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## Chairs Council Minutes

Date: September 03, 2010

Building: CHS 237

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

**Members Absent:** Judy Giacona, Janine LeDoux, Laura Winningham

**Others Present:** Rick Hogrefe, Cheryl Marshall, June Yamamoto

**Time Start:** 9:05 am

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### **1) Approval of the Minutes from 8/20/2010.**

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

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### **2) Rick Hogrefe: Schedule Training.**

Spring Schedule is not set in stone.

On the draft sheet, list the classes in order.

The “draft” is what you present to the dean.

Worksheet form is in the order that Beth and Sharon put into Datatel without asking a lot of question. Worksheet came via e-mail from Vicky Franco

Pick up the laminates when you meet with the your dean. The laminates need to back to the dean by the 16<sup>th</sup> of this month.

Get colored “sticky’s” or colored paper from your dean. Departments are color coded and shown on the laminates.

Need to balance quality of instruction with student demands. **Section Number.** New on the worksheet. This can be added after your done with scheduling all your classes.

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### **New Scheduling Worksheet:**

**Course:** List the courses to be taught in the semester.

**Units:** List the number of units for each class taught in the semester

**Section Numbers:** Even for MW or MWF. Odd for TR.  
Lecture with a Lab should have the same section number.

**Start Date & End Date:** Start date and end date for an 18 week course can be left blank if you want because Datatel fills it in. If you are working with a class that is not 18 weeks, then you need to put in the start and end dates.

**Method:** Method of instruction.  
Lecture = 1; line; Lab = 2<sup>nd</sup> line; Field = 3<sup>rd</sup> line; Clinic = 4<sup>th</sup> line

**Room:** Can fill it in if it is your priority room. Don't fill in left over classes with room numbers until after "stick Friday"

**Start Time & End Time:** Don't round time up. Use exact time.  
For **field trips**, enter the time when the first meeting is for that section number.

**Days:** Fill in the days that the classes meets.

**Number of weeks:** Short term classes will need to be filled in. 18 week classes may be left blank. If starting a short term class halfway through the week, then schedule it for the whole week, not the half.  
Finals week is included in the 18 week courses but not included in the short term classes. Short term classes have finals on the last day of the class.

**Instructor:** Input the name of the instructor. Put in "Staff" if no instructor has been chosen.

**Instructor ID:** Put them in if you have them.

**Percent of Instructor:** This is for a lecture/lab class taught with multiple faculty members only. Leave this blank otherwise.

**Cap:** See the sheet that has the class room cap.  
If it is a learning community with an English class, then the cap is 25.  
If it is a learning community without English class, then the cap is 35.

**DE:** Start and end time will be ARR (Arranged)

**Cross Listed Courses:** Will have same section numbers. Both faculty chairs will need to talk to each other about the section numbers that they will assign so as to keep them the same on both sets of the draft worksheet.

**Hybrid:** Defined by having no pattern to the course. Days will be a different time for when it meets. The time and the room go accordingly.

**Learning Community:** Fill in either Yes or No.  
Learning communities will need to list the other course/s it is linked with.

**Linked Courses:** The numbering for linked courses is Section 90 (i.e. learning community. These numbers will be left up to Daniel Bahner.)

**Contract/Hourly/Overload:** C/H/OL.

Contract stands for Full Time faculty.

Hourly stands for Part Time faculty.

Use OL for when it is 50% or more for the overload.

When working with overload, the last class will be for the overload (if it is an overload).

**Estimated Cost:** See chart in the faculty packet for the department budget. Need to add up your costs on your chart to check with your budget to make sure you are not over your budget.

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**3) Denise Allen: Annual Planning.**

New Process passed in Academic Senate with specified changes for one year. “Needs to be a documented process that is driven by faculty” (Quoted from the Minutes for September 1, 2010 from Academic Senate on Blackboard. See the Academic Senate Minutes for more discussion and information.)

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**4) Announcements:**

Blackboard 9 will be launched in the spring.

0.164.20.75 will get you usage from a campus computer.

207.233.39.175 will get you usage from an off campus computer (i.e. can be “at home and play” with it.

First show is tonight (9/3/2010) and tomorrow (9/4/2010) of “pillow talk”

There will be an e-mail sent out about the tutoring calendar for students for the entire year.

“Sticky Friday” is next meeting, Sept 17<sup>th</sup> at 9:00am. Location TBA

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**5) Adjournment:**

**Time End:** 10:34 am