

BCC Department Chairs Meeting Minutes

Meeting Date: Friday, November 13, 2015

Members Attended – X – attended , (X) partial attendance

X	Tram Vo-Kumamoto, VPI		
X	Antonio Barreiro, Interim Dean		
X	Theresa Rowland, Interim Dean		
X	Ivanetta Ikeda, ASL Dept. Chairs		
X	Laura Ruberto, Arts & Cultural Studies Dept. Co-Chair/Chair of Chairs	(X)	Jennifer Braman, Arts & Cultural Studies Dept. Co-Chair
	Paramsothy Thananjeyan, CIS/Business-Econ Dept. Chair		
(X)	Allene Young, Counseling Dept. Chair	X	Susan Truong, Counseling Dept. Co-Chair
X	Jenny Lowood, English Dept. Co-Chair		Gabe Winer, ESL Dept. Co-Chair
X	Joshua Boatright, Library Dept. Chair		
X	Kelly Pernell, Math Dept. Chair		
X	Rachel Simpson, MMART Dept. Chair		
X	Barbara Des Rochers, Science/Biotechnology Dept. Co-Chair	X	Siraj Omar, Science/Biotechnology Dept. Co-Chair
	Linda McAllister, Social Sciences Dept. Co-Chair	X	Tom Kies, Social Sciences Dept. Co-Chair

Guests: Cora Leighton

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
I. Program Review & Updated Validation Process	<ul style="list-style-type: none"> o Deans have read through all of the program reviews and will be providing comments, if not already. o Validation process will be done at joint PIE/ED committee meeting on 11/19/15. Each committee member will be asked to read one PR. o Still need to get Counseling/Student Services 	<ul style="list-style-type: none"> o Chairs to address comments and provide updated version to Tram and Lisa, CC Deans by 5PM on 11/18/15 o Susan will remind Diana B. to forward to Lisa. o Tram to figure out a way to collect comments from the chairs on the program review o Corrections to the PR list <ul style="list-style-type: none"> - LR to LRC - Add FYE & Persist 	

	<ul style="list-style-type: none"> ○ Deans summaries will be presented to Roundtable on 11/30. ○ Feedback on PR process this fall: <ul style="list-style-type: none"> -PR structure, does not work well with the Science area, bc it does not quite meet the needs of how to analyze. -Data gathering issues - would like to get pre collected data. -Want to go back to the already populated data. -Some of the data was really interesting and provided a different lens -Have data analysts meet with individual chairs to go through the information. -Training the year before the PR Y1 is due. 		
II. Faculty Prioritization Process v (handouts: last year's process, presentation to Roundtable, positions requested)	<ul style="list-style-type: none"> ● Review of last year's process and areas for improvement. ● Proposed changes to the rubric for 16-17 from sub-committee were presented for consideration for use this year 15-16 ● Presentation of a final scoring system that will give the rubric value 75% of total score and narrative 25% of the total score was discussed. ● Several suggestions on how to rank score the narratives with 3 	Office of Instruction to do: <ol style="list-style-type: none"> 1. Compile initial rubric ranking for 11/20 meeting 2. Provide college-wide needs and goals for the 11/20 meeting 3. Provide previously used template for narrative for 11/20 4. Create and have ready survey monkey position ranking survey for 12/4 	Finalized Faculty Position Requests (13 total): <ol style="list-style-type: none"> 1. Art 2. Bio 3. Comm 4. English (2) 5. ESL 6. French/Spanish 7. Geography 8. History 9. Math (2) 10. MMART 11. Psych

	being the maximum score was discussed.		<p>Changes to the Process for 15-16:</p> <p>The council decided that the only change that will occur to the 14-15 process for 15-16 will be with the narrative scoring. It was decided that the rubric scores will be 75% of the final score and that the narrative will be 25% of the score.</p> <p>Rubric - 75% Category Mission - 3 pts Category Productivity - 3 pts PT/FT Ratio - 3 pts</p> <p>Narrative - 25% Chairs rank the narratives 1-12 (1 is top) 1 will get 3 pts. 2 will get 2.8 pts. 3 will get 2.6 4 will get 2.4 5 will get 2.2 and so on</p> <p>Agreed upon timeline:</p> <p>Friday, 11/20 meeting 1:30-3:30 – step 2 of process and the college goals and needs will be presented</p>
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<p>III. Chairs of Chairs for Spring</p>	<p>Need to confirm the chair of chairs for Sp 16. An email was sent on 11/12 by Laura to propose the following that chairs could not pass on the chair of chairs role. However, someone could trader the chair of chair term. In addition, if a chair was already in other leadership positions, the chair would be excused from having to do chair of chair work.</p> <p>This was to ensure that the position is shared across all chairs and enables that there was a wide representation of folks in key faculty leadership positions.</p>	<p>Will follow-up at next meeting to decide if we want to keep the current system or move to another system.</p>	

	<p>Tram proposed an alternate solution:</p> <p>Nominate a chair of chairs for a term of 1 year, can't do it again for a period of 3 years and compensated since it is longer than a term. Compensation still not settled but will not be more than .2 FTEF</p>		
<p>IV. Other items --</p> <p>a. Curricunet Meta</p>	<p>Jenny presented that there will be a gap in access to the Curricunet Meta system as we transition. This will require any curriculum work to be done via paper. Follow-up with Jenny and Ally if have questions.</p>		