill out for scheduling for every "Sticky Friday".

No part timer instructors are to be assigned to classes before "Sticky Friday". "Sticky Friday" is to be held on September 17<sup>th</sup>. Spread sheets will be e-mailed but a hard copy is included in the Chairs folder which was given out at this meeting. There is no longer any need to use military time as Datatel does not utilize it. Faculty ID numbers are needed for the schedule. The Chairs will need put the Faculty ID number in schedule so as to save Sharen Chavira and Beth Morabito time. Chairs need to ask their departments what they want and then the Chairs will fill out the forms. Patterns for sections numbers are to be filled in by the Chairs. Chairs should also be looking for patterns such as when classes are being filled, retention, etc. to make better use of class scheduling.

Training topics, which need to be time relevant for Chairs Council, include: 1) Fin 2000 (Chairs need the program installed on desktop or they need access codes before this is to happen); 2) AERIS (was EIS); 3) book orders; 4) Faculty Handbook; 5) Hiring of part time instructors; 6) roll of Chair and Coordinator; 7) Annual Planning; 8) More training on the new printers installed on campus. More topics can be included at a later date as the year progresses.

Evidence for Accreditation is due August 31. Accreditation team is to be on campus in late October. Before the end of the term, there is a need to put packets together for the President and Vice President of Instruction to report to ACCJC in January.

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### **3) Announcements:**

The Matriculation Committee meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 3:00 pm and needs three additional chairs besides Math and English. Tom Bryant and Robert Brown volunteered.

Tutoring starts Monday, August 23, 2010. Hours are from 8am – 8pm. Still needs computers hooked up to printers for part timer instructors to print rosters. Part time instructors can be sent to LADM so long as they bring their own paper.

The TLC has work shops going on every day of the semester. Calendars with all the workshops will be forwarded to the chairs. The workshops will also be posted on the website after is it updated.

The Delta Workshop is now requesting instructors (full and part time) to sign up. The workshop starts in October.

A mentoring project between full time and part time instructors is being implemented in Child Development. CDC will keep the council updated on their progress.

Library is now accepting book to be held on reserve.

College Transfer Day is to be held on Tuesday, September 7<sup>th</sup>, in the quad area. Information is on the CHC website.

October 1, 2010 is the deadline for any curriculum, degree, or certification changes.

The Director of Marketing for CHC and SBVC is to be at the district office. Final interview was today, August 20, 2010. This was a high priority on the Master Plan.

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### **4) Future Agenda Items:**

The training for Chairs Council will be held on the 2<sup>nd</sup> meeting of each month, except in September, due to “Sticky Friday”.

“Sticky Friday’ is on September 17<sup>th</sup>.

Next meeting is on September 3, 2010, in CHS 237 at 9:00 am.

Bring folders to next Chairs Council meeting.

**Time End:** 10:28 am