

Division II Team Meeting

September 22, 2015

12:00 to 1:00 pm

Our motto: Predict, Prevent and Intervene

D312

Meeting called by: Dean Myron Jordan

Type of meeting: Division Meeting

Staff:

Myron Jordan, Brenda Lewis, Maria Margarita Pinilla, and Valery Hollins

Faculty:

August Flowers, Jay Ruben, Allen Tam, Bishop Scott, Drew Burgess, Stefani Ulrey, Matthew Goldstein, Shirley Brownfox, Jennifer Fowler, Ed Loretto, Elizabeth Treadwell, Jennifer Yu, Alexandra Wyman, Christa Ferrero-Castaneda, Dr. Sedique Popal, Robert Brem, Patricia Nelson, Glen Pearson, Dr. Nathan Strong, and Dr. Juanita Alexander.

Minutes

Agenda item: Classroom Responsibilities

Presenter: Myron Jordan

Discussion:

Reinforced the importance of keeping the classrooms in proper order. It is okay to move the desk/chairs around, but it is important to put the desk/chairs back in the same order you found them for the next instructor.

Action items

- ✓ Leave classroom in order
- ✓ Report to Division Office if the classroom is not setup properly.

Agenda item: Census, Attendance Verification and Grade Rosters. **Presenter:** Myron Jordan

Discussion:

It is important to note that you cannot rely on the district online schedule for submission of grades and rosters because dates sometimes change. When inputting your grades/rosters sometimes the system gets saturated and will accept your work, but often it is not saved in the system even though you can see it as saved. It is recommended that instructors submit a hard copy of census, attendance and grade rosters to Admissions and Records or to the Division II Office.

A printed copy is the best way to back up your work. If instructors find their name on the list of late submissions from the district and feel they should not be listed, the best action to take is to email Vice Chancellor Adela Esquivel-Swinson directly to remove your name from the list.

For late start classes the date for submitting census rosters is after 10% of the actual class start time. The day for the submission of census for late start classes will post in the right corner of the roster when you log into PeopleSoft.

When a grade changes is submitted to the office please provide the appropriate supporting documentation along with attaching class rosters. No grade will be changed form a W to a NS (No Show)

unless there are special circumstance such as problems with the system, but you should also be proactive and not keep students on the roster who have not been in your class since the first day of the school semester.

Action items

- ✓ Print a hard copy of the census, attendance verification grades and submit to Marcean (Admissions and Records) or Division II Office.
- ✓ Email Adela Esequivel-Swinson at aesquivelswinson@peralta.edu
- ✓ Verify census date for late start classes by using PeopleSoft
- ✓ Submit grade changes with supporting documentation and class rosters.

Agenda item: Full and Part Time Evaluations

Presenter: Myron Jordan

Discussion:

At September 18, 2015 the Dean submitted a list of instructors that should be evaluated this semester. The evaluation should be organized by the Department Chair. The list with the evaluators and times need to be submitted to the Dean as soon as possible and it should be completed before November 1, 2015 (VPI deadline).

Action items

- ✓ Department Chair will submit the list of evaluators and times to Dean Jordan
- ✓ Dean Jordan will schedule and finalize all interviews no later than November 1, 2015
- ✓ Dean Jordan will schedule administrative evaluations between November 1 and November 23.

Agenda item: Smart Classrooms

Presenter: Myron Jordan

Discussion:

Please be sure all the equipment in the smart classrooms, lights in the black box cabinet are all turned off, which means no yellow lights showing and the screen and computer are also turned off. If the screen is left on a blue light will show and the bulb most likely had burned out.

Dean Jordan proposed purchasing cables and bulbs for Division II Office, but strongly recommends that the department chairs order the needed supplies from their supply budget as well.

Action items

- ✓ Ensure the equipment in the smart classrooms is turned off properly before leaving the classroom.
- ✓ Chair will order cables and bulbs from their supply budget.

Agenda item: Supply Orders

Presenter: Brenda Lewis

Discussion:

Brenda informed the instructors that they should submit their order request to Department Chair. The Department Chair should submit orders to Brenda no later than October 15. The orders need to be listed under the vendor. It is okay to order from one or more vendors, but it is important to identify specific vendors. If the instructor want to use a new vendor please be sure to complete the application online and follow the instructions. If you make a purchase without going through the office it will be considered an unauthorized purchase and the district will not pay for it and you will not get reimbursed.

The earlier you submit the list greater the possibility of receiving your supplies on time. DO NOT make direct orders. If in the past you placed an order with staples and did not have problem it is okay to order that way, otherwise Brenda **strongly** recommends to order through her. Any question can be directed to Brenda.

Action items

- ✓ Order supplies early.
- ✓ Do not order directly.
- ✓ Make an appointment as needed to place your order.
- ✓ Any question can be directed to Brenda Lewis at 510 748 2373

Agenda item: Book Adoptions **Presenter:** Myron Jordan

Discussion:

The book store is recommending that faculty do early book orders, this will allow them to get the best pricing for the students while also getting a significant stock of used books. Any question can be directed to the book store manager, please contact Mindy Sandhu.

Action items

- ✓ Submit book orders early to book store.
- ✓ For questions contact Mindy Sandhu at coa@bkstr.com or 510 748-2247

Agenda item: Open Discussion **Presenter:** Myron Jordan

Discussion:

The day you are absent, late or you must leave early please notified the staff in the Division Office via email, call or in person.

Robert Brem has suggested the need to rotate classes of low enrollment around Peralta Colleges to give the opportunity to all campuses to offer the class one semester which will reduce cancellation of low enrollment classes. It was mentioned that divisions started thinking about strategies to invite students to enroll in classes with low enrolment. There may be an opportunity to offer more late start classes and also offer more classes during intersessions.

It was also brought to our attention by instructor Paulina Mustazza that there is a need for night security. Student safety aides were mentioned as a possible night security solution.

Agenda item: Agenda Items for next meeting. **Presenter:** Mathew Goldstein
SLO coordinator
Division II

Discussion:

- SLO's. There will be a training on October 1 and 2 at Berkeley City College. The seminary will be focus on rules and common mistakes made with SLO's. The discussion will cover all disciplines.

Agenda item: Closing of the meeting
The meeting was closed at 12:58 pm
