

Division II Team Meeting

Our motto: Predict, Prevent and Intervene

October 27, 2015

12:00 to 12:35 pm

D312

Meeting called by: Dean Myron Jordan

Type of meeting: Division Meeting

Staff:

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

Faculty:

August Flowers, Jay Ruben, Drew Burgess, Stefani Ulrey, Matthew Goldstein, Jennifer Fowler, Ed Loretto, Elizabeth Treadwell, Dr. Sedique Popal, Robert Brem, Patricia Nelson, Glen Pearson, Susanne Altenbach, Elham Chisty, Jack Flood, Michael Hansen Little, Judith Hurtado-Ortiz, Sabeen Sandhu, Peter Pappas and Maurice Jones.

Minutes

Agenda item: DSPS

Presenter: Myron Jordan

Discussion:

Reinforced the importance of keeping the classrooms chairs of DSPS, for DSPS students. Those chairs should be kept in their actual positions and always accessible for the DSPS students. Those chairs cannot be move around or taken out of the classrooms. They are purposefully placed to meet the needs of the DSPS students of the class.

Action items

- ✓ Leave DSPS chairs for DSPS students
- ✓ Report to Division Office if the chairs are move or missing.

Agenda item: Department Chairs

Presenter: Myron Jordan

Discussion:

The department chairs need to remember to include the taxes in the order. At the moment to submit an order that is over the amount assigned to the discipline because of the taxes, it will force the office to cut your supplies. Brenda will contract the instructor by email or phone. If she do not received an answer she will cut the numbers of items that have more than one unit. For the office it is difficult for the office to determinate the priority of the list so it is up to the instructors to be careful with the amount assigned and expended.

Action items

- ✓ Include taxes in the supplies orders.
- ✓ The instructors will be contacted to modified orders that over the amount assigned.

Agenda item: Faculty/Classroom Evaluations

Presenter: Myron Jordan

Discussion:

To complete the process of full time faculty and part time faculty evaluation is necessary to have the students evaluation, evaluates and personal evaluation. The administrative evaluation needs to be scheduled after the first two parts are completed. Dean Jordan want to received and review the class evaluations to prepare the administrative evaluation. This semester the evaluator and evaluatee will meet with the dean to finish the process of the administrative evaluation. The dean will personally submit the evaluation to the administrative area to prevent misplacement or loss of documents. Those that complete the process of the first part of evaluations can make an appointment with the dean to do the next step of the process. All the evaluations should be completed and signed by December 2015

Action items

- ✓ Evaluates and evaluates will submit the paper work to dean Jordan
- ✓ Appointments for the second part of the evaluations will be open from today to the end of November
- ✓ Dean Jordan will submit in person the evaluations to the administrative office.

Agenda item: Book adoptions

Presenter: Myron Jordan

Discussion:

It is past the original date for the books adoptions, but instructors that did not submit it need to do as soon possible. The book store need them.

Action items

- ✓ Submit book adoptions as soon possible.

Agenda item: Student Assistant

Presenter: Myron Jordan

Discussion:

The student assistant needs to be used as it was stablished in the petition submitted to Dean Jordan. The students workers cannot grade or shop for instructors. They are assigned to help the instructors in minor assignments as copies, filing, taping, use of scan Tron machine and others.

Action items

- ✓ Student workers will be used according to the regulations of the College of Alameda.

Agenda item: Fall 2015 Syllabus

Presenter: Myron Jordan

Discussion:

The office collected until today 98% of the division II office syllabus. Thanks to all that cooperate to made that possible.

Action items

- ✓ Submit the syllabus every semester on time.

Agenda item: Office Hours **Presenter:** Myron Jordan

Discussion:

The office hours are paid to the part time faculty only. They will receive a check at the end of the semester for all the office hours. Instructors must submit to the office a form with their office hours. If you do not submit office hours, do not expect to get paid for them.

Action items

- ✓ Submit office hours to the office at the start of the semester.

Agenda item: Rosters **Presenter:** Myron Jordan

Discussion:

Rosters should be submitted on time, according with the date line submitted for the dean. When inputting your grades/rosters sometimes the system gets saturated and will not accept your work, but often it is not saved in the system even though you can see it as saved. It is imperative that instructors submit a hard copy of grade rosters to Admissions and Records or to the Division II Office. A printed copy is the best way to back up your work.

Action items

- ✓ Submit rosters to admission and records after you enter them on time.

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 equipment is on, please inform the Division II Office to take action.

The president's office is working on the acquisition of new equipment. The new equipment will be portable to facilitate the transportation to the classes. The equipment of the actual black boxes will be actualized as well. Some of the department chairs had purposed their own projectors to be used by the faculty under their discipline other disciplines are ordering some as well.

Action items

- ✓ Inform the office when the equipment is not turned off by instructor before your class.
- ✓ In your supplied order include a projector for your discipline.

Agenda item: SLO's. **Presenter:** Mathew Goldstein
SLO coordinator
Division II

Discussion:

Mathew Goldstein is the representative of the Division to committee of SLO's. He can assist any of the faculty that need or is planning to actualize their SLO's. The commission of accreditation were emphatic in the importance to actualize the Student Learning Outcomes on the syllabus. The Peralta Community Colleges are using the task screen and the curriculum. The College of Alameda portion in the system actuality is presented with empty boxes that need to be fill with information. Mathew can assist

the faculty with the process of the SLO and PLOS. Laney College is pressuring the district to upgrade the system to curriculum date.

In the process of learning and actualizing the system it is propose to compensate the part times with extra time. The Peralta had designate some money with that purpose and it is discussing the best way to implement that possibility.

The VP Tim Karas send out a list of departments that need to map their SLO's to PLO's and ILOs; the SLO coordinator will be touch with chairs to follow up on the mapping work.

The three College of Alameda SLO coordinators are Jamar Mears (Student Services), Eileen Clifford (Division I), and Mathew Goldstein (Division II). It was a meeting with the department chairs to map outcomes and generate at a glance reports.

The SLO coordinators had been working with the VPI and president to ensure stipends for part-time to do assessment-related work; more information will go out soon.

There is talk at the district and Laney about moving from Taskstream to Curricunet Meta; it is unclear when (and even if) the change would come.

Agenda item: Closing of the meeting

The meeting was closed at 12:35 pm
