Chairs/Directors Meeting  
AGENDA  
September 20, 2011  

Present: Sheared, Romo, Davis-O’Hara, Gago, Johnson, Heredia, Reveles, Garcia-Nevarez, Nevarez, Ostertag, Wycoff

1. **Course Scheduling** - Ostertag suggested Chairs get together to discuss the 2012-13 academic year scheduling. A subcommittee was formed to move forward the process for a Work Around Plan for scheduling (Johnson, Ostertag, Davis-O’Hara, Reveles, Wycoff, Heredia, Garcia-Nevarez). Timeline to complete 10/14. Will meet next Tuesday 9/27 from 10-12noon.

2. **MOU’s – Offsite** - Associate Dean Davis-O’Hara is asking Chairs to provide her a list of schools/districts where we have candidates/students placed, she needs to review agreements (detailed with activities). Davis-O’Hara will work with Procurement Services (Suzanne Swartz) to view the existing agreements. Dean Sheared stated that all MOUs/Agreements need to come through the Dean’s Office in order to have a centralized record for the college.

3. **College Wide Retreat/Staff Retreat (10/7/11)** – Dean Sheared is asking the Chairs to be available to maintain office hours while the staff attend a full day retreat at the Alumni Center. If not available signage should be posted as far in advance to notify students. A facilitator, Deb Marios will be working with the staff on this day.

4. **Emergency Evacuation Plan** – Will distribute a copy of the Emergency evacuation plan to Chairs.

Added item: 5. **Faculty Lines Faculty positions.** Dean Sheared asked if any needed clarity from the email she sent. If Provost makes a call for new faculty hires - it will be for Fall 2012.

Next meeting agenda item:

Added item: 6. **Retention Promotion Requests** – Romo distributed a compiled list of faculty who submitted their names. She asked Chairs to review the lists and email her with corrections/additions etc. RTP workshop was held on Friday, Sept 16 – provided a updated handbook. (Susan Gomez, Pia Wong and Jose Cintron served as a panel) Davis-O’Hara is working on another meeting date to include Kent Porter to give HR perspective. Suggested the Chairs review the department policy. Steve O’donnell will post on the website the updated
documents. Reminded the Chairs that an electronic copy of the most recently approved Department Level RTP procedures needs to be on file in the Associate Dean’s Office.

Added Department Updates

EDD (Carlos Nevarez) will be on an expert panel in New York. Front row panelist to discuss research on Education. 5th Cohort of 17 students has started – a very diverse group (Administrative & Public Leadership). Chancellors Office is asking if the EDD Transformative Leadership Journal could be used as a systemwide journal. Nevarez working on budget for transition and maintenc costs. New faculty hire Spring 2012.

CHDV – Hired 2 new cohort instructors from CCE. Garcia-Nevarez is getting re-familiarized with the Department Chair role.

EDLP – Has learned of a couple additional retirements in his department. Will be discussing strategies with Dean in meeting tomorrow.

BMED – Had 1 retirement. Has had several drops does not think department will make target – feels that economic issues have effected students.


EDC – welcomed 2nd cohort. Made target and working on Spring. Working on Cacrep. Working with Dr. Shannon Dickson regarding MFCC.

EDS – Brock & Duran published. Trying to put more ASL as hybrid courses. Largest Fall FTES since he has been in position. Thanked EDC and BMED Chairs for collaboration. CCDS has lots of work on compliance – should have in place by December. Shared that COGNOS reporting has been a little bit inconsistent – suggested it be run a couple times.

Meeting adjourned at 10:55am

Information
• Council of Great City Schools
  - 55th Annual Conference Announcement
  - Dr. Shirley S. Schwartz Urban Education Impact Award Application

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