Chairs/Directors Meeting
Minutes
December 6, 2011

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

Absent: Nevarez

1. Grade Appeals
O’Hara stated that each department should have a formal process for grade appeals.

*Added announcement* - Email – Asked the Chairs to remind their faculty not to send inappropriate messages through email. Email is discoverable and is permanent – suggest that they request an appointment to discuss personal information.

2. Graduation
Selection of Graduation Speaker – Elizabeth Urabe
Johnson moved that Elizabeth Urabe be the Outstanding Graduate Student. Seconded by Wycoff. Motion carried.

Faculty Support/Chairs Confirmation on Stage
All Chairs confirmed attendance at graduation. O’Hara asked Chairs to remind their faculty to attend graduation. O’Hara will send a note out to College but Sheared asked Chairs to remind them at their department meetings.

*Added announcement* - Outstanding Award Nominations
O’Hara reminded the Chairs to submit nominations by Friday, December 9.

3. Department Follow-up for CTC
O’Hara reminded departments about rewrites to document. O’Hara would like to receive rewrites from EDTE and EDLP (with track changes) by January 13 so she and Dean can review and have ready for February 3 COA meeting.

4. Graduate reception/presentation
*May 11, 2012 5:00-8:00pm in the Alumni Center*
Johnson asked Chairs if they would be interested in participating in a joint program? Chairs will take back to departments and let Johnson know. Johnson will put together a cost analysis to share.
5. **Learning Outcomes Assessment Data**

Sheared asked Chairs to look at the catalog list of programs offered. Review to see that all department programs. Johnson will send a sample of the document she prepared. Dean Sheared sent an initial message to Don Taylor. On January 25 a document is due – O’Hara will work with Chairs to develop a college Learning Outcome.

6. **Employment of Immediate Family Members**

Sheared distributed a copy of a campus policy on Employment and/or Supervision of Immediate Family members. Asked Chairs/Directors to be mindful of this policy when making hires in their departments.

7. **Budget – Revise Templates for Spring 2012**

Romo/Sheared asked for revised templates by Thursday, December 8 for Sheared to share with Provost at December 9 meeting.

**Travel/PDCSA and others**

Sheared shared that last year we set aside monies for Professional Development. The same will be done this year. O’Hara/Sheared/Romo will get together to develop the dollars and process for this year.

**PDCSA** – 9,050 dollars have been awarded monies for professional development. O’Hara shared the list with the Chairs/Directors and asked them not to share the information until the notifications go out sometime next week.

**FTES distribution**

Sheared distributed a FTES chart with Totals and Projections for 2011-2012. Asked the Chairs to provide their projected FTES by the end of the day, highlight in red any additional FTES you think you can make over within the budget. If more FTES can be made with additional funding, notify Sheared. Advised them to look at their budgets and come up with Spring projected FTES.

8. **Staff Meeting suggestion – 1st week of Classes**

Sheared shared the suggestion from staff of having a reception table in the lobby of the College the first week of classes. The table would be staffed for hour long blocks during the day. The staff also suggested that interested faculty be invited to be staff the table. Sheared said Chairs are also welcome to volunteer. Ashley Ciraulo-Stuart will be coordinating the schedule with staff. Chairs/Directors were in agreement to this idea.
9. Diane Ravitch
   - Tickets available for presentation and reception
   Reminded Chairs about tickets for the event. See Debbie Santiago.

10. Added item - PACT Scoring
    Ostertag announced a concern that was raised by students in the program about scoring bias (the way reading is taught). All students passed but he told the students he would share the information with the PACT coordinators. He wanted to provide faculty from EDS but does not have any faculty available to participate.

    Added Announcement - Sheared shared that she is working on hiring the following positions:
    • Associate Dean’s Assistant
    • ITC
    • Data Management Technician

    The question was raised about hiring a faculty member to head Assessment. O’Hara shared that she is collecting information from various sources about the needs of the college and will be working with the Dean to assess the need for this type position in the future.

Sheared stated that some of the Chairs would be stepping down soon – she complimented everyone on the great work the group has accomplished.

Meeting Adjourned at 11:40am

Submitted by: La Tina Gago

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