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## Chairs Council Minutes

Date: October 1, 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, Liz Langenfeld, Julie McKee (Davis), Ralph Rabago, Jeff Schmidt (Co-Chair), Sherri Wilson, Laura Winningham

**Members Absent:** Robert Brown, Judy Giacona, Terry Koeper, Janine Ledoux,

**Others Present:** Gloriann Chavez, Maria Davila, Troy Dial, Rick Hogrefe, Gary Reese, June Yamamoto

**Time Start:** 9:06 am

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### **1) Approval of the Minutes from 9/03/2010.**

**Motion:** To approve the Minutes with no changes. (Franklin, Langenfeld; MSC).

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### **2) Review of “Sticky Friday”.**

- Need to have “Sticky Friday” done earlier because the turn-around was too fast.
  - Frustrated with the push for classes from 3:00 – 5:00pm.
  - Delayed “Sticky Friday” due to the number of new chairs.
  - Can edit worksheets now due to chairs bringing in work sheets earlier than expected.
  - Budget part of worksheet: VPI wanted chairs to be aware of budget and assigning classes. “Ultimately the budget is the deans job” stated Rick Hogrefe.
  - Time lines expressed in chairs council and not outside
  - Went fairly smoothly for most chairs because classes were cut which made rooms available.
  - Scheduling 25 (Scheduling Software) district is buying it. Still like the negotiating process around “Sticky Friday” which is a valuable one.
  - Need to thank Beth and Sharon for imputing the data for the spring schedule. Because of the worksheets, the process for them went smoother and faster.
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### **3) Gloriann Chaves and Maria Davila:**

#### **Book Orders**

- Process has not changed.
- Book orders due 10/15/2010.
- Asterisks mean that the area on the form needs to be filled out.
- There is no place for comments. Need a comment section for the on-line book order form.

#### **Book Buyback program:**

- Purpose of the program is to give students the lowest price possible on their textbooks and improve customer loyalty through a positive program that also increases textbook sales.
- Would like to expand the program to include more titles than the 15 that are involved currently.

- Program is promoted in the bookstore and on campus with signs, posters and flyers via student/campus e-mail.
- Need a two term usage/requirement from the departments involved.
- This program does not apply to bundled books with access codes and/or software.
- Students must purchase book for the current semester in order to be eligible for the 50% buyback “guarantee” at the end of the semester.
- This “guarantee” only holds to textbooks with the “guarantee” sticker.
- Students must keep the sticker attached to the textbook in order for the “guarantee” to be valid.
- Students get 50% of the value of the book back (new or used) upon returning it to the bookstore if the book was purchased during that semester.
- If the book is purchased in spring and then brought back in fall, then the guarantee is voided.
- Book buyback’s are held the week of finals and the first week of the semester.

#### **Santos Manuel Student Success Partnership Program:**

- Student must be enrolled in one or more of the following courses: Reading 925, Reading 956, Reading 078, English 914, English 015, Math 942, Math 952, Math 090.
- Student must qualify for BOGW A or B and be enrolled as a CHC student.
- Students in this program get the following services: Textbook plan, academic/personal/career counseling, tutoring, academic supplies, and instructional workshops.
- Program done through EOPS/CARE/CalWORKS office.

#### **4) Rick Hogrefe: Curriculum/CurricuNet Training.**

- Curriculum has October 1, 2010 deadline is way too early. Administration wants to extend the deadline. Early deadline does not give the departments a lot of time to work on the outline properly and with detail. There is a rush to get it in and fix it later.
- When you have an update in bold in your e-mail from Curricunet, you need to do something. If you do not look at it or let it go, it will move on to the next level.
- CI (Course Impactor) indicates what programs/areas a course deletion will impact.
- If you make a comment when you get the e-mail, be specific and clear in the area you are discussing or what changes you think should be made. (Example: Section 13, line 3)
- Methods of Evaluation should add up to 100% in some type of combination.
- Courses which are up for 6 year revisions are located in the Navigator (Section 3)
- DON’T CUT AND PASTE! Kim Salt has to retype it if you do this.
- Faculty Chair and Department Head are the same person.
- CurricuNet does not bypass the following levels: Dean, Articulation Officer, Originator, ETC.

#### **5) Announcements:**

- CHC has a ribbon cutting ceremony on 10/15/2010 at the Aquatics Center at 10:00 am and at the Library and Learning Resource Center (LRC) at 11:30am.

#### **6) Adjournment:**

**Time End:** 10:35 am