

Division II Team Meeting

November 24, 2015

12:00 to 12:35 pm

Our motto: Predict, Prevent and Intervene

D312

Meeting called by: Dean Myron Jordan

Type of meeting: Division Meeting

Staff:

Brenda Lewis, Maria Margarita Pinilla, and Valerie Hollins

Faculty:

August Flowers, Jay Ruben, Drew Burgess, Stefani Ulrey, Matthew Goldstein , Jennifer Fowler, Ed Loretto, Glen Pearson, Susanne Altenbach, Jeffrey Sanceri, Jody Campbell, Jack Flood, Michael Hansen Little, Sabeen Sandhu, Peter Pappas and Wanda Sabir.

Minutes

Agenda item: Faculty/Classroom Evaluations

Presenter: Brenda Lewis

Discussion:

To complete the process of full time and part time faculty evaluation it is necessary to make an appointment with Dean Myron Jordan. For that appointment please email Brenda Lewis at bjlewis@peralta.edu to coordinate the time and day.

Action items

- ✓ Email Brenda Lewis at bjlewis@peralta.edu to make an appointment with Dean Jordan.

Agenda item: Book Adoptions

Presenter: Brenda Lewis

Discussion:

It is past the original date for submitting book adoptions, instructors need to submit adoptions as soon as possible. If you are not using a book or will continuing using the same book please contact the book store and inform them.

Action items

- ✓ Submit book adoptions as soon possible.

Agenda item: Student Assistant

Presenter: Brenda Lewis

Discussion:

The student assistants are assigned to help the instructors in minor assignments such as copies, filing, taping, use of scantron machine etc. Students are not to grade papers; If you need a student assistant please submit a petition to Brenda Lewis by email. It will most likely be a financial Aid student.

Action items

- ✓ Request Student Worker to Brenda Lewis by email
- ✓ Student must be from financial Aid

Agenda item: Classrooms changes **Presenter:** Brenda Lewis

Discussion:

If you are not happy with the classroom assigned for you next semester, please send an Email to Brenda Lewis requesting a change of classroom. Smart classrooms will be assigned first to instructors that have hybrid classes that submit request during the first two (2) weeks of classes after that time there will no more changes of classrooms. Please send your request early.

Action items

- ✓ Submit email requesting change of classroom as soon possible.
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Agenda item: Spring 2015 Syllabus **Presenter:** Brenda Lewis

Discussion:

It is mandatory that instructors submit their syllabus to the office the first week of class each semester. Please remember to send them electronically or you can submit a hard copy to Division Office.

Action items

- ✓ Submit syllabus the first week of classes.
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Agenda item: Smart Classrooms **Presenter:** Brenda Lewis

Discussion:

Instructors continue to not turn their equipment off. If you walk into a classroom and you see equipment that is not turned off please report it to the Division Office.

Action items

- ✓ Turn off your equipment at the end of each class.
 - ✓ Report to the office if you see the equipment left on.
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Agenda item: Office Hours **Presenter:** Brenda Lewis

Discussion:

The office hours are paid to part time faculty only. The office hour are not retroactive. If they are not reported during the semester they will not be paid. Ensure payment of office hours by reporting them to the office at the start of the semester. Only part time instructors with 2 classes will be pay for office hours. It is the instructors' responsibility to report the office hours to the division staff.

Action items

- ✓ Submit office hours to the division by the start of the semester.
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Agenda item: Absences / late for class **Presenter:** Brenda Lewis

Discussion:

All instructors need to report to the Division Office the days/times they are absent or late. You can inform the office with a call, or email however it is strongly suggested that you do both (Call and email). The students always stop by the office to find out why the instructor is not in class.

Action items

- ✓ Call and/or email the office.

Agenda item: Emergency Drill

Presenter: Brenda Lewis

Discussion:

The emergency drill scheduled on November 18 at 11 am went al right, but some of the faculty did not cooperate fully during the drill. It was recommended that the college administer the same emergency drill for both, night and weekend students and faculty. It was requested to change the day of the week that the emergency drill is held on, so faculty can be more involved. Many instructors teach Monday and Wednesdays or Tuesday and Thursday and are not available when emergency drill is scheduled. College of Alameda is the disaster relief center, we need to be prepared to help students and the community at large. Instructors propose to create a list of emergency suggested items to keep in the trunk of their cars for emergencies. The College in the near future will provide training in emergencies for faculty, administrators and staff.

Action items

- ✓ Propose new days and times for drills.
 - ✓ Create an emergency suggested list.
 - ✓ Be prepared to attend special trainings for emergencies.
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Agenda item: Joi Lin Blake

Presenter: Joi Lin Blake

Discussion:

President Blake is pleased with the monthly meetings of each division. As a team it is important that faculty, staff and administrators meet regularly to improve on our services. Any suggestions or complaints are welcome in the meetings. To improve the efficiency of College of Alameda President Blake is working on the following:

- Renovation of the bookstore. The bookstore needs to be friendlier for students. President Blake is proposing a change to allow access to students, with text books for all disciplines including general literature for college students.
 - Create a contest for students to read.
 - A book program to rotate and improve the stock at the bookstore
 - It was proposed to use the book suggestions to implement a regular essay contest for students.
 - Create classes that use books, films and games to motivate students to learn.
 - Create and implement programs for students and faculty.
 - Create an open space for students and community.
- Implement hip hop culture to help educate the youths of today. Hip hop has infinite opportunities for faculty to use as a tool to motivate new generations to learn and be successful. College of Alameda will explore new educational opportunities that students can take advantage.
- Create regular visitations from local schools to the College of Alameda campus. Promote tours to universities to provide an incentive for students to explore opportunities.
- Provide opportunities for the campus community to attend workshops about technology.
- The College of Alameda will work with the city of Alameda to improve the appearance of the campus. The construction of the new “C” building will start shortly. Programmed for demolition

are the buildings “C” and “D” buildings. This will start after the new building is completed. New on campus student housing in being reviewed for international students, revenue that is received will be used for technology and faculty upgrades.

- New smart classrooms will be using mobile podiums.
- It is noted that most of the furniture around campus is outdated, President Blake is working on the acquisition of much needed furniture upgrades. The selection and order of the new furniture will be by lottery system.
- Faculty suggested improvement of space for part time faculty and the President Blake informed them of her project to designate more space for part time faculty and the vision of assigned areas for future expansion.
- SLO’s has been a challenge to complete at the College of Alameda and the next visit from Accreditation Commission is scheduled for fall 2016. All classes not offered in long time will be removed from Taskstream. In order to create an incentive to complete SLO’s implementation President Blake has instituted a contest for the department that completes the SLO process,

1 st	\$5,000
2 nd	\$3,500
3 th	\$1,500

- The College of Alameda is locating sponsors to help students from local high schools that want to start College with Scholarships that will help absorb all expenses during the first year at the college.
- The College of Alameda is requesting that faculty submit ideas to build new curriculum using innovated projects. It is open to full and part time faculty.
- The college has a project to send 10 exchange students to China in the near future. Those students will be selected by a contest. It will be an opportunity for two faculty members to travel aboard with students while all expenses will be covered.
- The President asked faculty to be part of the senate that represents them. She wants all the faculty to be represented. By next semester President Blake would like 16 new members, however a minimum of 10 new members would be welcomed.

Agenda item: Closing of the meeting

The meeting was closed at 1:10 pm
